



## **EMERGENCY OR CRISIS**

**PERSONAL OR COMMUNITY SAFETY RISK - Always call 9-1-1 in an emergency!**  
**When a person is the victim of an attack OR poses imminent danger to themselves or others**  
**Call Great Falls Police immediately by dialing 9-1-1**  
**Or 406.771.1180 (non-emergency) / Campus Security (Securitas) 406.750.8222**

### **PERSONAL OR COMMUNITY SAFETY RISK - Always call 9-1-1 in an emergency!**

If a student engages in behaviors that are disruptive or concerning and may include mental health and/ or safety issues (e.g. suicide attempt, suicide ideation, self-harm ideation, self-harm attempt, threats to others, unusual behavior, mental health issues, and/ or physical health issues) please report these to the Care and Behavioral Assessment Team (CBAT), to connect students with the relevant resources. Please use the Behavior Referral Form linked on the Faculty and Staff page in the left navigation at [facstaff.gfcmsu.edu](http://facstaff.gfcmsu.edu) or visit [https://publicdocs.maxient.com/reportingform.php?MSUGreatFalls&layout\\_id=1](https://publicdocs.maxient.com/reportingform.php?MSUGreatFalls&layout_id=1). You may also contact the Chief Student Affairs Officer at 406.771.5123 or 406.771.4304.

Free counseling is available for Great Falls College MSU students through counseling intern students under the supervision of a licensed mental health care professional. Contact Julie Freshly at 406.771.4304; or the Advisors at 406.771.5100 for referral information. Behaviors include severe anxiety, depression, emotional, or mental disturbance, erratic behavior, and/ or suicidal thoughts. See also Behavioral Concern above. If you are aware of a student who has experienced personal tragedy (may impact student's ability to stay in school), or activities or events with negative impact on campus safety, please use the form referenced above.

### **DISRUPTIVE BEHAVIOR/ CONDUCT VIOLATIONS**

If a student exhibits inappropriate behavior, or is disruptive in class or on campus, they may be violating the Student Code of Conduct: [www.gfcmsu.edu/about/policies/PDF/300/300.pdf](http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf). Please contact the Chief Student Affairs Officer at 406.771.5123 or 406.771.4304 to discuss any disruptive behavior.

### **HARASSMENT, SEXUAL ASSAULT, SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING**

If you are aware of a student who has experienced harassment, sexual assault, sexual violence, relationship violence, or stalking, please contact the Great Falls College MSU Title IX coordinator as soon as possible.

**Mary Kay Bonilla**

**Chief Student Affairs & Human Resources Officer**  
**406.771.5123    mbonilla@gfcmsu.edu**

### **ACADEMIC DIFFICULTIES/ STUDENT SUCCESS ALERTS**

If students are experiencing some kind of class difficulty, such as doing poorly on exams and/ or assignments, or are frequently absent and you have tried to reach them, please complete an alert in Grades First: <https://greatfalls.gradesfirst.com/home/>  
If you have any questions, contact the Advising and Career Center at 406.771.5100

### **TIPS FOR DEALING WITH A CONCERNING STUDENT**

- Always keep safety in mind as you interact. If you feel there is an immediate danger, call 9-1-1.
- Do NOT promise confidentiality.
- Do NOT assume that the person is only trying to get attention or relief from responsibility.
- Document all interactions.
- Know your limitations and that you should not serve as a counselor.

### **WHAT INFORMATION IS NEEDED FOR A REFERRAL**

- Your name and relationship to the student.
- A phone number at which you can be reached.
- Student's name or GID number.
- A brief, factual explanation of your concern or observation, including dates, times, and location.
- What has been done so far to address the concern.

### **WHEN TO MAKE A REFERRAL**

- Times of emergency or significant distress.
- When your efforts to manage the situation are not effective.
- When/ if past referral efforts have shown little to no improvement.
- If a student asks for help with a personal issue that is outside your role as faculty or staff.
- When you worry that a student might be a danger to themselves or others.
- If you are unsure about whether to make a referral or where to make a referral, do not hesitate to contact the office of the Chief Student Affairs Officer at 406.771.5123 or 406.771.4304.

### **WHAT ABOUT CONFIDENTIALITY**

The Family Education Rights and Privacy Act (FERPA) allows the sharing of knowledge about a student among campus officials when there is a legitimate concern related to campus safety.

### **MONTANA STATE UNIVERSITY COMPLIANCE HOTLINE FOR ALL CAMPUSES**

Montana State University encourages faculty and staff to report suspected compliance violations to an appropriate university official. The MSU compliance hotline is an option for faculty, staff, students and the general public to make reports about university compliance issues in confidence. These compliance concerns may be related to accounting and financial, athletics, discrimination or harassment, health and safety, human resources, information security and technology and research matters at all campuses. Please note that the hotline is not to be used for reporting academic matters or non-academic student conduct matters. To learn more about the MSU compliance hotline, or to make a report, please visit: [www.msucompliancehotline.com](http://www.msucompliancehotline.com) or call 855.753.0486.