



# EMERGENCY PROTOCOLS MANUAL

Policy and Procedures for addressing Campus emergencies

Prepared by RMC Student Life and Facilities Services

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# Defining an Emergency

Emergency Situations include any incident in or around the campus for which there is an imminent serious threat to life, limb, property or environment.

-Non-critical events are situations that occur in a hall or building that need attention but do not require immediate attention by professionals (Fire Department, Ambulance, Facility Services Department). This can typically be handled by someone in the building and documented for their supervisor.

-Non-critical emergencies are incidents that require prompt attention but do not represent an immediate threat to life, building or hall security. Examples might include residents who are extremely depressed, disoriented or confused, but are responsive to communication from others.

-Critical events require immediate attention by professionals. This may include fire, flooding, broken locks/doors/windows, etc.

-Critical emergencies involve situations in which an individual:

- Engages in immediate life threatening behavior
- Poses a threat to self or others (e.g., delusions, hallucinations or suicidal)
- Displays an alarming change in behavior (e.g. rage or extreme hostility, catatonic)
- Any situation in which a staff member deems an outside mental health professional is needed immediately (e.g., situations beyond the ability of staff to manage)

If any of these situations occurs, go directly to the proper section of this manual and follow the appropriate protocol.

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# General Steps to Follow in an Emergency

1. Call 911 if necessary (dial 8-911 from on-campus phones).
2. Make a complete assessment of the situation immediately.
3. Collect the facts and take accurate notes that include:
  - Who is involved (name, office, ID)? If you don't know who is involved, get a detailed description (gender, height, weight, hair color, clothing, glasses, facial hair, scars or tattoos, piercing, or other distinguishing characteristics).
  - What has happened or what do you suspect will happen? What action or steps have you or your staff members taken thus far?
  - When did the incident(s) occur?
  - What were the precipitating events?
  - Were there any other witnesses? If so, collect all essential information from each, including their name and phone number, the identity/description of parties involved, timeframe, location, etc...
4. Communicate information to Supervisor immediately. If your immediate supervisor is not available, go to the next person 'up the line.'
5. Submit proper documentation of incident to supervisor, including witness statements.
6. Follow up per established procedures.

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## **When to Call**

**Everyone is encouraged to contact emergency personnel any time they believe they need assistance.**

- Bomb Threat
- Dangerous Weapons (when a suspicious or direct knowledge exist)
- Drug Use in the building
- Death of a Student, Staff or Faculty member
- Fight (physical altercation)
- Fire
- Flood
- Medical Emergency
- Psychological Emergency (any behavior which leads others to be concerned about safety of the student or others)
- Sexual Assault
- Suicide/Attempted Suicide
- Any time the police have been called to a building on campus

**Refer to Phone List at end of Manual**

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# Emergency Notification Response (ENR)

In the event that it becomes necessary to provide a campus wide alert of a significant emergency or dangerous situation that may pose an immediate threat to the safety of students, faculty, and staff, Emergency Notification Response (ENR) procedures enable the Department of Student Life and Campus Safety to notify the entire campus quickly, efficiently, and effectively.

Rocky Mountain College utilizes two primary methods for campus wide emergency notification: direct communication and electronic alerts via the College's web page. This two-action system will be employed unless it is determined that doing so will compromise efforts to contain the emergency by law enforcement, emergency personnel, and College officials.

In the event of an emergency, the following response procedures will be utilized to contact and provide information to faculty, staff, and students:

1. Activation of the web page alert system by an authorized administrator. This will convert the public home web page [www.rocky.edu](http://www.rocky.edu) into an emergency broadcast page with constant RSS feed information.
2. Each building is equipped with an array of speakers as part of the RMC public address system. The public address system will be utilized to make emergency announcements and/or provide instruction for on-campus incidents or catastrophic events.
3. Faculty and staff involved in the ENR will be contacted in each building on campus via landline, cell phone or public address system.
4. The ENR staff in each building will be responsible for relaying information and appropriate response procedures to faculty and staff.
5. The staff will be responsible for emergency procedures and assisting students, visitors, and all other persons.
6. Campus vehicles may be used to cross the grounds sounding sirens, directing vehicle and pedestrian traffic, and supporting emergency personnel.

