

# ANNUAL SECURITY & FIRE SAFETY REPORT

A guide to policies, procedures, practices, and programs implemented to keep students, faculty, and staff safe and facilities secure.

## 2014





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# 2014 Annual Security Report and Fire Safety Report for Reporting Year 2013 (all Campuses)

## Introduction

The safety and security of the entire campus community is extremely important to Montana State University Billings (MSUB). It is our pleasure to provide this year's edition of the Annual Security Report (ASR). This publication represents the University's information and data in compliance with the provisions of the Crime Awareness and Campus Security Act of 1990 and the Jeanne Clery Act of 1998. This report includes statistics for the previous three years concerning reported crimes that occurred on campus or on property owned or controlled by MSUB and on public property within, or immediately adjacent to and accessible from, the campus. These statistics and an explanation of how they are gathered are found on pages 2-7. This Report also includes fire safety statistics found on page 8.

This report is also intended to be a resource guide, directing readers to campus safety and security services, providing crime prevention, and personal safety guidance and strategies. It includes information and policy statements regarding: crime prevention and security awareness, fire safety, alcohol and substance abuse prevention, sexual misconduct, dating violence, domestic violence, stalking prevention, policies, response, resources, and procedures for reporting a crime, emergency and evacuation policies and procedures, missing student policies, as well as other matters of importance to the campus community.

Each year, Admissions and Records sends a post card notification (through the U. S. Postal Service) to all enrolled students, faculty, and staff which provides the web address for this on-line Annual Security Report, along with a brief description of the report, and where to obtain paper copies of the report. New Student and Retention Services provides prospective students and staff the web address of the report, along with information about how to obtain paper copies. Note: Paper copies are available at the University Police Department in the lower level of the Parking Garage, on Poly Drive.

MSUB is committed to providing a safe and secure educational and working environment. All members of our campus community (students, employees and visitors) are encouraged to read and understand the security, personal safety, and other useful information contained in this report. Personal safety is the responsibility of each individual and as such, MSUB encourages each student, employee, and visitor to be aware of how to most effectively protect themselves and report crimes and suspicious incidents.

Campus community members can also use this information to prevent and report criminal or other misconduct, or unsafe activities. Personal awareness, practicing personal safety, and reporting incidents of concern are the foundation of a safe community

# Campus Statistics Report

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, non-campus property owned or controlled by the MSUB and on public property within, or immediately adjacent to and accessible from the campus. These statistics are found on pages 6 & 7.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092 (f)) is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The following pages provide crime rates and statistics for the 2013, 2012, and 2011 calendar years as required by law.

The Clery Act requires that the following “Clery crimes” be reported:

- ✓ Murder and Non-negligent Manslaughter
- ✓ Negligent Manslaughter
- ✓ Sex Offenses
- ✓ Robbery
- ✓ Aggravated Assault
- ✓ Burglary
- ✓ Motor Vehicle Theft
- ✓ Arson
- ✓ Domestic Violence
- ✓ Dating Violence
- ✓ Stalking
- ✓ Hate Crimes

*Criminal Offenses are defined as outlined by the U.S. Department of Justice, FBI National Incident-Based Reporting System on pages 15-18.*

Under the Clery Act, Montana State University Billings is required to report annual crime statistics showing reported occurrences of specified types of crime for the benefit of current/prospective students and employees.

Crimes reported under the Silent Witness Program are included in the annual disclosure of crime statistics. The [Student Health Services](#) and [Phoenix Center](#) staff report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The staff member will inform persons they are counseling that they will make these confidential reports.

Statistics pertaining to referrals for disciplinary action reflect those incidents of alcohol, drugs, and weapons violations that were referred to the Dean of Students, Director of Housing, or Hall Director’s for student disciplinary action.

Through a formal request, the Billings Police Department Crime Analyst provides the University Police Department statistics regarding public property and non-campus buildings or property within the jurisdiction of each agency for Clery reportable offenses or arrests.



**Definitions.** *The following definitions apply to Clery Act statistics.*

**On-campus** is defined as “any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including student halls and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).”

**\*On-campus Subset: On-campus Student Housing** is defined as “any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up campus.”

**Non-campus Building or Property** is defined as “any building or property owned or controlled by a student organization recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.”

**Public Property** is defined as “all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.”


## Crime Statistics Collection

In accordance with the Jeanne Clery Disclosure of Public Safety Policy and Campus Crime Statistics Act (the Clery Act) of 1998 and the Higher Education Amendments of 1992 and 2008, MSUB collects and reports crimes on campus, non-campus sites owned or maintained by MSUB and/or recognized University organizations, and public property. MSUB prepares a three year statistical report of these incidents and provides this report to MSUB students and employees through publication on the MSUB website and specific notifications sent annually referring students and employees to the report.

The current reported crime statistics are found below and can also be accessed by going to the Department of Education’s Security Statistics search site at <http://www.ope.ed.gov/security> and to the Montana State University Billings, [Police Department](#) website.

# MSUB Area Map



 = MSUB Owned and Leased Property

# MSUB Clery Crime Reporting Maps

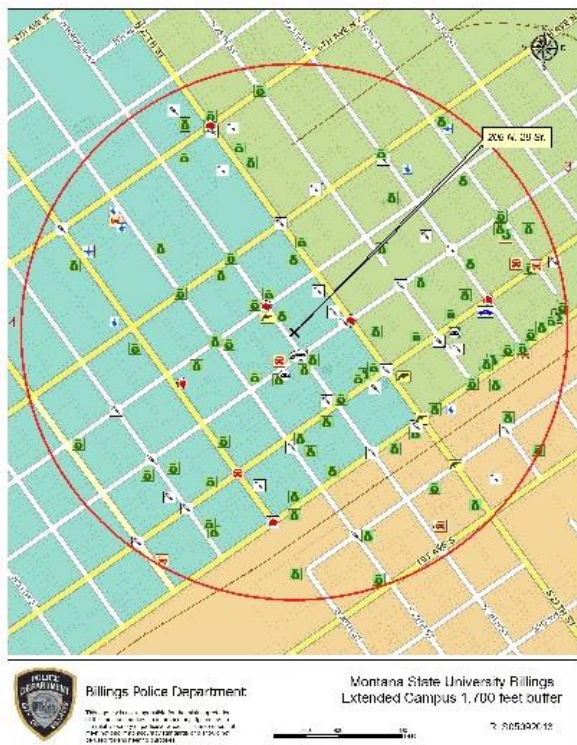
University Campus



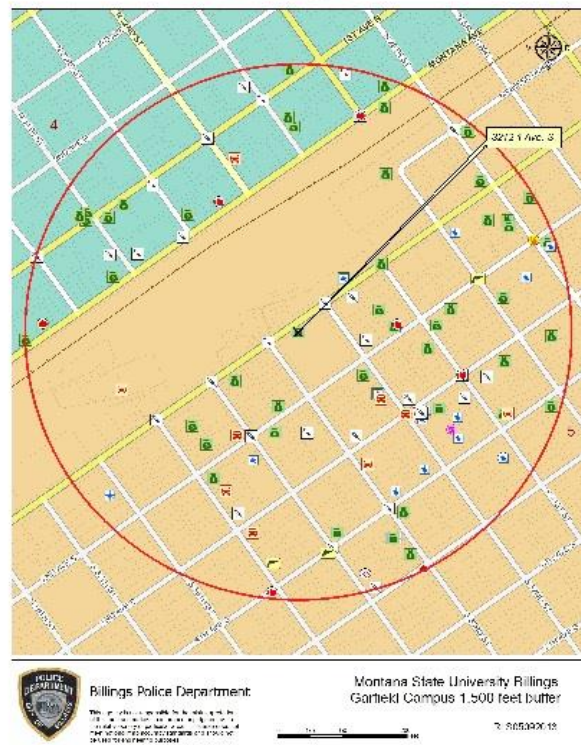
City College



Extended Campus



Garfield Campus



Maps provided by the Billings Police Department and display a 1,500 foot buffer surrounding campus property.



# Crime Statistics for the University and Extended campuses.



	ON-CAMPUS			*ON-CAMPUS Student HOUSING			NON-CAMPUS			PUBLIC PROPERTY		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
<b>CLERY CRIMES (Reported by Hierarchy)</b>												
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	2	1	2	1	1	2	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0	0	0	0
Aggravated Assault	2	1	0	1	0	0	0	0	1	0	0	0
Burglary	1	3	1	1	2	0	0	1	2	0	0	0
Motor Vehicle Theft	2	0	0	0	0	0	0	1	0	0	0	0
<b>TOTAL</b>	<b>7</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>CLERY CRIMES (Not Reported by Hierarchy)</b>												
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence**	*	*	0	*	*	0	*	*	0	*	*	0
Dating Violence**	*	*	1	*	*	1	*	*	0	*	*	0
Stalking**	*	*	0	*	*	0	*	*	0	*	*	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>ALCOHOL, DRUGS, WEAPONS ARRESTS (Reported by Hierarchy)</b>												
Liquor Law Violations	13	12	9	13	10	8	2	1	0	0	0	0
Drug Law Violations	32	10	8	32	10	6	4	2	0	0	0	0
Weapons Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>45</b>	<b>22</b>	<b>17</b>	<b>45</b>	<b>20</b>	<b>14</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>ALCOHOL, DRUGS, WEAPONS DISCIPLINARY ACTIONS / REFERRALS (Reported by Hierarchy)</b>												
Liquor Law Violations	63	44	61	63	44	61	0	2	0	0	0	0
Drug Law Violations	33	11	5	33	11	5	0	1	0	0	0	0
Weapons Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>96</b>	<b>55</b>	<b>66</b>	<b>96</b>	<b>55</b>	<b>66</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Hate Crime Reporting:** There were no hate crimes reported for 2011, 2012, or 2013.

