

MSU Billings Police Department

Community Response Information

- Active Shooter Incident -

1. Secure Immediate Area:

- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Do not sound the fire alarm. People trying to evacuate could be placed in harm's way
- Remain calm, quiet, and out of sight
- Take adequate cover. Concrete walls, thick desks, and filing cabinets are examples of good barriers
- Silence cell phones

2. Contact Authorities:

- Dial 911 from a cell phone or 9-911 from a campus phone to make a police report. 911 can dispatch UPD officers
- After calling 911, also dial the University Police emergency line at 406-657-2222
- Be aware that the phone system will likely be overwhelmed
- Program the MSUB police number into your cell phone for emergency use.

3. What to Report:

- Description of the incident
- Your specific location- building name, office/room number, number of people at your location
- Injuries- number injured, types of injuries
- Suspect(s)- shooter's identity if known, location, number of suspects, race, gender, clothing description, physical features, type of weapons, long gun or hand gun, backpack, other identifiable characteristics

4. Police Response:

- Objective is to immediately locate and engage suspects(s)
- Evacuate victims
- Assist individuals with disabilities
- Assist fire department and emergency medical responders
- Conduct interviews and investigation

5. Unsecuring an Area:

- Keep areas and classrooms secure until police personnel arrive to give you directions
- Only attempt to rescue victims if it can be done without endangering yourself or others