

# FACULTY GUIDANCE FOR INCIDENT RESPONSE

If there is a true emergency DIAL 911 IMMEDIATELY  
Non-emergency assistance is available by dialing 9999.

## FACULTY SHOULD

- Remain Calm
- Act quickly.
- Take charge of students in your classroom and follow appropriate procedures for all building alarms or emergency alerts.
- During an incident be prepared to act as a liaison between emergency responders and students in attendance.
- Be aware of your surroundings:
  - Know your room and floor layouts
  - Know alternate routes to reach exits
  - Know the Assembly Points for each exit
- Be flexible, adapt to the situation when involved in an incident.
- Provide your class with general information about shelter-in-place and evacuation movement at the start of each semester when reviewing your course syllabus.
- Sign up for Great Falls College Alert to receive emergency alerts via text message. Encourage your students to sign up as well.
- Know how to report an incident from the classroom(s) you use.
- Assure that students with disabilities have the assistance they may need, or know what to do during an incident.

## DISRUPTIVE STUDENT IN CLASSROOM

If you perceive an immediate threat,  
CALL 911 IMMEDIATELY  
on any campus phone\*.

- If it is a non-emergency, dial 9999 on any campus phone to reach Crisis Response Team.
- Disruptive behavior should immediately be reported to the Division Director & the Associate Dean for Student Services.
  - A brief written statement from the instructor describing the incident(s) and any action taken or recommended should be submitted.
  - The Division Director will make a report to the Associate Dean for Student Services.

## EVACUATION

- Always evacuate if the fire alarm sounds.
- Close office/classroom doors and turn off lights and computers.
- Use designated corridors and fire exits.
- Leave the building in an orderly manner.
- Do not use elevators.
- Assist disabled persons to the nearest exit.
- Assemble at the pre-designated **Evacuation Assembly Point(s)** (EAPs).
  - EAPs will be used to provide occupants with information regarding the status of the building.
  - 'All Clear' announcements will be made at the EAPs.
- Report any individuals left in the building to Zone Stewards.
- Follow instruction of emergency personnel.
- Do not re-enter the building until an "All Clear" announcement is given by emergency personnel.

## THREATS OR THREATENING BEHAVIOR

If you perceive an immediate threat,  
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on any campus phone\*.

If it is a non-emergency, dial 9999 on any campus phone to reach Crisis Response Team. Threats made against Great Falls College MSU students, faculty, staff or administration, even in jest, will not be tolerated. In every case of a threat, the person who hears the remark should report it immediately to their supervisor.

In the event of any emergency situation, you may be notified and/or able to obtain information through the following methods, depending on the emergency:

- GFC Alert text message to your cell phone (pre-registration required at [www.gfcmsu.edu/Alert](http://www.gfcmsu.edu/Alert))
- Email notification to your Great Falls College account
- Campus phone system broadcast
  - Local news media
- Great Falls College website: [www.gfcmsu.edu](http://www.gfcmsu.edu)

*\*Using a campus phone to call 911 will ensure that the campus Crisis Response Team will know about your call.*

## SHELTER IN PLACE

A building may be temporarily closed in response to a problem or security threat near a building. The purpose is to convert the building into a locked, secured and safe environment to shelter in until the problem is resolved.

- Close and, if possible, lock the classroom or office door.
- Leave your cell phone on, but put it on vibrate.
- Continue teaching or working and wait for official information on what to do.
- Students and staff in hallways should seek shelter.
- Take refuge until an evacuation can be safely initiated or an "all clear" is given.

## LOCKDOWN

If you perceive an immediate threat,  
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A lockdown is immediate action taken in response to life threatening incident. Life threatening incidents happen **very** rapidly, which means you may or may not get an "official" lockdown warning. You need to take immediate action; do not wait for an official notice.

**Call Out** – To 911 from a campus phone\*. Don't assume some-one else has done it. Tell 911 dispatcher where you are and what you saw.

**Hide Out** – If you can't get out, then find a place to hide. Lock the door if you can. Turn off lights and be silent. Put cell phones on vibrate. Don't peek out – wait for the police.

**Keep Out** – If the door can't be locked, then block the door with whatever you can. If the door opens out, then use belts to tie the door to heavy objects.

**Spread Out** – DO NOT huddle together. Remain calm and stay focused on survival.

**Take Out** – If a shooter enters your area, assume their intentions are lethal. Fight or do whatever it takes to survive...Your life depends on it.



**GREAT FALLS  
COLLEGE**  
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UNIVERSITY

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See Reverse Side for more information.

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<b>Position</b>	<b>Name</b>	<b>Office</b>	<b>Cell #1</b>
Director of Facilities Services	Dennis Devine	771-5140	406-788-8124
Associate Dean / CFO	Darryl Stevens	771-4321	281-682-8994
CEO / Dean	Susan Wolff	771-4310	541-400-0681
Associate Dean / CAO	Heidi Pasek	771-4397	406-781-7485
Associate Dean of Student Services	Camille Consolvo	771-5133	541-805-0381
Executive Director of HR	Mary Kay Bonilla	771-5123	406-781-0381
Executive Director Communications & Marketing	Lanni Klasner	771-4396	406-899-6329 406-736-5650
Executive Director Business & Community Development	Mel Lehman	771-5143	406-270-0412
CIO	Ken Wardinsky	771-4331	406-781-8166
EMS Faculty	Joel Henderson	268-3718	406-868-9456