Beginning with the 2014 Annual Security and Fire Safety Report, the following crimes will also be reported: domestic violence, dating violence, and stalking. Sex offenses for the 2013 reporting year will still be classified as "forcible" and "non-forcible". Sex offenses, for Clery counting purposes, are Rape, Forcible Fondling, Statutory Rape and Incest. ("Rape" is now inclusive of sexual assault, sexual assault with an object, and forcible sodomy and can be perpetrated against both women and men.)

\* Crimes reported in the "On-Campus Student Housing" columns are also accounted for in the "On-Campus" columns.

\*\* Statistics for these crime categories will be first reported in the 2014 Annual Security and Fire Safety Report. Please note that these \*\*statistics will appropriately be categorized in a "good faith effort" as requested under the Clery Act changes in May 2013.

Statistics provided by the Billings Police Department Crime Analyst.

# Crime Statistics for the City College.



	ON-CAMPUS			*ON-CAMPUS STUDENT HOUSING			NON-CAMPUS			PUBLIC PROPERTY		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
<b>CLERY CRIMES (Reported by Hierarchy)</b>												
Murder/Non-negligent Manslaughter	0	0	0	*	*	*	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	*	*	*	0	0	0	0	0	0
Sex Offenses (Forcible)	0	0	0	*	*	*	0	0	0	0	0	0
Sex Offenses (Non-Forcible)	0	0	0	*	*	*	0	0	0	0	0	0
Robbery	0	0	0	*	*	*	0	0	0	0	0	0
Aggravated Assault	0	0	0	*	*	*	0	0	0	0	0	0
Burglary	0	0	0	*	*	*	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	*	*	*	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>CLERY CRIMES (Not Reported by Hierarchy)</b>												
Arson	0	0	0	*	*	*	0	0	0	0	0	0
Domestic Violence**	0	0	0	*	*	*	0	0	0	0	0	0
Dating Violence**	0	0	0	*	*	*	0	0	0	0	0	0
Stalking**	0	0	0	*	*	*	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>ALCOHOL, DRUGS, WEAPONS ARRESTS (Reported by Hierarchy)</b>												
Liquor Law Violations	1	5	0	*	*	*	2	0	0	0	0	0
Drug Law Violations	1	2	3	*	*	*	3	1	0	0	0	0
Weapons Law Arrests	0	0	0	*	*	*	0	0	0	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>ALCOHOL, DRUGS, WEAPONS DISCIPLINARY ACTIONS / REFERRALS (Reported by Hierarchy)</b>												
Liquor Law Violations	0	0	0	*	*	*	0	0	0	0	0	0
Drug Law Violations	0	0	0	*	*	*	0	0	0	0	0	0
Weapons Law Violations	0	0	0	*	*	*	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Hate Crime Reporting:** There were no hate crimes reported for 2013.

Beginning with the 2014 Annual Security and Fire Safety Report, the following crimes will also be reported: domestic violence, dating violence, and stalking. Sex offenses for the 2013 reporting year will still be classified as "forcible" and "non-forcible". Sex offenses, for Clery counting purposes, are Rape, Forcible Fondling, Statutory Rape and Incest. ("Rape" is now inclusive of sexual assault, sexual assault with an object, and forcible sodomy and can be perpetrated against both women and men.)

\* The MSUB City College does not have "On-Campus Student Housing".

\*\* Statistics for these crime categories will be first reported in the 2014 Annual Security and Fire Safety Report. Please note that these \*\*statistics will appropriately be categorized in a "good faith effort" as requested under the Clery Act changes in May 2013.

NOTE: Crimes reported in the "On-Campus Student Housing" columns are also accounted for in the "On-Campus" columns.

Statistics provided by the Billings Police Department Crime Analyst.

# Fire Statistics

The following table indicates the fire statistics for on-campus Student Housing facilities over the last three years.

On-campus Student Housing Facility	Date	Time	Cause Of Fire	Injuries	Death	Property Damage
Family Housing	12/20/13	3:25 PM	Cleaning & Dust set off smoke detector	0	0	N/A
Petro Hall	12/9/13	3:30 PM	Sprinkler Action/Pipe Burst in Theatre	0	0	\$10,756.13
Rimrock Hall	11/29/13	3:50 PM	6 <sup>th</sup> Floor Student burnt food while cooking	0	0	N/A
Petro Hall	10/31/13	9:43 PM	7 <sup>th</sup> Floor Pull Station was pulled	0	0	N/A
Petro Hall	9/21/13	7:04 PM	7 <sup>th</sup> Floor Pull Station was pulled	0	0	N/A
Family Housing	9/10/13	7:25 AM	Burnt food in kitchen	0	0	N/A
Family Housing	8/30/13	7:44 AM	Burnt food in kitchen	0	0	N/A
Petro Hall	8/21/13	2:30 AM	5 <sup>th</sup> Floor Water Valve Sensor Issue	0	0	N/A
Family housing	4/13/13	11:34 PM	Power Line Arcing (after brace failed)	0	0	N/A
Family Housing	4/10/13	12:11 PM	Burnt food in kitchen	0	0	N/A
Family Housing	12/8/12	1:33 PM	Propane Smell	0	0	N/A
Family Housing	12/4/12	8:45 PM	Burnt Food	0	0	N/A
Petro Hall	9/20/12	12:00 AM	Smoldering Cigarette Can (Smoke)	0	0	N/A
Petro Hall	7/16/12	5:37 PM	General Alarm (Malfunction)	0	0	N/A
Rimrock Hall	7/11/12	5:05 PM	Burnt Food	0	0	N/A
Rimrock Hall	1/6/12	8:41 AM	Burnt Food	0	0	N/A
Family Housing	1/4/12	4:14 PM	Burnt Food	0	0	N/A
Family Housing	8/17/11	8:13 PM	Burnt Food	0	0	N/A
Family Housing	6/24/11	10:41 PM	General Alarm (Malfunction)	0	0	N/A
Family Housing	6/1/11	6:04 PM	General Alarm (Malfunction)	0	0	N/A
Petro Hall	5/30/11	7:44 PM	7 <sup>th</sup> Floor Pull Station	0	0	N/A
Family Housing	5/16/11	2:31 PM	Trouble Alarm (Unfounded)	0	0	N/A
Rimrock Hall	4/18/11	4:36 PM	Fire Exit Door Used	0	0	N/A
Petro Hall	3/26/11	12:07 PM	Gas Odor (Unfounded)	0	0	N/A
Petro Hall	3/13/11	9:11 PM	Burnt Food	0	0	N/A
Petro Hall	2/15/11	9:13 PM	Gas Odor in Theatre area (Unfounded)	0	0	N/A
Family Housing	2/12/11	12:35 PM	Burned Food	0	0	N/A
Family Housing	2/12/11	12:29 PM	General Alarm – Burned Food	0	0	N/A

The 2014 Annual Campus Fire Safety Report for Reporting Year 2013 is located on pages 37-54. Statistics are provided by the Billings Fire Department.

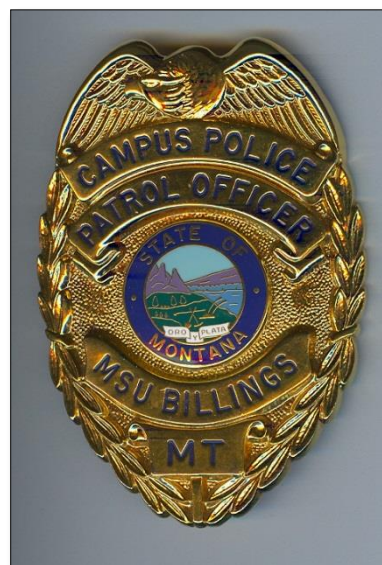


# Campus Security and Crime

## About the University Police Department

Under [Montana Code Annotated 20-25-321](#), the Board of Regents has empowered the MSU Billings Chancellor to establish a Police Department for MSU Billings.

The MSU Billings Chief of Police/Safety Director is responsible for the management of the University Police Department and reports directly to the Administrative Vice Chancellor. However, all public safety services are closely coordinated with other key University administrators as well as local officials.



The Department consists of eight sworn officers, one dispatcher, two office assistants, one Risk Manager & Safety Coordinator, and a revolving number of student workers (ticket writers). University Police Officers have received and maintain their Police Officer Standards and Training (POST) certification through the Montana Law Enforcement Academy. The UPD has primary responsibility for law enforcement on University properties. In addition, the department provides other services to the University community, which include fire safety, parking enforcement, emergency management, fire code inspections, building safety, security and workplace safety.

The department is committed to upholding a [community oriented policing philosophy](#), maintaining a belief in treating people with professionalism and courtesy. University Police Officers train to assist victims of bias crimes (incidents related to race, religion, or sexual orientation), sexual violence (including acquaintance rape and stranger rape), and domestic violence. Officers participate in Crisis Intervention Training, where they learn and practice techniques for providing service to persons suffering mental illness, the emotionally disturbed, or those with chemical dependencies.

The University Police provides 24-7, year round security and law enforcement protection to the MSU Billings community. Services are provided with access to municipal fire and emergency medical services. University Police patrols four campuses within the City of Billings; MSUB Senior Campus at 1500 University Drive, MSUB City College at 3803 Central Avenue, and two MSUB Extended Campuses; located at 208 North 28<sup>th</sup> Street (Downtown), and 3212 1<sup>st</sup> Avenue South (Yellowstone Boys and Girls Ranch property at Garfield School).