Authorized administrators of Emergency Notification Response procedures include:

- |                                 |          |
|---------------------------------|----------|
| • VP of Student Life            | 657-1018 |
| • Director of Campus Safety     | 238-7293 |
| • Director of Facility Services | 657-1077 |

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Emergency notifications may include, but are not limited to:

- Bomb threats or other imminent violent threats
- Fire alarms, natural gas leaks and hazardous spills
- Natural disasters
- Violent criminal behavior
- Explosions on campus

Notifications may also include campus closings due to severe weather, campus wide power or utility failure, or threats to campus safety due to city of Billings emergencies.

Improved technology continues to be integrated to allow for additional methods of notification.

*Please note: RMC is continually refining emergency response procedures and technology. A campus wide electronic notification system and SMS texting system have been purchased and will be installed in the coming weeks. Once installation and testing is complete, response protocols will be modified (October 1, 2010).*

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## Follow up and “Post Crisis” Guidelines

1. Write an incident report immediately following any incident and give it to your Supervisor or the Dean of Students within 24 hours.
2. Communicate with your staff to debrief the situation until a resolution has been reached.
3. Follow up with the community or individual if necessary, and discuss the effect of the situation.
4. Evaluate incident response to further refine situation preparedness.

See your manual for more information if needed.

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# Transporting Students

Due to liability concerns, staff members may NOT transport students or any others to a hospital in the event of an emergency. Call for an ambulance if someone is injured and/or requires immediate transportation. A cab or a friend (non-staff member) may be called to transport the student if the illness or injury does not require an ambulance.

This policy is designed to protect Rocky Mountain College staff, faculty and RA's from potential lawsuits if an accident or injury were to occur, which might be caused in the transportation process.

Transportation of students and others is not part of the job description of any person employed by Rocky Mountain College. A specific distinction must be drawn between "official" and "personal" behaviors.

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# Missing Student Protocol

1. If faculty, staff, or students become concerned about a student living on campus who has not been seen in 24 hours, contact the Director of Housing or the On Call Emergency Housing Staff to initiate a wellness check for the student. If the student does not answer the door and is not available by phone, staff members will enter the student's room to be sure that he or she is safe. If the staff member does not come in contact with the student in question, he or she will be reported to the Vice President for Student Life.
2. If it is determined by the Vice President that the student is missing, an official missing student report will be referred to the Director of Campus Safety and the Billings Police Department. If students are under the age of 18 years old and have not emancipated, their parent or guardian will be notified as well the student's confidential contact person.
3. Students have the opportunity to register a confidential contact person at any time in the semester by filling out the "Confidential Contact Person" form on the housing and residence life webpage (<http://www.rocky.edu/currentstudents/housing/Forms.shtml>). This form is then filed in the Vice President's office and is only accessed by authorized campus officials and law enforcement officers. Students who choose to not register a contact person for this purpose will still be reporting missing to law enforcement.

## Missing Student Staff Contact information

- Brad Nason, Vice President for Student Life
  - 406.657.1018
  - [nasonb@rocky.edu](mailto:nasonb@rocky.edu)
- Katie Carpenter, Associate Dean for Student Life
  - 406.657.1099
  - [katie.carpenter@rocky.edu](mailto:katie.carpenter@rocky.edu)

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# Suspicious Persons Protocol

If staff or students encounter suspicious behavior in or around the buildings by any group or individual, contact Billings Police (non-emergency 657-8473). Be prepared to provide the following information:

1. Describe the suspicious behavior (be as specific as possible).
2. Describe the person(s) as accurately as possible, including:

Gender	Hair color
Approximate height and weight	Build type
Skin coloring	Estimated age
Facial hair	Condition of teeth
Glasses	Jewelry
Tattoos, scars, piercing	Shoes
Clothing (style, color, condition)	Ethnicity
Other distinguishing characteristics	Deformities

3. If the suspect has left the scene, also note:
  - direction of travel
  - type of vehicle they were driving (bicycle, motorcycle, car, pickup, etc...) or if they were on foot
  - description of vehicle including make, model, color, and license plate number

We cannot over-emphasize the importance of providing detailed descriptions and related information.

