



ROCKY
MOUNTAIN
COLLEGE

SAFETY PROTOCOL HANDBOOK

Policy and Procedures for Addressing Campus Emergencies

Prepared by RMC Campus Safety and Facilities Services

Updated September 2016

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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 building that need attention but do not require immediate attention by professionals (fire department, ambulance, facility services). This can typically be handled by someone in the building and documented for Rocky Mountain College.

Non-critical emergencies are incidents that require prompt attention but do not represent an immediate threat to life, building, or 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. Critical emergencies involve situations in which an individual or facility:

- 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)
- Poses a threat to facilities (fire, flooding, broken glass, inability to lock or unlock a door, exposed electrical)

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

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:
 - a. 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).
 - b. What has happened or what do you suspect will happen? What action or steps have you or other staff members taken thus far?
 - c. When did the incident(s) occur?
 - d. What were the precipitating events?
 - e. 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 another campus supervisor or Vice President.
5. Submit proper documentation of incident, including witness statements.
6. Follow up per established procedures (refer to page 7).

When to Call

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

Situations where contacting emergency personnel may include but is not limited to:

- Bomb threat
- Dangerous weapons (when a suspicious or direct knowledge exist)
- Drug use on campus
- Death of a student, staff, or faculty member
- Fight (physical altercation)
- Fire
- Flood
- Medical emergency
- Psychological emergency (any behavior that leads others to be concerned about safety of the student or others)
- Sexual assault
- Suicide/attempted suicide
- Suspicious behavior
- Natural disasters

Refer to Phone List at end of Manual

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 Student Life Division and Campus Safety to notify the entire campus quickly, efficiently, and effectively. Students, faculty, and staff are all required to be entered into this ENR system.

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

- Each building is equipped with 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.
- Faculty and staff involved in the ENR will be contacted in each building on campus via landline, cell phone, or public address system.
- The ENR staff in each building will be responsible for relaying information and appropriate response procedures to faculty and staff.
- The ENR staff will be responsible for emergency procedures and assisting students, visitors, and all other persons.
- 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:

- Vice President of Student Life 406.657.1018
- Campus Safety Coordinator 406.238.7293
- Director of Residence Life 406.657.1051
- Director of Facility Services 406.657.1077

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.

Follow up and “Post Crisis” Guidelines

1. Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.
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. Consult your department's protocol for more information if needed.

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 Vice President for Student Life 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 Dept.: 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/Family: 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 Vice President for Student Life 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 or alcohol related offenses, parents may be notified via the Vice President for Student Life Office.

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

Follow these procedures whenever a person appears to have alcohol poisoning:

- Place/roll individual on their side, with their arm extended and supporting their head
- Call 911
- Call the On-Call Residence Life Staff at 406.698.8777 and the Vice President for Student Life Office at 406.657.1018 immediately.
- Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

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 that 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.

Bomb Threats Protocol

*** DO NOT use cell phones as radio signals and/or electronic devices can activate explosive devices. ***

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
 - a. Location of bomb(s)
 - b. How many bomb(s)
 - c. Are there bomb(s) 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:
 - a. Exact words of the caller
 - b. Time the call was received
 - c. Description of the caller
 - d. Male/female
 - e. Accent
 - f. Distinctive background noises

Once the person has hung up, proceed as follows:

1. Contact the Billings Police Department immediately call "911."
2. Remove everyone from the building
3. Contact your direct supervisor
4. Follow instructions of supervisor and/or Billings Police Department
5. Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

If you receive a written, email, or verbal threat, or upon discovery of a potential explosive device:

1. Alert another staff member of what is happening. Have that person contact the Billings Police Department immediately (call "911").
2. Inform the Vice President for Student Life Office via messenger or building telephone.
3. Discontinue use of radios and other electronic equipment.
4. Evacuate to a safe assembly area, leaving doors open as you exit.
 - a. 1,000 feet minimum recommended safe distance
 - b. DO NOT attempt to remove any items from the building as you exit
 - c. DO NOT re-enter the building at any time
5. Take attendance of students, staff, and visitors. Report any missing individuals to the Vice President for Student Life Office immediately and to first responders.
6. Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