### Working Relationships with Outside Law Enforcement Agencies

Pursuant to [MCA 20-25-321](#) and [MCA 7-32-303](#) MSU Billings maintains a Memorandum of Understanding and Agreement with the City of Billings. Under this agreement, University Police Officers may enforce Billings Municipal Ordinances and laws on University property within the city and may enforce vehicle and traffic laws within the city. It is also agreed that University Police will assume first jurisdiction on other University related property and University events within the city, i.e. residences, property occupied by registered student organizations and events sponsored by the University and will provide mutual aid and support to Billings Police on requests as available.

The University Police Department maintains a close working relationship with local law enforcement (City, County, State and Federal) including appropriate elements of the criminal justice system. The University Police maintain direct radio contact with Billings Police to ensure officer safety as well as effective coordination during emergency situations. An additional formal written agreement outlines the University Police involvement with the enforcement of alcohol laws within Yellowstone County.

## Reporting Crime or Emergencies

It is important that all crime and suspicious activity be promptly reported to the University Police. Crime is a reality and preventing crime is everyone's responsibility. Please make an effort to take part in taking preventive measures. Unreported crime is a criminal's greatest ally. If you suspect a criminal act has taken place contact the University Police Department located in the lower level of the Parking Garage on Poly Drive or:

- For emergencies call 657-2222
- Non-Emergencies call 657-2147
- Medical emergency call 911

Suspicion of crime does not require proof. If you suspect a crime has been committed or is being committed, immediately call the University Police Department. You can make a difference by making a call.

**MSUB General Incident and Student Behavior Report Form.** To report an incident on-line click on the Report an Incident link. This link is also found on the [Vice Chancellor for Student Affairs web page](#).



**If you are a victim or witness of a crime:** Report the incident immediately to University police. If you can, gather pertinent information, such as sex, race, hair color, length and texture, body size, clothing description, scars and other noticeable characteristics, modes of travel, type of vehicle, color and license information.

**Suspicious Persons:** If you see anyone acting suspiciously, call 657-2222. Do not approach the individual yourself. Report the type of suspicious behavior and the location. Relay pertinent information concerning involved person including: age, sex, dress, vehicle and direction of travel.

**Bomb Threats:** If you receive a bomb threat, it is important to obtain as much information as possible from the caller. The majority of these types of threats are received over the telephone. The University Police has an updated [Telephone Bomb Threat Checklist](#) available and encourage staff members to keep a copy nearby in the event of such a threat. Things to ask are: (1) location of bomb, (2) time of explosion, and (3) type of bomb. Make mental notes about the caller's voice and background noises which you may hear. Call 657-2222 immediately. Do not panic. The University Police will search the area, notify properly trained personnel, and notify emergency services. The University Police, in conjunction with the building supervisor and administration, will determine if evacuation is necessary.

**What to Report:** When calling the University Police Department to report an incident, please provide the following information:

1. Your name
2. Location of incident
3. Type of incident
4. Description of suspect, vehicles or other pertinent information
5. Return telephone number

**Confidential Reports:** If you would like, confidential reporting is an option. MSUB offers the [Silent Witness Form](#) to anyone who has witnessed, or knows about, a crime committed on campus. After providing the information described in the above paragraphs, you are encouraged to provide information you feel may aid in keeping your campus safe and secure, then submit the form by clicking on the Submit tab at the bottom of the page.

## Campus Security Authorities

Under the Clery Act, MSUB is required to designate certain individuals and organizations as Campus Security Authorities (CSAs). Crimes reported to any CSA will be included in the annual crime statistics found on pages 2-7. As explained above, students, employees, and visitors are encouraged to report crimes to the University Police. However, students may contact any CSA for appropriate assistance in reporting crimes. Confidentiality of crime reports made to CSAs cannot be promised. Clery requires statistical reporting but CSAs are also reporters under the requirements of Title IX and as such, may not be able to maintain confidentiality. There may be instances where the University must act regardless of the wishes of the complainant or reporter. Nevertheless, in such cases MSUB will take care to protect identities to the extent allowed by the circumstances and law.

A CSA who has been informed of an alleged crime must follow MSUB procedures for making reports for the annual crime statistics report. In addition, the CSA must report to University Police and such other University officials, as appropriate, such as the Human Resources Office, the Title IX Coordinator, Vice Chancellor for Student Affairs, or Dean of Students, to initiate any applicable investigative or other procedure. MSUB has designated the following positions as CSAs and crimes reported to any persons in the stated positions will be included in the annual disclosure of crime statistics.

- Chancellor and all Vice Chancellors
- Chief of University Police/Director of Safety
- Assistant Chief of University Police
- University Police Officers
- Police Dispatch
- Dean of Students/Director of Auxiliary Services
- Director of Residence Life & Housing
  - Associate/Assistant Director of Residence Life & Housing
  - Resident Hall Directors
  - Resident Hall Assistants
- Director of Athletics
  - Head Coaches
  - Assistant Coaches



- Athletic Trainers
- Director International Studies
  - Student Advising Staff Members
- Director of Student Health Services
  - Student Health Educator
  - Phoenix Center Employees
- Director of Human Resources
  - Assistant Director of Human Resources
  - Title IX Coordinator
  - Deputy Title IX Coordinators

## Annual Disclosure of Crime Statistics

Under the Clery Act, Montana State University Billings is required to report annual crime statistics showing reported occurrences of specific types of crime for the benefit of current/prospective students and employees. These statistics are provided on pages 2-7. Crimes reported under the Silent Witness Program are included in the annual disclosure of crime statistics. The Phoenix Center staff report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The Phoenix Center staff will inform persons they are counseling that they will make these confidential reports.

Statistics pertaining to referrals for disciplinary action reflect those incidents of alcohol, drugs, and weapons violations that were referred to the student disciplinary process.

For Clery reportable offenses or arrests, the University Police Department collects statistics for off-campus crime from the Billings Police Department Crime Analyst.

## University Police Response to Reported Crimes

The University Police Department will respond to reports of crime against persons and all property owned, controlled, leased or operated by Montana State University Billings which includes rental property within a one mile radius of the University campus. MSUB maintains a part-time dispatch Call center, serving the MSUB community during hours of operation (4:00 pm thru 11:00 pm), Monday through Friday. After hour calls are directly relayed through land line phones forwarded to the on-duty officer through wireless cellular connection. If a call is placed to 911, the City of Billings/Yellowstone County Communication Center dispatch can instantly contact the University Police as all UPD officers are equipped with the Billings Police radios.

All reports of criminal activity occurring within the jurisdiction of the University Police Department will be investigated and, if the investigation confirms a violation of the state criminal code, the matter will be referred to the Yellowstone County Attorney or Billings City Attorney for prosecution. Reports of criminal activity received by the University Police occurring outside of its jurisdiction will be referred to the appropriate city or county law enforcement agency.

MSUB will make timely reports to the campus community regarding the occurrence of crime on campus. A log of daily crime reports and incidents are maintained and available for review by the campus community and the public at large. This crime log is accessible at the front counter of the University Police Department in the lower level of the Parking Garage.

## Security of Campus Facilities

MSUB has established policies and practices designed to provide security in its facilities, whether in classrooms, offices, residences or other campus locations.

### Cameras in Safety

MSUB utilizes Closed Circuit Television (CCTV) monitors installed in a variety of locations throughout the University. These cameras are intended to prevent, detect, and record events that violate University regulations and municipal, state, or federal laws. Refer to University Police [Policy 107.5](#).

## Security in Academic and Administrative (non-residence) Campus Buildings

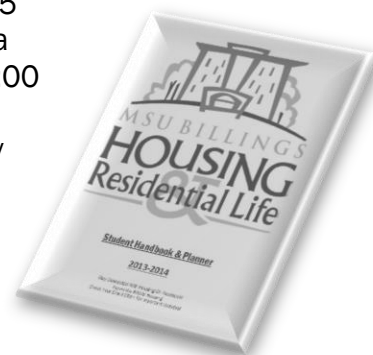
Security in buildings is primarily maintained by the individual Building Manager. Access is controlled through a master key system managed by Facilities Services. Some buildings are equipped with a U-Card electronic access system managed by the Facility Services Locksmith. This key system provides access for authorized students, staff and faculty to equipped academic buildings during closed hours. Key access is provided with appropriate written supervisory approvals. Campus buildings (non-residence) are normally open from 8:00 AM until 5:00 PM (closing times may vary) Monday through Friday or for scheduled weekend classes and special events, but are locked at all other times.

In addition, the University has adopted the following additional security practices:

1. Rules that require that exterior building doors are not propped open when the doors are locked.
2. The right to prohibit, limit or otherwise restrict access to or use of its buildings, facilities or other property as may be necessary to provide for the orderly conduct of the University's educational, research and service programs and the safety and security of the campus property, students, employees, guests and other visitors.
3. Substantial outdoor lighting installations which helps deter criminal behavior and enhances security; lighting is routinely patrolled to identify outages and periodically assessed to assure effectiveness.
4. UPD officers patrol the campus, 24 hours a day.
5. A policy requiring background checks for new employees; potential employees with criminal backgrounds may be denied employment to protect the campus community.