Posting descriptions of suspects is possible; however, community members must adhere to the following guidelines:

1. Develop a description of the “suspect” and submit it to the Dean of Students for approval.
2. Prior to any posting, the description must be reviewed by the Billings Police Department.

These steps will help assess whether there is criminal activity involved. If the “evidentiary quotient” is satisfied, approval to post will likely be given.

When posting descriptions, it is necessary to recognize the balance between community awareness and protection of individual rights. We need to be as responsive as possible to suspicious situations, while at the same time not “over-react.” If you have any questions, please seek clarification from the Dean of Students.

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# Firearm On Campus Protocol

## **If you see a firearm in a vehicle or residence hall room:**

- Call the Dean of Students Office immediately at 657-1018. Make sure to provide the location and, if possible, the quantity/type of firearm(s).
- Call the on-call resident director at 698-8777. Make sure to provide the location and, if possible, the quantity/type of firearm(s).

## **If you see someone on campus with a firearm on their person:**

- Call 911 immediately. There are no firearms allowed on campus and this will be considered a serious threat.
- Call the Dean of Students at 657-1018 (office) or 670-7290 (cell). Make sure to provide the location and, if possible, the quantity/type of firearm(s).
- Call the on-call resident director at 698-8777. Make sure to provide the location and, if possible, the quantity/type of firearm(s).

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# Bomb Threats Protocol

If an individual is on the phone making a bomb threat:

1. Alert another staff member of what is happening. Have that person contact the Billings Police Department immediately (call “911”).
2. Keep caller on the line as long as possible.
3. Ask specific questions
  - Location of bomb(s)
  - How many bombs
  - Are there bombs in any other building
4. Listen for specific sounds in the background of the caller (construction, air blowing, etc.)
5. Take notes of the call, including:
  - Exact words of the caller
  - Time the call was received
  - Description of the caller;
  - Male/Female
  - Accent
  - Distinctive background noises

Once the person has hung up, proceed as follows:

1. Contact Billings Police immediately call “911”.
2. Remove everyone from the building.
3. Contact direct supervisor
4. Follow instructions of supervisor and/or Billings Police.
5. File a detailed incident report as soon as possible. Billings Police may require you to complete a Police Report.

Brad Nason, Dean of Students  
657-1018 (office)  
670-7290 (cell)

Jayne Green, Safety Coordinator  
657-1093 (office)  
670-6109 (cell)

Terry Steiner, Director of Facility Services  
657-1077 (office)  
325-1905 (after hours)

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# Hostage Threat

If someone informs an employee or student that they will not release another person:

1. Alert another staff member of what is happening. Have that staff member contact the Billings Police Department immediately (call “911”).
2. Contact your direct supervisor immediately.
3. If the assailant has called in this threat, listen for specific sounds in the background of the caller (construction, air blowing, etc.). If the assailant is locked in a room, be sure to listen for any telltale signs/sounds that may divulge their location. Confirm that the hostage hasn't been harmed and keep the assailant talking while at the same time being sure not to upset them or 'set them off.'
4. Keep the assailant occupied (if possible) until police arrive on the scene.
5. Take notes of the situation, including:
  - Exact words of what was said.
  - Time threat was made and how long you know the situation has persisted.
  - Description of the assailant; male/female, accent, distinctive background noises, etc.
  - If possible, get information about the hostage.
6. Follow instructions of supervisor and/or Billings Police.