Vice President for Student Life
406.657.1018 (office)

Director of Facility Services
406.657.1077 (office)

Campus Safety Coordinator
406.238.7293 (office)

Campus Buildings Safety Concerns

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

Alden Hall

Director of Facility Services
406.657.1078 (office)
406.325.1906 (after hours)

Vice President for Student Life
406.657.1018 (office)
406.670.7290 (after hours)

Aviation Hall

Director Aviation
406.657.1060 (office)

Director of Facility Services
406.657.1078 (office)
406.325.1906 (after hours)

Bair Family Student Center

Director of Residence Life
406.657.1051 (office)
406.698.8777 (after hours)

Vice President for Student Life
406.657.1018 (office)
406.670.7290 (after hours)

Bair Science Center

Director of Administrative Computing
406.657.1166 (office)
406.652.4802 (after hours)

Academic Vice President
406.657.1020 (office)

Vice President for Student Life
406.657.1018 (office)
406.670.7290 (after hours)

Eaton Hall

Chief Financial Officer
406.657.1022 (office)

Vice President for Student Life
406.657.1018 (office)
406.670.7290 (after hours)

Flight Operations

Director of Flight Operations
406.254.9525 (office)

Aviation Director
406.657.1060 (office)

Fortin Education Center

Fortin Center Operations Director
406.657.1045 (office)
406.670.7152 (after hours)

Vice President for Student Life
406.657.1018 (office)
406.670.7290 (after hours)

Morledge-Kimball Hall

Academic Vice President
406.657.1020 (office)

Director of Facility Services
406.657.1078 (office)
406.325.1906 (after hours)

Vice President for Student Life
406.657.1018 (office)
406.670.7290 (after hours)

Library: DeRosier Educational Resource Center

Director of the Library
406.657.1140 (office)

Vice President for Student Life
406.657.1018 (office)
406.670.7290 (after hours)

Losekamp Hall

Academic Vice President
406.657.1020 (office)

Vice President for Student Life
406.657.1018 (office)
406.670.7290 (after hours)

Prescott Hall

Assistant to the President
406.657.1015 (office)

Vice President for Student Life
406.657.1018 (office)
406.670.7290 (after hours)

Residence Halls (Anderson Hall, Rimview Hall, Widenhouse Hall, Jorgenson Hall)

On-Call Residence Life Staff
406.698.8777 (24 hour)

Director of Residence Life
406.657.1051 (office)

Vice President for Student Life
406.657.1018 (office)
406.670.7290 (after hours)

Director of Facility Services
406.657.1078 (office)
406.325.1906 (after hours)

Tech Hall

Director of Facility Services
406.657.1078 (office)
406.325.1906 (after hours)

Academic Vice President
406.657.1020 (office)

Vice President for Student Life
406.657.1018 (office)
406.670.7290 (after hours)

Tyler Hall

Academic Vice President
406.657.1020 (office)

Vice President for Student Life
406.657.1018 (office)
406.670.7290 (after hours)

Contagious Disease

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

- Notify Student Health Services at 406.657.1068. If Student Health Services is unavailable, contact the Vice President for Student Life Office at 406.657.1018.
- For non-life threatening situations contact Student Health Services at 406.657.1068, or contact Ask-A-Nurse at 406.657.8778.
- For life threatening situations, call 911 immediately.
- Clear immediate area of all people; assisting as necessary (use universal precautions if needed: gloves, masks, etc.)
- Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

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 IDs 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.
 - a. Identify yourself and your position
 - b. Gather information from other students and staff
 - c. Acquire personal info on the victim (parent's or spouse's name/number/address)
 - d. The Vice President for Student Life will call an emergency meeting with staff to inform and update them on the situation (check with Vice President for Student Life 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 Vice President for Student Life and/or the Billings Police Department will coordinate this.
12. Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

Eating Disorders Protocol

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

- Make them aware of resources on campus:
 - Counseling Center at 406.657.1049
 - Student Health Center at 406.657.1068
- Alert your supervisor to the potential situation.
- 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:

- Don't be judgmental.
- Offer the individual your support and let them know that you want to help them.
- Notify your supervisor.