## Security in Residence Halls

The Residence Halls are staffed with a full-time night watch person 5 days a week. The front desk in each hall is staffed regularly 7 days a week. Petro Hall controls guests checking into the building after 10:00 pm. Both halls have hand reader systems to ensure safety. The security policies and measures, including restricted access, security desks, guest log-in and escort requirement, check-in policies, lock-downs, and other measures which are detailed in the [MSUB Housing & Residential Life Handbook](#) under “Building Entrances” on page 23. All residents of the Residence Halls are set up with an account in the online [Housing Handbook & Planner](#) and a paper copy of the policy/planner and it is also available upon request from the Residence Life & Housing Office.



## Security in Building Maintenance

MSUB's master key system also controls security for maintenance staff. All Facilities Services and Tradesmen employees authorized to carry master keys are required to store these keys in a secure cabinet during all non-working hours. Some buildings are part of a security system that requires the use of a staff-assigned U-Card to gain entrance into the building.

Facilities Services provides a voluntary call-out program to provide maintenance services during after-hour, weekend, and holiday periods. Facility Services Tradesmen employees are responsible to access their assigned keys if called in to assist with after-hour maintenance issues. Facility Services contract employees will be allowed access to a designated area by contacting the University Police office, where upon providing proper identification and permission, access may be granted.

## Campus Security Information and Education

University Police officers provide safety and security education through numerous presentations to on-campus groups and other presentations upon request.



Educational programs concerning personal safety, crime prevention, including prevention of sexual assault, date/acquaintance rape, and personal safety techniques are offered by a variety of groups and individuals on campus each year, including University Police, the University Counseling Center, Voice Center and others. Presentations include:



- Alcohol awareness
- Drug awareness
- Crime Prevention covering crimes such as sexual assault, sexual intercourse without consent, relationship violence, privacy in communications, and stalking
- Shelter in Place and Lockdown procedures
- Active shooter protocol (Avoid, Deny, Defend/Run, Hide, Fight)
- Workplace violence protocols
- New Employee Orientation
- Internet Safety and Security
- Firearms Safety
- International Student Orientation
- Property security
- Personal safety
- Stranger Danger
- Identity theft
- Others upon request

Students living in residence halls are provided with security information at check-in. Residence Life staff regularly address residence hall safety and security rules and precautions, and personal safety considerations with all residents at floor and hall meetings. Safety and security rules and guidance are provided in the [Residence Hall Handbook](#).

## Crime Prevention Programs

The University's crime prevention/safety program stresses community awareness and interaction through the dissemination of materials and presentations designed to familiarize students, faculty and staff with their responsibility in reducing criminal opportunity. The University police department also plays an active role in the DUI task force and Enforcement of Underage Drinking Laws (EUDL). University officers provide presentations throughout the University community ranging from late night discussion sessions in residence halls to classroom presentations. Crime prevention materials and reminders are also distributed to the campus community. In addition, the [University Police Website](#) provides useful information for the campus, including crime alerts and the MSUB [Sexual or Violent Offender List](#).

Montana State University Billings promotes crime prevention as a shared responsibility. Everyone in the campus community should play an active role in making the University environment safe, secure and without criminal activity.

## Definition of Crime Categories

**Crime Definitions** are from the Uniform Crime Reporting Handbook.

**Criminal Offenses** are defined as outlined by the U.S. Department of Justice, FBI National Incident-Based Reporting System:

- **Murder & Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as murder and non-negligent manslaughter.
- **Negligent Manslaughter:** Defined as the killing of another person through gross negligence. Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities, are not included in the category Negligent Manslaughter.
- **Robbery:** The taking, or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** An attack by one person upon another, in which the offender uses or displays a weapon in a threatening manner or the victim suffers severe injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggrieved bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness.
- **Burglary:** The unlawful entry into a building or other structure with the intent to commit a felony or a theft.
- **Motor-Vehicle Theft:** The theft or attempted theft of a motor vehicle. (All cases where automobiles, trucks, motorcycles, and mopeds are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding are classified as motor vehicle theft.)
- **Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another, etc.
- **Sex Offense - Forcible:** Any sexual act directed against another person, forcibly and/or against the person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.
  - **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
  - **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - **Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/ or against that person's will, or not forcibly or against the

person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. (an "object" or "instrument" is anything used by the offender other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.)

- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his age or because of his/her temporary or permanent mental or physical incapacity.
- **Sex Offenses – Non-forcible:** Unlawful, non-forcible sexual intercourse.
  - **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that persons acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and, where the existence of such a relationship shall be determined by the victim with consideration of the following factors: (1) the length of the relationship, (2) the type of relationship, (3) the frequency of the interaction between the persons involved in the relationship.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.
- **Liquor-Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or intemperate person, underage possession, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, and all attempts to commit any of the aforementioned offenses. Drunkenness and driving under the influence are not included in this definition.
- **Drug-Law Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

- **Weapons Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, furnished deadly weapons to minors, aliens possessing deadly weapons, all attempts to commit any of the aforementioned.

*\* Beginning with the 2014 Annual Security and Fire Safety Report, the following crimes will also be reported: domestic violence, dating violence, and stalking. Sex offenses are no longer classified as “forcible” and “non-forcible”. Sex offenses, for Clery counting purposes, are Rape, Forcible Fondling, Statutory Rape and Incest. (“Rape” is now inclusive of sexual assault, sexual assault with an object, and forcible sodomy and can be perpetrated against both women and men.)*

**Hate Crime:** Defined as a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, national origin, sexual orientation, gender identity, ethnicity or disability. For Clery Act reporting purposes, hate crimes include any offense in the following list that is motivated by bias:

- Murder and Non-negligent Manslaughter
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Destruction/Damage/Vandalism to Property
- Intimidation
- Larceny/Theft
- Simple Assault

## Hate Crime Bias

- Race
- Religion
- National Origin
- Sexual Orientation
- \*Gender Identity
- Ethnicity
- Disability

\* Statistics for these hate crime bias will be first reported in the 2014 Annual Security and Fire Safety Report. Please note that these \*statistics will be partial year statistics in a “good faith effort” as requested under the Clery Act in May 2013

## Crime Reports

For Clery Crime Statistics Tables, please see pages 6 & 7.



## Campus Crime Log

The MSUB Police Department keeps a daily crime log which may be accessed at the front counter of the University Police Department.

## Timely Warnings and Emergency Notification

MSUB takes a collaborative approach in broadcasting Timely Warnings and Emergency Notifications. Designated personnel from University Relations, University Police, and Residence Life & Housing are ‘notifiers’ and are responsible for distributing Timely Warnings and Emergency Notifications.

Consistent with the requirements of the Clery Act, Montana State University Billings will “immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.”

When it has been determined that a crime representing a serious or continuing threat to students and employees, or for precautionary measures, a campus-wide Timely Warning may be issued. A Timely warning may be issued for such crimes as murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, arson, motor vehicle theft, or hate crimes. MSUB follows the guide of the Timely Warning and Emergency Notification Policy established by Montana State University, and in MSUB University Police 108.1 [Annual & Required Reports](#).

Within the notifications MSUB issues Advisory’s and Alerts. An MSUB ADVISORY is a tier below the MSUB ALERT.



An ADVISORY may be issued periodically when the nature of the issue is not immediate or life-threatening. Students will receive an ADVISORY via email. An ADVISORY emblem will also appear on the MSUB home page.



Through the MSUB ALERT system, MSUB will issue timely warnings to the campus community in the event of violent crimes or emergencies which represent a serious or continuing threat to the campus. An archive of emergency notifications MSUB has issued are available at [Advisory/archive/index.htm](#).

The Chief of University Police, or designated personnel will quickly decide whether to issue an advisory, timely warning, or emergency notification after reviewing factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The UPD will consult with the MSUB Emergency Crisis Communications Committee (ECCC) to determine the appropriate audiences in the campus community to receive the notice and whether the emergency information should be

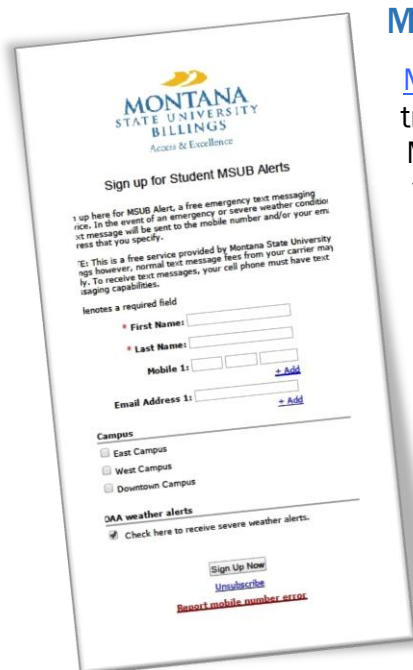
provided to the larger community. Timely warnings or emergency notifications issued under this Policy related to criminal activity are also sent to local law enforcement agencies, Rocky Mountain College and the two neighboring hospitals.

Timely warnings will typically include information such as a brief statement of the incident, physical description of any suspect, appropriate safety tips, and other relevant, available information. The warnings will withhold the name of the victim as confidential.

Timely warnings and emergency notifications will be distributed by various means including text messaging through the MSUB Alert System (text message and email), campus email, posting on MSUB's home page, Carillon, emergency clocks, InformaCast (telephone system), bullhorns, paper postings in buildings, and door to door notification in student residences.

Anyone with information about a situation that may require the issuance of a timely warning or emergency notification should report the circumstances to the MSUB Police Department, by calling 657-2222 or 657-2147, or in person at the University Police Department, located in the lower level of the Parking Garage on Poly Drive.