**File a detailed incident report as soon as possible. Billings Police may require you to complete a Police Report.**

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# Fire Protocol

## Fire Alarm Requirements:

1. Staff evacuates building per established procedures for their building.
2.
  - a. Call 911
  - b. Refer to the Facility Services call list below  
(Note: too many calls are better than none, so don't assume!)
3. While evacuating in a quick, safe and effective manner, check any rooms/offices on your way out. Help to ensure the safety of other staff, faculty and students.
4. Staff and faculty should document any alarm and submit a report to their supervisor by the next morning. Supervisors will forward any report to the Vice Presidents the next day for tracking.

**AT NO TIME IS STAFF OR FACULTY EXPECTED TO PLACE THEMSELVES OR OTHERS IN HARMS WAY!**

## Facility Services #'s

Terry Steiner (Director of Facility Services)  
657-1077 (office)  
325-1905 (after hours)

Bill Defferding (Technician)  
325-1902

Bob Thomas (Technician)  
325-1904 (cell)

Bill Kimmerle (Carpenter)  
325-1906

Brad Nason (Dean of Students)  
657-1018 (office)  
670-7290 (cell)

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# Physical Altercations and Harassment

## Guidelines for Handling Verbal Arguments

- Keep your tone of voice low
- Do not touch the participants
- Do not place yourself in danger
- Do not approach the situation alone

## Physical Altercations

- Ask the individuals to Stop. If they do not stop, call 911 then your supervisor immediately.
- Help your supervisor assess the situation. If you feel uncomfortable about the incident or about leaving the individuals involved in close proximity, advise other staff members of your concerns. Call the Dean of Students Office (657-1018).
- Make notes and physical description of each person.
- If nearby or present before the altercation, document the circumstances leading up to the situation.
- If witnesses are present, collect names and phone numbers and inform them they may be contacted for statements.

## Verbal Hostility/Harassment

*If threats of bodily harm or terrorist actions are made, call 911 immediately.*

- Calmly attempt to separate the participants to different areas, without risking your own safety.
- Try to get each person to speak calmly and attempt to facilitate each person's side of the story.
- Call the Dean of Students Office and inform them of the incident. Provide the following information:
  1. Participants and their names
  2. The nature of the incident
  3. Location of the incident
  4. If any other individuals were present
  5. What steps have been taken

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## Tips for Dealing with Alcohol Related Emergencies

Stay Calm. Take a deep breath. Do not act like you are intruding. You have a responsibility to be there. Assess the situation. Look at the problem clearly before taking action.

- Do not allow the individual in or near ANY vehicle (car, motorcycle, bicycle, etc...)
- **DO NOT ADMINISTER ANY FOOD, DRINK, OR MEDICATION TO AN INTOXICATED PERSON.**
- Watch for the individual introducing anything into their system that may induce vomiting which could lead to choking.
- Monitor the person's breathing; if the person is or becomes unconscious or you detect a respiratory problem, **GET MEDICAL HELP IMMEDIATELY** by calling 911.
- **KEEP THE PERSON STILL.** Any abrupt or unnecessary movement might cause an intoxicated person to fall or faint.
- Do not attempt to engage the individual in physical activity (walking, running, etc...)
- Do not give the person a cold shower. The shock may cause the person to pass out, potentially resulting in injury.
- Do not ridicule, provoke, anger, argue with or threaten the intoxicated person.

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# Alcohol Poisoning Protocol

## Signs of Alcohol Poisoning

- Person is known to have consumed large quantities of alcohol in a short period of time.
- Person is unconscious and cannot be awakened.
- Person has cold, clammy, unusually pale, or bluish skin.
- Person is breathing slowly or irregularly-usually this means less than eight times a minute or eight seconds or more between any two breaths.
- Person vomits while unconscious and does not wake up during or after.

1) Place/Roll individual on their side, with their arm extended and supporting their head

2) Call 911

3) Contact Housing Director (657-1051) and/or Dean of Students Office (657-1018) immediately.

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# Sexual Assault Protocol

Reminder: Once you realize that someone is disclosing or about to disclose an on-campus sexual assault, the conversation needs to stop, and you must explain your limitations regarding confidentiality and your responsibilities as an RMC employee in reporting cases of sexual assault.