Emergency Repairs Protocol

When a staff member becomes aware of a situation that may require an immediate response from Facility Services, 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 or windows
- Emergency lighting systems not functioning properly
- Leaks from equipment and fixtures that create foot traffic and hazards
- Lack of electrical power in a student's room not restored by checking circuit breaker
- Fire alarm system trouble or breakdown

In non-residence hall campus buildings contact the Office of Facility Services at 406.657.1077 (office) or 406.325.1906 (after hours)

In residence halls contact the On-Call Residence Life Staff at 406.698.8777.

When you call, you'll need the following information:

- Your name
- Contact number
- Exact location
- Nature of problem (be specific)

Fire Protocol

Fire Alarm Requirements:

1. Activate the fire alarm and evacuate per established procedures for the building.
2. Call 911
Call The Office of Facility Services at 406.657.1077 (office) 406.325.1906 (after hours)
Call The Office of Campus Safety at 406.238.7293 (office) 406.647.1373 (after hours)

(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. Report any missing individuals immediately to the Vice President for Student Life Office and to emergency personnel.
5. Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

At no time is staff or faculty expected to place themselves or others in harm's way.

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:

- Contact the Office of Facility Services at 406.657.1077 (office) or 406.325.1906 (after hours); assign someone to contact these services if you are needed at the scene or in some other capacity.
- Utilize the building staff to maintain crowd control.
- 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.
- 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.

Water Damage Control Information

Major concerns include property loss, mold, 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:

- If safe to do so stop the water source, damn the water from continuing to flow and remove objects out of water's path
- Secure the area
- Report the problem to the Office of Facility Services at 406.657.1077 (office) or 406.325.1906 (after hours)

Grounds & Parking

If you encounter anyone violating campus policy or causing a disturbance in the parking lots or on the grounds, ask them to leave. If necessary, call for assistance (refer to the call list below). As an RMC employee you have the authority to ask for ID of individuals and ask them to leave the RMC property. This needs to be in alignment with the code of conduct. Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

Campus Safety Office

406.238.7293 (office)

406.238.SAFE (7233) (after hours)

Director of Residence Life

406.657.1051 (office)

406.698.8777 (after hours)

Vice President for Student Life

406.657.1018 (office)

406.670.7290 (after hours)

Hostage Threat

Follow these procedures whenever a person:

- Has a weapon
 - Says they have a weapon
 - Is holding another person against their will
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. Relay accurate information:
 - a. Where is the event occurring?
 - b. How many are involved (perpetrators and hostages)?
 - c. What demands, if any, have been made?
 - d. Is anyone injured?
 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:
 - a. Exact words of what was said
 - b. Time threat was made and how long you know the situation has persisted
 - c. Description of the assailant; male/female, accent, distinctive background noises, etc.
 - d. If possible, get information about the hostage
 6. Follow instructions of supervisor and/or the Billings Police Department.
 7. Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

Missing Student Protocol

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 Residence Life at 406.657.1051 or the On-Call Residence Life Staff at 406.698.8777 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.

If it is determined by the Vice President that the student is missing, an official missing student report will be referred to the Campus Safety Coordinator 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.

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 residence life webpage.

This form is then filed in the Vice President for Student Life 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 reported missing to law enforcement.

Missing Student Staff Contact information:

Vice President for Student Life
406.657.1018

Campus Safety Coordinator
406.238.7293

Director of Residence Life
406.657.1051

On-Call Residence Life Staff
406.698.8777

Abduction:

1. In the event of an abduction or suspected abduction, call the Billings Police Department immediately.
2. Call the Vice President for Student Life Office at 406.657.1018.
3. If an abduction is witnessed by other individuals, detain them for interviews with administration and law enforcement.
4. Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

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 Vice President for Student Life Office at 406.657.1018.
- Make notes of physical descriptions 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.
- Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

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 Vice President for Student Life 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
- Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

Sexual Assault Protocol

Once you realize that someone is disclosing or about to disclose a 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 whichever you choose."