The purpose of a timely warning is to maintain an informed campus. In the event anyone has information regarding crimes on campus they should immediately notify the MSUB Police. All efforts will be made to release additional information as it becomes available and its validity is confirmed through law enforcement channels. The University community will be informed if the incident is resolved and no longer poses a threat to the University community.

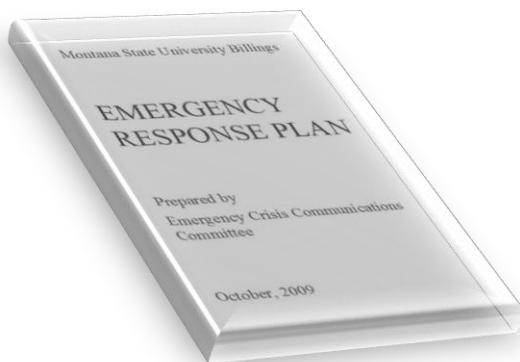
A screenshot of the MSUB Alert sign-up form. At the top is the Montana State University Billings logo with the tagline "Access & Excellence". Below the logo is the heading "Sign up for Student MSUB Alerts". A paragraph explains that MSUB Alert is a free emergency text messaging service. Below this is a note about the service being provided by Montana State University. The form includes fields for "First Name", "Last Name", "Mobile 1:", and "Email Address 1:", each with a red asterisk indicating it is a required field. There are "Add" links next to the mobile and email fields. Below these fields is a "Campus" section with checkboxes for "East Campus", "West Campus", and "Downtown Campus". At the bottom is a "DAA weather alerts" section with a checked checkbox and the text "Check here to receive severe weather alerts." At the very bottom are buttons for "Sign Up Now" and "Unsubscribe", and a red link that says "Report mobile number error".

## MSUB Alert

[MSUB Alert](#) is a text-message and email-based system to transmit brief, urgent messages to a large segment of the MSUB population as quickly as possible. The system is voluntary for campus community members who enroll. Enrollment is strongly recommended. For more information go to the [MSUB Alert website](#). Enrollment is free of charge. Students and employees are strongly encouraged to familiarize themselves with this information.

## Emergency Response Plan

MSUB established an Emergency Response Plan. Key components of the plan are contained in the [University Police Emergency Procedures page](#). These individual Emergency Procedures have been compiled to benefit the MSU Billings community in the event of potential life-threatening emergencies. The delineated procedures are intended to provide basic step-by-step responses to specific types of emergency or disaster situations. MSUB will test its emergency response and evacuation procedures on at least an annual basis through scheduled drills, exercises, and appropriate follow through activities designed to assess and evaluate the emergency plans and capabilities. MSUB will test evacuation procedures in academic/office buildings and residence halls and family student housing. The tests may be announced or unannounced. The tests will be documented, including the date and time and whether it is announced or unannounced.



## Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking Prevention

### Introduction

Students, staff, and faculty at Montana State University Billings have the right to live, learn, and work in an environment that is free from all forms of sexual misconduct (including sexual assault), domestic violence, dating violence, and stalking. MSU's [Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking](#) policies apply to all MSU affiliated campus. The MSUB [Student Code of Conduct](#) also prohibits such conduct.

This part of the Report describes:

- how and where to report incidents of sexual misconduct (including sexual assault), dating violence, domestic violence, and stalking;
- how the University will respond to such reports;
- the University educational and prevention programs;
- procedures for considering reports of violations of the Discrimination Policy; and
- support services for victims of such conduct.

For the purposes of this Report, the terms sexual misconduct (including sexual assault), dating violence, domestic violence, and stalking mean the same as the definitions in MSUB's [Discrimination Policy](#). Sexual misconduct is defined in Section 225.00 of the Policy

to include sexual assault (including rape and other nonconsensual sexual contact), inducing incapacitation for sexual purposes, and sexual exploitation.

Victims or witnesses of sexual misconduct, domestic violence, dating violence, or stalking may come forward to various offices on campus described in Section 100 below. The MSUB Phoenix Center serves as the University's primary office that provides 24-hour response and support for victims.

**Distressed Student Guide** - MSUB is committed to creating a safe and healthy learning, working, and living environment. The [Distressed Student Guide](#) provides guidance to students whom may need mental health assistance and provides help coping with the stress associated with college life.

## Reporting

MSUB encourages the reporting of sexual misconduct, domestic violence, dating violence, and stalking. Reporting is the only way the University can provide remedial assistance, institute protection procedures for the reporter and others, and take whatever actions are necessary to respond to the report.

**Notifying Law Enforcement** – In the event a Student or a University employee wishes assistance, a representative from the University will make the appropriate notification to law enforcement personnel on behalf of the reporting party.

**Students** have several options for reporting and are encouraged to use Support Services regardless of whether they choose to report. Refer to the [Reporting Sexual Violence](#) web page. The following options are available to students:

- Report and pursue criminal charges through the University Police Department or local law enforcement.
- Report to the Title IX Coordinator. In cases where there is a violation of University policies, the perpetrator may be subject to disciplinary sanctions through the Office of the Dean of Students if the perpetrator is a student or Human Resources if the perpetrator is an employee.
- Report and pursue both criminal charges and initiate proceedings under the Title IX grievance procedures.
- Report but choose not to pursue criminal charges through MSUB Police Department.
- Report and/or seek support at the MSUB PHOENIX Center.
- Report anonymously through the [Silent Witness](#) program.
- Do none of the above (the victim is still encouraged to seek support).

Although it is important for the victim to make the decision about the kind of service he/she wants, timing is an important factor in many of these decisions. It may be important to take action to preserve any evidence for use in a criminal case. Medical forensic evidence may be collected if a sexual assault occurred within 120 hours of the evidence collection. The victim may request an exam and forensic evidence collection at no cost and without having to file a police report. The costs of the evidence collection will be covered as part of Montana's Forensic Rape Examination Payment Program. The Billings Clinic Emergency Room (406-238-2500) is the only location in Billings which conducts forensic examinations. Billings Clinic health care providers are specially trained and are sensitive to the needs of sexual assault victims.



Other evidence of a crime should also be preserved in case criminal charges are pursued. Evidence might include pictures of injuries, forensic examination, written and electronic communications, text messages, emails, photos, or other evidence that may show a course of conduct.

A PHOENIX Center advocate, mental health counselor, or MSUB Police can discuss all of these options confidentially with the survivor.

**University Employees** (except medical professionals, counselors, MSUB Police, and PHOENIX Center advocates) are required to report incidents of sexual misconduct. Employees who receive information concerning such conduct against a student are required to report this information promptly to the Title IX Coordinator as provided in the [Discrimination Policy](#).

University employees who are dealing with domestic/dating violence and stalking in their personal lives may seek assistance from the PHOENIX Center, Title IX Coordinator, or the University Police.

**PHOENIX Center** – The [PHOENIX Center](#) is the University's program to support victims of sexual misconduct, domestic violence, and stalking. PHOENIX representatives will work with students to explain the options for reporting to other campus authorities, including University Police and the Title IX Coordinator. MSUB PHOENIX Center will assist the victim in notifying authorities if he/she requests assistance and will advise the victim of the importance of preserving evidence if they choose to bring criminal charges in the future. However, the staff and student advocates in the PHOENIX Center will assist victims whether they decide to report the offense to law enforcement officials, the Title IX Coordinator or choose not to report.



MSUB PHOENIX Center will treat the student's interactions with the PHOENIX Center confidentially in compliance with the privilege afforded to communications with victim advocates under state law. [§26-1-812, Montana Code Annotated.]

The PHOENIX Center operates out of the Student Health Services Office in Petro Hall and provides primary support and response for victims of sexual misconduct, dating violence, domestic violence, and stalking. MSUB PHOENIX Center has a 24-hour support line (406-794-3829) and provides confidential information to students about sexual assault reporting options, available resources and assistance for the victim, and the victim's rights.

PHOENIX Center staff and trained advocates are available 24 hours a day and can provide immediate crisis intervention, refer survivors to legal, medical, and psychological service options, and can accompany students in accessing these services. Information is also available at the PHOENIX Center website.

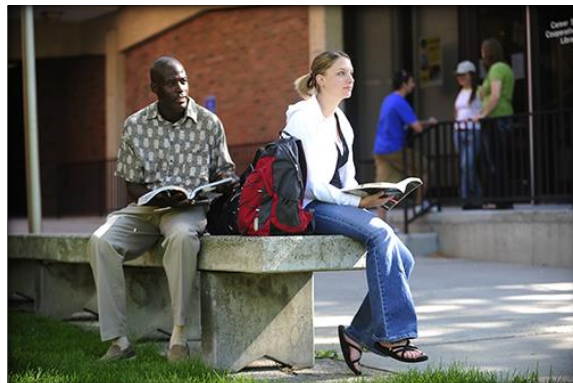
Other services available 24 hours within the Billings community include the YWCA Domestic and Sexual Violence Services/Gateway House at 406-245-4472 (Hotline: 406-259-8100) and 24 hour Text Line at 406-702-0229. Refer to the [YWCA Billings](#) web page.

**University Police Department (UPD)** – Certain offenses such as sexual intercourse without consent, sexual assault, domestic and dating violence, and stalking are considered criminal violations of the law and University law enforcement officials are available 24 hours a day to help respond to reports of these offenses. MSUB encourages reporting to the police as soon as possible but if a student chooses not to report immediately, a report can be made later. At the MSUB Police Department, a student can meet an officer to learn more about his/her options, the process, the people involved and make an informed decision on pursuing criminal charges. If requested, University officials are available to assist students in reporting to the University Police or other law enforcement agencies.