## Examples of What to Say:

*“I’m glad you’ve come to me about this.”*

*“As an RMC employee, I have a duty to report all disclosures of these types to my supervisor and I or others may be required to investigate your disclosure. This means that the more information you share with me, the more information I need to share with my supervisor. The decision to investigate will also be dependent on the information you share with me today.”*

*“You have a number of options available to you. Some will be more confidential than others.”*

*“The options are yours and I will support which ever you choose.”*

## Support Services

- Call a friend, relative, significant other, or another staff member
- Call the counseling department; **Cynthia Hutchinson 657-1049 or 670-8669**

## Medical Services

St. Vincent Healthcare  
1233 N 30th St, Billings, MT 59101  
(406) 657-7000

Billings Clinic  
2800 10th Ave N, Billings, MT 59101  
(406) 657-4000

## Campus Health Services (if not life-threatening)

Fortin Education Center 125 (east side of building)  
657-1068

RMC Campus Safety	238-7293
Dean of Students office	657-1018
Emergency on-call phone	698-8777

Sexual Assault Services	406-269-8100
Calling Billings Police Department	911 or 8-911 (on-campus)

Remember that reporting an incident is the victim’s choice. It is also the victim’s choice NOT to report.

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# Sexual Assault Protocol Cont.

In the event that the individual continues with the disclosure, follow this procedure:

1. contact Dean of Students Office (657-1018)

In addition to the responsibilities of the employee to report on-campus assaults and, in some situations, investigate the incident, employee may assist the victim in making decisions and provide emotional support.

General Response Tips:

1. Determine the current level of the victim's emotional/physical safety: "Are you safe (*or* do you feel safe) right now?"
2. Avoid being judgmental and/or using victim blaming statements: "Were you flirting with him/her? What were you wearing? What did you think would happen if you went into a room with him/her? Were you drinking...?"
3. Be calm- if you are not certain what to do, tell the victim that you want to be helpful, and the best way you can be helpful is to contact someone who can offer her/him professional assistance.
4. Give the victim options. Remember that the victim needs to gain control and one way to accomplish this is for him/her to make his/her own decisions. Do not make decisions for him/her.
5. Staff members are only to inform the relevant parties (see above). The assault can not be discussed with other staff members, students or other individuals; this includes non associated employees and other residents of the college. This is another reason why supervisors need to be contacted: to provide support to the staff members/others dealing with the assault.
6. Explain to the victim that not washing may help maintain evidence for the proper authorities. Save clothes and place them in a paper bag.
7. Take notes so you are able to write a statement immediately after incident.

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# Death of a Student/Staff/Faculty Protocol

1. DO NOT TOUCH ANYTHING. Police regard any death as a homicide until otherwise determined.
2. Call 911 immediately
3. Contact your direct supervisor
4. Remove everyone from the scene.
5. Take notes on who was there. Take ID's of any witnesses. Isolate witnesses and do not allow witnesses to talk to each other.
6. Limit access to the area as much as possible until assistance arrives.
7. When assistance arrives, cooperate as requested.
  - Identify yourself and your position
  - Gather information from other students and staff
  - Acquire personal info on the victim (parent's or spouse's name/number/address)
  - Dean of Students will call emergency meeting with staff to inform and update them on the situation (check with Dean of Students on information to be dispersed)
8. If the death is visible and "attention drawing", the building staff should meet immediately with faculty/staff/students to address concerns, answer questions, offer support, etc.
9. Contact the Counseling Department for counseling support for faculty, staff and students.
10. Continue follow up with students and staff (especially with friends of the victim) as necessary to demonstrate appropriate support and care.
11. Staff does not initiate contact with the family of the deceased victim. The Dean of Students and/or the Billings Police Department will coordinate this.

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## **Contagious Disease**

(Chicken Pox, Hepatitis A, Mononucleosis, Influenza, Tuberculosis, etc.)