Support Services

Friends, relatives, significant others, or other staff members
RMC Counseling Department at 406.657.1049 (office) or 406.670.8669 (after hours or emergencies)

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

Other Resources

Student Health Center	406.657.1068
Campus Safety Office	406.238.7293
Vice President for Student Life	406.657.1018
On-Call Residence Life Staff	406.698.8777
Sexual Assault Services	406.259.8100
Billings Police Department	911 or 8-911 (from campus phone line)

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

Sexual Assault Protocol Cont.

In the event that the individual continues with the disclosure, follow these procedures:

Contact the Vice President for Student Life Office at 406.657.1018

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

General response tips:

- Determine the current level of the victim's emotional/physical safety: "Are you safe (or do you feel safe) right now?"
- 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?"
- 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.
- 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.
- Staff members are only to inform the relevant parties (see above). The assault cannot 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.
- Explain to the victim that not washing may help maintain evidence for the proper authorities. Save clothes and place them in a paper bag.
- Take notes so you are able to write a statement immediately after incident.
- Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

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 student employees 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.

Unidentified Persons Protocol

If staff or students encounter suspicious behavior in or around the buildings by any group or individual, contact the Billings Police Department (non-emergency 406.657.8200). 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:
 - a. direction of travel
 - b. type of vehicle they were driving (bicycle, motorcycle, car, pickup, etc.) or if they were on foot
 - c. 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 Vice President for Student Life 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 Vice President for Student Life.

Weapon on Campus Protocol

If you see a weapon on campus:

- Call the Campus Safety Office at 406.238.7293 or 406.238.SAFE (7233) after hours.
- Call the On-Call Residence Life Staff at 406.698.8777.
- **Make sure to provide the location and, if possible, the quantity/type of weapon(s).**
- Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

If a weapon is found, isolate the area and do not touch the weapon. Police will secure it for evidence.

- Await further instructions from the Campus Safety Office or local authorities.
- Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

If you see someone on campus with a weapon:

- Call 911 immediately. There are no firearms allowed on campus and this will be considered a serious threat.
- Call the Campus Safety Office at 406.238.7293 or 406.238.SAFE (7233) after hours.
- Call the Vice President for Student Life at 406.657.1018 (office) or 406.670.7290 (after hours).
- **Make sure to provide the location and, if possible, the quantity/type of weapon(s).**
- Await further instructions from the Campus Safety Office or local authorities.
- Submit an incident report immediately following any incident. Incident reports can be submitted in the Campus Safety Office.

Phone List

Department	Office #	On-Call # (after hours or emergencies)
Academic Vice President	406.657.1020	
Campus Safety	406.238.7293	406.238.7233
Counseling Center	406.657.1049	406.670.8669
Enrollment Services Vice President	406.657.1143	
International Programs	406.657.1107	
Office of Facility Services	406.657.1077	406.325.1906
Office of Residence Life	406.657.1051	406.698.8777
President		406.657.1015
Services for Academic Success	406.657.1070	
Student Health Center	406.657.1068	
Vice President for Student Life	406.657.1018	406.670.7290

Community Resources	Phone #
AIDS Hotline Montana	800.233.6668
AIDS Testing & Counseling	406.247.3350
Alcoholics Anonymous (A.A.) and Alateen	406.657.0776
Ask-A-Nurse	406.657.8778
Counseling Services for Crisis Pregnancy	406.652.4868
Emergency	911
Gateway House	406.245.4472
Hearing Impaired	800.243.7889
Indian Health Board of Billings	406.245.7372
Legal Services	406.248.7113
Mental Health Center	406.252.5658
Narcotics Anonymous (N.A.)	800.990.6262
National Center for Disease Control	800.232.4636
Poison Control	800.222.1222
Rape Crisis, Sexual Assault Services & Battered Victims 24-hour Help Line	406.259.8100
STD Clinic	406.247.3350
STD Hotline	800.227.8922
Suicide Hotline	406.252.1212
Yellowstone County Police (non-emergency)	406.657.8200

Crisis Text Hot Line Text Message To 741741