If, for any reason, a person wishes to report to the police anonymously, the Silent Witness Program is available to anyone who has witnessed or knows about a crime committed on campus. All campus members are welcome to send an email to [Silent Witness](#) to report a crime.

**Office of the Dean of Students (DOS)** – If the accused violator is a student at MSU Billings, the incident may be reported to the Office of the Dean of Students. Although reports of discrimination, harassment, sexual misconduct, domestic violence, and stalking are referred to the Title IX Coordinator for investigation in accordance with MSUB's [Discrimination Grievance Procedures](#), the DOS office will work with students and the Title IX Coordinator as necessary to take immediate steps to protect the student's health and well-being, including providing informal consultation, issuing a no-contact order to the alleged perpetrator, adjusting classes to avoid contact with the perpetrator, providing other corrective and remedial assistance as outlined in the [Discrimination Grievance Procedure Section](#). Students can contact the Office of the Dean of Students by calling 406-657-1696 or visiting the office in SUB 223.



Usually, the decision to take action against the accused rests with the aggrieved student. However, there are certain circumstances in which the University must act if it receives a report that requires the University to protect the student and members of the University community from repetition of the offense or to eliminate risk of future harm.

A victim wishing to maintain complete confidentiality may report to a licensed mental health professional through the PHOENIX CENTER or MSUB Counseling Center. Under Montana law, the counselor is authorized to maintain counselor-client confidentiality.

**Title IX Coordinator** - Title IX, a federal statute, requires the educational services of a University be provided without discrimination on the basis of sex. Sexual misconduct, dating violence, domestic violence, or stalking is prohibited by [MSU's Discrimination Policy](#) and may

also violate Title IX. Montana State University Billings has designated the Director of Human Resources as the Title IX Coordinator for Montana State University Billings. The Title IX Coordinator is responsible for assuring compliance with Title IX and will initiate investigation of reports of discrimination, harassment, sexual misconduct, dating violence, domestic violence and stalking. Students or employees who have been the victim of such conduct may file a complaint under the University's Discrimination Policy and Grievance Procedures with the Title IX Coordinator. MSUB's online reporting form is available at [Sexual Violence Reporting Form](#).

## University Response

**Expert Assistance** - No matter where on campus a student, faculty or staff member comes forward to report sexual misconduct, dating violence, domestic violence or stalking, the office or department receiving the report should consult with the MSUB experts on sexual violence located in the MSUB PHOENIX Center and refer the student for services.

**Remedial Action** – The University, through the Title IX Coordinator, in consultation with the Dean of Students or other University officials may also take remedial action to prevent serious and immediate harm to the complainant and others, prevent retaliation against the complainant, the alleged perpetrator and/or witnesses, end discriminatory or harassing behavior and prevent its recurrence, and provide appropriate training in issues related to discrimination, sexual misconduct, domestic violence or stalking.

The MSU Discrimination Grievance Procedure Section 340.00 provides that remedial action shall include but not be limited to:

- Altering the Complainant's or Respondent's work or academic environment;
- Providing training on discrimination or harassment;
- Meeting with Respondent and his/her supervisor to discuss changes of behavior;
- Reassignment or transfer;
- Changes in residence hall assignments;
- Changing advisors, mentors, supervisors or evaluators;
- Providing academic support services such as tutoring;
- Obtaining counseling or medical services;
- Providing escort service for a party's safety in moving about campus;
- Arranging for re-taking or course withdrawal without penalty; and
- Suspending an employee pending investigation.

The aggrieved student may request a remedial action by contacting the Dean of Students or the Title IX coordinator. Employees may contact the Title IX Coordinator.

Victims in Yellowstone County may also seek orders of protection (e.g. no contact orders) through the following local courts:

- Billings Municipal Court
- Yellowstone County Justice Court
- Yellowstone County District Court

The following locations can provide assistance to victims of crime such as domestic violence, stalking and sexual assault in obtaining protection or no contact orders:

- Yellowstone County Attorney's Office - Victims Witness Coordinator, 217 N. 27<sup>th</sup> St., Billings, MT at 256-2870.
- Billings Municipal Court - Victims Witness Specialists, 220 N. 27<sup>th</sup> St. Billings, MT at (406) 657-8205.
- YWCA Gateway House - Victim Advocates, 909 Wyoming Ave., Billings, MT at (406) 245-4472.

## Discrimination Grievance Procedures

**Procedures** – *(Effective for affiliated MSU Campuses)* All reports and complaints of violation of MSU's Discrimination, Harassment, Sexual Misconduct, Domestic Violence, and Stalking Policy are considered in accordance with MSU's [Discrimination Grievance Procedure](#). Those procedures include the following:

- A prompt, fair, and impartial investigation and resolution of such reports and complaints;
- A process conducted by officials who receive annual training on the issues related to sexual misconduct, domestic violence, and stalking, including how to conduct investigations and hearings which protect the safety of victims and promotes accountability;
- A process in which the accusing party and the accused have the same opportunities to participate in the process, including the right to be accompanied by an adviser and the right to any appeal;
- Policy Violations are established when the evidence shows that it is more likely than not the proscribed conduct occurred (referred to as a "preponderance of the evidence standard");
- The outcome of the process, including the determination of whether a policy violation occurred and the sanction imposed, will be disclosed to both the accusing party and the accused; and,
- A written statement will be provided to any student or employee victim of sexual misconduct, dating violence, domestic violence, or stalking providing an explanation of their rights under the Discrimination Grievance Procedure.

**Sanctions** – If a student is found to have violated the Discrimination Policy and, thus, the Student Conduct Code, the University may impose sanctions against the student. These sanctions may include counseling, education, or other sanctions up to and including suspension or expulsion from the University. Please review the MSUB Student Code of Conduct for further information regarding sanctions. If an employee is found to have violated the Discrimination Policy, sanctions may be imposed in accordance with the applicable University personnel policy and Collective Bargaining Agreements.

**Disclosure of Student Disciplinary Proceedings** - The Discrimination Grievance Procedure provides that Montana State University Billings will disclose the outcome of any student disciplinary action related to violation of the Discrimination Policy to both the charging



student and the charged student. The outcome of a proceeding means the institution's final determination regarding whether there was a violation of the Discrimination Policy and the sanction imposed.

**Retaliation Prohibited** –The Discrimination Policy prohibits retaliation against any person for reporting concerns, or filing, testifying, assisting or participating in any manner in investigations or proceedings involving allegations of violation of the Discrimination Policy. Retaliation is subject to the same discrimination grievance procedure and the same potential sanctions.

## Educational Programs

MSUB's discrimination policy requires primary prevention, risk reduction, and awareness training programs for all incoming students and new employees concerning sexual misconduct, domestic violence, and stalking. It further requires that the University maintain an ongoing training program for employees and students. MSUB accomplishes this training through the programs described below.



The PHOENIX Center and the Title IX Coordinator provide various education programs. These programs are intended to promote awareness, prevent and reduce the risks of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking through annual campus-wide mailings, awareness campaigns, and educational presentations. The Center also promotes victim advocacy services. These programs are provided to all incoming students and new employees. In addition, the Title IX Coordinator(s), PHOENIX Center staff and trained peer educators are available, upon request, to provide primary prevention and risk reduction programs on sexual and relationship violence to classes, student groups, and residence halls.

Incoming first-year students are required to complete an on-line alcohol and sexual assault awareness education programs as part of Health Promotion's [AlcoholEdu for College and Haven](#) program.

## MSUB HEROES (Health Educators Reaching Others & Encouraging Success)



The PHOENIX Center, in collaboration with MSUB Police Department, Office of the Dean of Students, and the Title IX Coordinator provide annual training to relevant campus staff on responding to sexual misconduct, dating violence, domestic violence, and stalking.

The Title IX Coordinator offers annual training on Title IX compliance to MSUB faculty/staff/students who participate as campus Conduct Officers, Hearing Officers or hearing board members.



The Title IX Coordinator, Department of Residence Life, and MSUB Police Department also provide additional training upon request.

### Support Programs and Services – On Campus



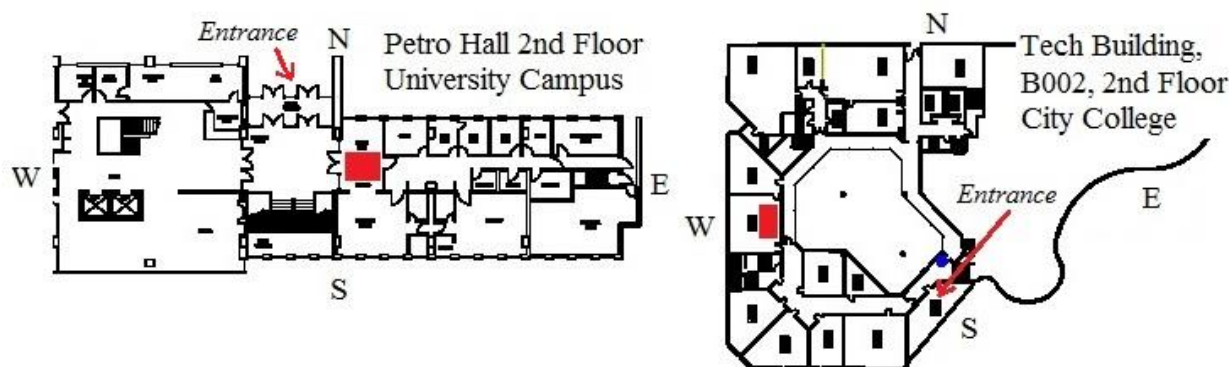
**PHOENIX Center** - The PHOENIX Center provides free and confidential services to male and female survivors of sexual assault/offenses, domestic and dating violence and stalking. They also provide a 24-hour advocacy service. Services are available to anyone, regardless of sex, ethnic background, or identity. The PHOENIX Center is located on the 2<sup>nd</sup> floor of the Student Union Building for daytime walk-in services, and operates a 24-hour support line, 406-794-3829, that gives survivors the option to speak with a student or community advocate. Advocates are available to accompany students to the

hospital, police department or court if necessary.