1. Notify the nurse (657-1068). If nurse is unavailable contact the Dean of Students Office (657-1018).
2. For non-life threatening situations contact Campus Health at 657-1068 (M-F until noon). Or, contact Ask-A-Nurse at 657-8778.
3. For life threatening situations call 911 immediately.
4. Clear immediate area of all people.
5. Assist them as necessary (use universal precautions if needed: gloves, masks, etc.)

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# Eating Disorders Protocol

If you suspect a student or staff member has an eating disorder:

1. Make them aware of resources on campus:

- Counseling Department – Cynthia Hutchinson, 657-1049
- Student Health Services--Audrey Jurovich, 657-1068

2. Alert your supervisor to the potential situation.

3. Confront the individual sharing your concerns and noted behavioral patterns. Be prepared to encounter denial or disbelief from the individual.

If an individual identifies an eating disorder:

1. Don't be judgmental.

2. Offer the individual your support and let them know that you want to help them.

3. Get the individual to a place where they want to help themselves.

4. Notify your supervisor.

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# Water Damage Control Information

Major concerns include property loss, mold and parasites and viruses. The importance of a timely response to any form of water damage is necessary to prevent progressive material damage, amplification of microorganisms, and to minimize potential adverse health effects.

Water Categories:

- Clean water- Water that does not pose harm to humans
- Gray water – Contains significant degree of contamination
- Black water – Water contaminated with organisms and harmful to humans

Water problems must be reported immediately. The longer the water remains stagnant, the greater the chance of property damage and health risk. As water degrades from one category to another, the damage and contamination increases.

Possible sources of water on campus:

- Drinking Fountains
- Toilets/Showers
- Humidity
- Washing Machines
- Sprinklers
- Broken pipes
- Heaters

When water damage occurs:

- Stop the water source
- Report the problem immediately and secure the area
- Remove objects out of water's path.

Facility Services #'s

Bill Defferding (Technician)  
325-1902

Bob Thomas (Technician)  
325-1904 (cell)

Bill Kimmerle (Carpenter)  
325-1906

Terry Steiner (Director of Facility Services)  
657-1077 (office)  
325-1905 (after hours)

William Greenwolt (Grounds)  
325-1904

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# Flood/Water Damage Protocol

Once a staff member determines that there is a flood condition, (where personal property and/or building damage may occur from the water), the following procedures need to be utilized:

1. Emergency Personnel needs to be dispatched: specifically assign someone to contact these services if you are needed at the scene or in some other capacity.
2. Contact Facility Services immediately.
3. Utilize the building staff to maintain crowd control.
4. Communicate with all individuals involved regarding the incident, protocol for management of the situation, and any progress of clean up and/or repair efforts. Do NOT provide any information until emergency personnel has assessed the situation and given the ok.
5. There may be a need for insurance claims if personal property is lost/damaged. Never promise a student or staff that their personal belongings will be covered by insurance claims. If needed, this process will be discussed and determined by the President's Cabinet and the College's insurance carrier.

## Facility Services #'s

Bill Defferding (Technician)  
325-1902

Bob Thomas (Technician)  
325-1904 (cell)

Bill Kimmerle (Carpenter)  
325-1906

Terry Steiner (Director of Facility Services)  
657-1077 (office)  
325-1905 (after hours)

William Greenwolt (Grounds)  
325-1904

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# Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA), restricts the amount and type of information staff can share about students. Privacy and confidentiality rights are guaranteed to students. Please note the following regulations regarding requests for information:

Name and Phone number can be given out. Do not give room numbers or any other information.

(Note: Students must sign a release form in the Office of Student Records in order for RMC to release information.)

## Requests:

From Lawyers: Refer them to the Dean of Students Office

From RMC Administrators: Provide need-to-know information. This is sometimes a judgment call; if you are unsure, speak with your supervisor.

From Billings Police: Respect FERPA requirements at all times. (Conduct issues or other information can be shared only with a signed Confidentiality Waiver from the student filed in the Office of Student Records).

From Parents: Respect FERPA requirements at all times. (Conduct issues or other information can be shared only with a signed Confidentiality Waiver from the student).

From Others: Respect FERPA requirements at all times and use common sense; we have a duty to be effective advocates for the rights of the students.

