

MSU Billings Police Department

Community Response Information

– Active Shooter Incident –

Run

- Trust your instincts and don't delay.
- Get away as quickly as possible.
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape if it is safe to do so.
- Do not attempt to move injured individuals.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible so that others can see that you are not carrying a weapon.

Hide

- If you can't flee, hide somewhere that the shooter will have difficulty accessing.
- Do not hide in restrooms.
- Relocate if necessary.
- Remain out of the shooter's view.
- Lock door or block entry to your area.
- Silence your cell phone (including vibrate mode) and remain quiet.
- Be prepared to defend yourself if needed.

Fight

- 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.

Secure Immediate Area

- Lock and barricade doors.
- Turn off lights.
- Close blinds.
- Block windows.

Contact Authorities

- Dial 657-2147 for MSUB Police.
- Dial 911 for Billings Police.
- In Billings/Yellowstone County, you can also text 911.
- Be aware that the phone system will likely be overwhelmed, and you may not be able to reach someone immediately.

What to Report

- Your specific location- building name and office/room number.
- Number of people at your specific location.
- Injuries- number injured, types of injuries.
- Assailant(s)- location, number of suspects, race, gender, clothing description, physical features, type of weapons (long gun or handgun), backpack, shooter's identity if known, separate explosions from gunfire, etc....

Unsecure an Area

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