While most victims of domestic and dating violence, sexual assault/offenses and stalking are women, these offenses also impact men and transgender students. It is important for men and transgender students to know that they are accorded the same services as women. Services are also available for friends and family members concerned about a victim.

**MSUB Counseling and Psychological Services** - Talking with a counselor can be an important step in learning about available options as well helping the recovery process. MSUB Counseling and Psychological Services, 406-657-2153, offers confidential counseling to eligible students. For more information and to schedule an appointment visit [Counseling at Student Health Services](#) or visit either office at the University campus, or City College.

## MSUB Counseling and Psychological Services Locations –



## MSUB Student Health Service –



Regardless of the length of time since an assault, health care providers recommend a clinical visit to assess pregnancy risk, sexually transmitted infections (including HIV) and physical injuries. Services are available to eligible MSUB students; there is no charge to eligible MSUB students for a clinical visit. There are charges for lab tests, x-rays and pharmaceuticals which may be covered by a student's insurance. Morning-after contraception is available.

Students can contact MSUB Student Health Service on the University Campus at (406) 657-2153, or the City College at (406) 247-3027 for information and to schedule an appointment. The Student Health Service does not perform forensic rape exams. These exams are only performed at the Billings Clinic Hospital Emergency Room.

## Sexual Assault Support Programs and Services – Off Campus

**PHEONIX Center and Sexual Assault Counseling Center** – The PHOENIX Center is the confidential community crisis line that provides support and intervention for sexual assault, suicide, and mental health concerns. A sexual assault counselor is available 24-hours a day to speak confidentially with anyone who has been impacted by sexual assault. A person seeking assistance may contact the Help Center & Sexual Assault Counseling Center at 406-794-3829.

**YWCA GATEWAY** – The [GATEWAY HOUSE](#) is the domestic violence shelter in Billings, providing 24-hour crisis support and advocacy for all domestic violence survivors. Survivors who are or have been involved in a violent relationship may receive support off-campus by contacting GATEWAY HOUSE at 406-245-4472.

# Alcohol and Substance Abuse

## Introduction

MSUB has a Campus Alcohol and Drug Policy that promotes a healthy campus environment. That Policy is found at [http://www.msubillings.edu/studenthealth/alcohol\\_policy.htm](http://www.msubillings.edu/studenthealth/alcohol_policy.htm) and it conforms to the requirements of the Drug Free Schools and Communities Act, [h\[20.U.S.C. 1145g.\(Title 34 CFR §86\)\]](#) and the [Montana Board of Regents Policy 503.1](#), Alcoholic Beverages.

## Standards of Conduct

MSUB's policy prohibits unlawful possession, consumption, use, distribution or sale of illicit drugs and alcohol by students and employees on campus property. These acts are prohibited by both Part II, Section K and L in the [Student Code of Conduct](#) and Section 1230.00 of the MSU [Personnel Policies and Procedures Manual](#).

## Alcoholic Beverages

[Montana Board of Regents policy 503.1](#) provides that consumption of alcoholic beverages is permitted on property belonging to the Montana University System **only** as follows:

- a. "Within student living quarters, consumption of alcohol is allowed only by persons of legal age. Legal consumption by students in student living quarters shall not interfere with the rights of other residents and their guests or cause the normal operation of residence halls/student housing to be disrupted.
- b. Within approved areas on campus property that are used or rented as approved by the Chancellor."

## Approval Process

MSUB has established procedures for obtaining approval for events where alcohol will be available. See [Events and Conference Services](#). All events involving alcohol held on campus require the completion of the [Alcoholic Beverage Request Form](#). University Catering provides information about policies, laws, and the procedures to initiate the University's approval process. The requirements for events with service of alcoholic beverages are found in the aforementioned Events and Conferences Services link.



## Residence Halls and Family and Graduate Housing



In accordance with section 4, B, Liquor (Alcohol) Consumption on page 36 of the Res life student handbook [Housing & Residential Life Student Handbook](#) MSUB allows the possession and consumption of alcohol in the privacy of a student's room or individual family and graduate housing unit, in accordance with applicable State law (legal drinking age in Montana is 21). However, it does not allow alcoholic beverages to be consumed in public areas such as hallways and lounges. If a public area is used for an event and alcohol will be present, the event sponsor must follow the requirements as set forth in the Events & Conferences Services agreement [Events & Conferences Services Policy](#). This Policy does not allow parties or activities in student rooms where large amounts of alcohol are present.

Further, residence hall social funds may not be used for the purchase of alcoholic beverages. Approved residence halls and family and graduate housing sponsored functions involving alcohol must also adhere to the state law and the policies of the University. Off-campus events organized or sponsored by MSUB Residence Halls or Housing may serve alcohol only in accordance with the [MSUB Personnel Procedures](#), and [Campus Drug and Alcohol Policy](#) which follows the Board of [Board of Regents Policy 503.1](#).

## Fraternity/Sorority Organizations

Currently MSUB does not have Fraternity, or Sorority Organizations.

## ASMSU, Departmental and Other Registered Student Organizations

MSUB's Alcohol and Drug Policy also regulates the use of alcohol at gatherings or events of ASMSUB, registered student organizations, and other organized student groups. Such groups must follow MSUB's policies and procedures governing the use of alcohol at events and must receive prior approval in accordance with Events & Conferences Services agreement [Events & Conferences Services Policy](#). No organizational or ASMSUB funds are allowed to be used to buy alcohol.

## Softball and Soccer Facilities

Alcohol use is not allowed in sports facilities except in certain specific locations or as authorized under [Events and Conference Services](#).



## University Employees and Outside Groups

MSUB's Alcohol and Drug policy also requires employee or private party events using University facilities which involve the service of alcohol to comply with the requirements of under [Events and Conference Services](#) of the Facilities Use Policy. No organizational funds of employee groups may be used to purchase alcohol.

## Alcohol Marketing Guidelines

MSUB's Policy also regulates marketing of [alcohol advertising and marketing](#) on campus. It prohibits reference to alcoholic beverages, free drinks, and drinking games, and regulates any allowed advertising.

## Illegal Drugs

MSUB's Policy also prohibits the use, possession, manufacture, sale, or distribution of any illegal drugs on University property or at University sponsored, including the non-medical use of prescription drugs. Refer to the [MSUB Student Handbook](#).

## Prescription Drug Abuse

Students' inappropriate use of prescription drugs such as to "get high", cram for exams, or use to enhance sports performance is a violation of MSUB's policy. Prescription drugs, when mixed with alcohol, are particularly dangerous and potentially lethal. This is especially true of opiates, such as OxyContin, Vicodin or other pain killers. Harmful effects of prescription drug abuse include:

- Mental health: increased irritability, agitation, anger, apathy, depression, paranoia (delusions and Hallucinations), violence, and dependence.
- Physical health: drastic changes in sleep patterns, sudden weight loss or gain, stunted growth, and dependence.

## Tobacco

Montana State University Billings is a "tobacco-free" campus. In accordance with the MSUB [Student Affairs Tobacco Free Campus Policy 6501](#) smoking is prohibited.

## Medical Marijuana

Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. Therefore, MSUB's Policy prohibits the use, possession or cultivation of marijuana for medical purposes in any Montana State University Billings housing or any other Montana State University Billings property, nor is it allowed at any University-sponsored event or activity off campus.

## Health Risks of Alcohol and Drug Abuse

Abusive use of alcohol and/or the use of illicit drugs or misuse of prescription drugs can be detrimental to the physical and mental health of students and members of the surrounding community. The various risks are classified and described in this section of the Report.

## Social, Academic, and Personal Risks of High-Risk Substance Abuse

Social, academic and personal risks are associated with students who drink alcohol, use illicit drugs or abuse prescription drugs. High-risk and illegal use of alcohol and illicit drugs are the most prominent health and safety risks to the MSUB student population, which can result in significant legal and academic problems. Prevalence of this type of alcohol use (also known as "binge drinking" or heavy episodic drinking) and/or use of drugs can directly or indirectly lead to:

- a. Social problems: driving under the influence, fighting, unwanted sexual contact, vandalism, trouble with authorities, unsafe sexual behavior, among others.
- b. Academic problems: poor grades, missed classes, memory loss, falling behind in class work or projects.
- c. Personal problems: depression, illness and injury, experiencing unwanted attempted or completed sexual intercourse, suicide, being the victim of violence or racial harassment, being unable to control drinking or drug use.

## Second-Hand Effects

"Second hand" effects result from other peoples' drinking or drug use, often experienced by students who choose not to use drugs or alcohol in a high-risk manner. These problems are typically most prominent among students living in close quarters (e.g., residence halls). Effects include: disruptions of sleep or studying, having one's property damaged, feeling unsafe, having one's membership in an organized group adversely affected, and decreased enjoyment of campus activities. Non-students, i.e., community members, are also at risk of experiencing problems as a result of student drinking or drug use (e.g., intoxicated driving, vandalism, violence, sexual assault).