## Subpoenas:

If you are served with a subpoena for a case involving your role as a staff member; forward it immediately to the Dean of Students Office. In consultation with the College's attorney, they will determine appropriate response and advise you.

**Note: In cases where students are found responsible for drug and alcohol related offenses, parents are notified via the Dean of Students Office.**

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# Emergency Repairs Protocol

When a staff member becomes aware of a situation that may require an immediate response from the Facility Services Department, they must determine if the situation constitutes an emergency.

Examples of emergency situations that require immediate attention include:

- Locks on building entrances and student room doors that do not function properly
- Electrical issues, heating breakdowns, or absence of water
- Broken glass doors, lobby area, windows, and to a slightly lesser degree, student room windows (situational)
- Emergency lighting systems breakdown
- Leaks from equipment and fixtures which create foot traffic and hazards
- Lack of electrical power in a students room not restored by checking circuit breaker
- Fire alarm system trouble or breakdown

Physical Plant: 657-1077

Bill Defferding (Technician)  
248-7290 (Home)  
325-1902 (Cell)

Bob Thomas (Technician)  
252-2480 (Home)  
325-1904 (cell)

Bill Kimmerle (Carpenter)  
652-8436 (Home)  
325-1906 (Cell)

Terry Steiner (Director of Facility Services)  
325-1905 (Cell)

In Residence Halls:

- 1.) RA contacts RD on call
- 2.) When you call you'll need the following information:
  - Your Name
  - Contact number
  - Exact location
  - Nature of problem (be specific)
- 3.) RD on call will contact the Director of Housing immediately

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# Campus Buildings

If an emergency arises or you see any suspicious activity, refer to the appropriate section in this manual i.e....flooding, fire, etc., follow the protocol and then call the contact person for the building.

## **Alden Hall**

Terry Steiner (Director of Facility Services)  
325-1905 (After Hours)

Brad Nason (Dean of Students)  
670-7290 (After Hours)

## **Bair Family Student Center**

April Stevenson (Director of Residence Life)  
657-1051 (Day)  
698-8777 (After Hours)

Brad Nason (Dean of Students)  
657-1018 (Day)  
670-7290 (After Hours)

## **Bair Science Center**

Kellee Pierce  
657-1166 (Office)  
652-4802 (Home)

Anthony Piltz (Academic VP)  
657-1020

Brad Nason (Dean of Students)  
670-7290 (After Hours)

## **Eaton Hall**

Carol Jensen (Chief Financial Officer)  
657-1022 (Office)

Brad Nason (Dean of Students)  
670-7290 (After Hours)

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## **Fortin Education Center**

Gail Nutting  
657-1045 (Office)  
670-7152 (After Hours)

Brad Nason (Dean of Students)  
670-7290 (After Hours)

## **Morledge/Kimball Hall**

Anthony Piltz (Academic VP)  
657-1020

Terry Steiner (Director of Facility Services)  
325-1905

Brad Nason (Dean of Students)  
670-7290 (After Hours)

## **Library: DeRosier Educational Resource Center**

Bill Kehler (Director of the Library)  
657-1140

Brad Nason (Dean of Students)  
670-7290 (After Hours)

## **Losekamp Hall**

Anthony Piltz (Academic VP)  
657-1020

Brad Nason (Dean of Students)  
670-7290 (After Hours)

## **Prescott Hall**

Building Hours 6:00am-10:00pm,  
(Hours are often extended for special events or if the Admissions Office is open late).

Pam Erickson (Assistant to the President)  
657-1015

Brad Nason (Dean of Students)  
670-7290 (After Hours)

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## **Tech Hall**

Terry Steiner (Director of Facility Services)  
325-1905

Anthony Piltz (Academic VP)  
657-1020

Brad Nason (Dean of Students)  
670-7290 (After Hours)

## **Tyler Hall**

Anthony Piltz (Academic VP)  
657-1020

Brad Nason (Dean of Students)  
670-7290 (After Hours)

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## Residence Halls

To report any suspicious activity, refer to the appropriate section in this manual i.e....flooding, fire, etc. and immediately call the contact person for each building.

### Who to Call

1.	911 if necessary		
2.	Resident Director on call	698-8777	
3.	Resident Director – Anderson Hall	238-7295	
4.	Resident Director – Widenhouse Hall	238-7297	
5.	Resident Director – Rimview Hall	247-2640	
6.	Resident Director – Jorgenson Hall	238-7334	
7.	Director of Residence Life	657-1051	
8.	Associate Dean of Students	657-1099	672-5941 (C)
9.	Dean of Students	657-1018	670-7290 (C)
10.	Terry Steiner(Director of Facility Services)	657-1078	325-1905 (C)
11.	Bill Defferding (Technician)	325-1902	
12.	Bob Thomas	325-1904	
13.	Bill Kimmerle (Carpenter)	325-1906	
14.	William Greenwoldt (Grounds)	325-1904	

Communication is KEY!

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# Grounds & Parking

If you see any suspicious activity, refer to the appropriate section in this manual i.e....flooding, fire, etc. and immediately call the applicable individual from the contact list.

If you encounter anyone consuming alcohol in the parking lots or on the grounds, ask them to leave. If necessary, call a college official for assistance (refer to the call list below). As a college official you have the authority to ask for ID of individuals and ask them to leave the college grounds. This needs to be in alignment with the code of conduct. Please document and report the incident to the Dean of Students immediately.

On call Residence Director  
698-8777

Jayme Green (Campus Safety)  
238-7293 (Day)

April Stevenson ( Director of Residence Life)  
657-1051(Day)  
670-5220 (After Hours)

Brad Nason (Dean of Students)  
657-1018 (Day)  
670-7290 (After Hours)

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# Phone List

## Facility Services

Terry Steiner (Director)	325-1905
Bill Defferding (Technician)	325-1902
Bob Thomas (Technician)	325-1904
Bill Kimmerle (Carpenter)	325-1906
William Greenwolt (Grounds)	325-1904

## Residence Life Staff

Resident Director on call	698-8777
Resident Directors:	
Anderson Hall	238-7295
Widenhouse Hall	238-7297
Rimview Hall	247-2640
Jorgenson Hall	238-7343
Director of Residence Life	657-1051
Associate Dean of Students	
Dean of Students	657-1018 (office) or 670-7290 (cell)
Director of Campus Security	657-1093 (office) or 670-6109 (cell)

## On Campus Resources

Campus Safety	238-7293
International Programs	657-1107
Counseling Center	657-1049 or 670-8669
Director of Housing	657-1051
American Indian Advisor	657-1106
Services for Academic Success	657-1070
Student Health Center	657-1068
Student Services VP (Brad Nason)	657-1018 (office) or 670-7290 (cell)
Academic VP (Anthony Piltz)	657-1020
Educational Services VP (Lisa Browning)	657-1032
President Michael Mace	657-1015

## Community Resources

Emergency	911 (dial 8 first from any campus phone)
Yellowstone County Police (non-emergency)	657-8200
Alcoholics Anonymous (A.A.)	657-0776
Narcotics Anonymous (N.A.)	1-800-990-6262
Alateen	657-0776
Poison Control (all areas)	1-800-222-1222
Indian Health Board of Billings	245-7372

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## Phone List Cont.

Hearing Impaired	1-800-243-7889
National Center for Disease Control	1-800-232-4636
AIDS Hotline Montana	1-800-233-6668
AIDS Testing & Counseling	247-3350
M-W-F 1:00-4:00	
STD Clinic	247-3350
M-W-F 1:00-4:00	
Ask-A-Nurse	657-8778
Gateway House	245-4472
Legal Services	248-7113
Counseling Services for Crisis Pregnancy	652-4868
Rape Crisis	259-8100
Sexual Assault Services	259-8100
Battered Victims 24-hour Help Line	259-8100
STD Hotline	1-800-227-8922
Mental Health Center	252-5658
Suicide Hotline	252-1212

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