## Risks Associated with Dependency or Addiction

For some students, substance use escalates to dependency. Adverse effects of dependency can include illnesses such as liver disease, peripheral neuropathy, and cerebella degeneration. Additional health risks to students with chemical or psychological dependency include the personal problems listed above in addition to blackouts, alcoholic hallucinations, and delirium tremens. Prescribed medications and illicit drugs can be abused with or without dependency, leading to potential dependency, acute intoxication (can include depression or euphoria, altered time perception, impairment of immediate memory, overdose, stupor, shock, coma or death), acute withdrawal, psychosis, or aggravation of existing mental illness.

Symptoms of dependency include the following:

- a. psychological craving: intense feeling of need for the drug which may be accompanied with antisocial behavior involved in the procurement of the substance;
- b. physiological dependence: withdrawal symptoms are displayed when use of the substance is discontinued; and
- c. tolerance: need to increase the dose of the substance to obtain the desired effects.

## Education, Prevention, and Treatment Programs

Because of the health and social risks of alcohol and drug abuse, Montana State University Billings provides alcohol and drug abuse prevention education, counseling and intervention programs designed to reach all segments of the campus community.

### Education – AlcoholEDU for College

AlcoholEDU for College, a science-based, interactive online program, provides students with facts and skill-based information on alcohol and sexual assault, other consequences of alcohol abuse, including alcohol's impact on the brain, body, and behavior. All incoming MSUB students under the age of 21 are required to take [AlcoholEdu for College](#). The program matches course content to each student based on his or her behavior, attitudes, and what he or she already knows about alcohol.

Whether students choose to drink or not, AlcoholEdu is designed to encourage informed decision-making about alcohol use as well as providing skills to respond to the drinking and risk behaviors of friends and peers. The program delivers information with a non-judgmental tone that supports students in making their own plan to reduce the risk of harm associated with drinking while in college.

This program is one of many efforts at MSUB to support better decision-making and a healthier campus environment where everyone every can live, study, work and have fun safely. MSUB Health Promotion also works on campus and community education and policies to reduce risk and prevent intoxicated driving.

Details about [AlcoholEdu](#) and [Student Health Services](#) are available at 406-657-2153 or the links above.



## Student Treatment and Assistance - Alcohol and Drug Assistance Center/Insight Program

MSUB provides a voluntary, confidential resource to assist all students who are impacted directly or indirectly by chemical abuse through Student Health Services [Student Wellness](#) program. This is an educational based program open to all MSUB students, either by self-referral or by referral from MSUB offices, departments or the local court system. Student Health Services can be contacted at (406) 657-2153, and is located on the 2<sup>nd</sup> floor of Petro Hall. Student confidentiality will be respected. Student Health Services practitioners provide referrals and pre-assessment support.

## Students and Employees – General Counseling Services

In addition to the “Insight and Choices Program” general counseling is available through [MSU Billings Counseling at Student Health Services](#) located on the 2<sup>nd</sup> floor of Petro Hall, 406-657-2153.

Individual counseling for students whose lives have been affected by their own or someone else’s substance abuse are available. Persons who voluntarily avail themselves of University services shall be assured that applicable professional standards of confidentiality will be observed.

These counseling services include:

- a. Training professional staff and student staff on drug abuse information, intervention and referral;
- b. Conducting education programs for students who have demonstrated abusive behavior with drugs;
- c. Conducting individual and group counseling for members of the university community with drug problems;
- d. Organizing campus self-help groups;
- e. Providing consultation, information and referral for students, staff and faculty with drug problems;
- f. Designing and developing referral opportunities for members of the university community who desire to seek professional assistance beyond the campus. This will be done in cooperation with the MSUB Human Resources; and
- g. Providing, with peer involvement, a system of intervention and referral services for students, faculty and staff.

This program is designed to make faculty, students, administrators, and other employees served by the program comfortable, to give choice in the selection of assistance, to maintain confidentiality of clients, and to provide professional service.

Employee assistance may also be available through Student Health Services with a referral from Human Resources. An employee needing help in dealing with drug/alcohol problems or information on insurance coverage for treatment and rehabilitation programs may also

contact Human Resources (406) 657-2278, or on the web at: [MSU Billings Human Resources Benefits](#).

## Enforcement / Sanctions

MSUB's policy provides that students who violate the University alcohol and drug abuse policy, city or state laws are subject to disciplinary action as a student under the Student Conduct Code. Employees violating the policy are subject to discipline under personnel policies established by MSU, or applicable collective bargaining agreement. Individuals may also be subject to criminal prosecution.

Student sanctions may include reprimand, probation, suspension, expulsion and/or restitution as well as required attendance at educational and/or treatment programs. Employee sanctions may include disciplinary measures up to and including termination. MSUB may require the satisfactory participation in a drug abuse assistance or rehabilitation program as alternative to termination. ([Section 1230.30 MSU Personnel Policies and Procedures Manual](#)).

Criminal sanctions, regardless of status, may include jail, probation, mandatory counseling and/or education, fines, and suspension or revocation of driving privileges. Groups displaying unreasonable and irresponsible conduct or violating this University Alcohol/ Other Drugs policy will jeopardize continuance of the University-recognized or supported event and access to University service and facilities.

## Biennial Review

MSUB's Office of the Vice Chancellor for Student Affairs, Dean of Students and Human Resources Director reviews the University's drug and alcohol abuse prevention programs for students and employees biennially to determine the programs' effectiveness and to implement changes if needed. The review will include the collection of information about a) the number of drug and alcohol-related violations and fatalities that occur on campus or as part of the institution's activities which are reported to campus officials; and b) the number and types of sanctions imposed by the institution as a result of those drug and alcohol-related violations and fatalities.

A written report of the review shall be prepared and maintained by MSUB for a period of at least three years.

## Disclosure

Upon written request MSUB will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by MSUB against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

# Missing Student Policy

MSUB follows the established [Missing Student Policy](#) of MSU Bozeman concerning the procedures for reporting and responding to reports of missing students. When students are unaccounted for after 24 hours, they are presumed missing and the missing student procedures are invoked.

When a student is reported missing by any source, the University will determine whether the report is valid and, if so, will institute action to find the student. It will also notify other appropriate law enforcement agencies and specified University officials. If the student has designated an emergency contact as provided in the policy, it will notify that contact. If the missing student is under 18 years old, it will notify parents or custodian.

Reports of missing students should be made to the University Police Department or the Dean of Students. Reports of missing students who reside in campus housing can also be made to University housing officials. The University Police [Policy 107.8](#) and [Procedure 107.8](#) delineates departmental procedures.

# 2014 Annual Campus Fire Safety Report for Reporting Year 2013

## Introduction



Fire safety is essential in protecting a campus community from injuries, deaths, business interruption, and property damage resulting from fires.

In an effort to standardize the information an institution publishes on fire safety, the U.S. Department of Education requires all universities that maintain on-campus student housing facilities and receive U.S. Department of Education funding to publish an annual fire safety report, maintain a fire log, and report fire statistics to the Secretary of Education. This Annual Fire Safety Report is also posted on the Montana State University Billings [Housing & Residential Life website](#) and the [University Police webpage](#). Paper copies of the full report are available upon request at the University Police Office during business hours.

## Fire Safety Policies

### Use of Electrical Appliances

Within the residence halls, refrigerators 4 cubic feet and less, coffee pots and toaster ovens are not permitted. Other appliances may be allowed provided there are no exposed heating elements. Within Family Student Housing, standard household electrical appliances are allowed.

### Smoking

Montana State University Billings became a "tobacco-free" campus, effective August 15, 2013. Smoking is prohibited within the residence halls, public areas and student rooms. Smoking is prohibited in all Family Student Housing and grounds. Refer to MSUB [Student Affairs Tobacco Free Campus Policy 6501](#).

### Open Flames

Within the residence halls system, any type of open flame is prohibited. Within Family Student Housing, open flames are allowed when operated under safe conditions. Refer to the [Student Code of Conduct Handbook](#).



## Policies Applicable to Residence Halls

### Open Flames

Burning of incense, scented candles, cigars or any other substance such as sweet grass or sage, creating noxious odor in the hall is prohibited. Candles are prohibited in University buildings and in the Residence Halls due to fire hazard. ([Residence Hall Handbook](#), Pg. 39).

### Cooking in Rooms

Minimal cooking is allowed in student rooms. Designated kitchen areas are provided within the Residence Halls. Microwave ovens are specifically prohibited. ([Residence Hall Handbook](#), Pg. 23).

**Family Student Housing Fire Safety rules:** Gasoline, kerosene, burning fluid, or other combustible or explosive materials are prohibited. Any condition that creates a fire hazard is prohibited and must be eliminated upon request of University Staff.

## Prohibited Acts

The following acts are prohibited in any University Housing and will result in disciplinary action and possible criminal charges:

- a. Misuse of any fire equipment, including extinguishers, pipes, pull stations, smoke/heat detectors, hoses, exit signs, emergency lights, horns, alarms, bells, and doors;
- b. starting fires;
- c. setting off false alarms;
- d. failing to evacuate and/or hindering in the evacuation of others; and
- e. the use of fire escapes during a “non-emergency” ([Residence Hall Handbook](#), Pg. 27).

## University Response to Arson

Arson is the act of maliciously, voluntarily, and willfully setting fire to the building, buildings, or other property within the building. Arson is a criminal offense and will be treated as such. Any acts or attempted acts of arson will result in disciplinary sanctions, up to and including suspension or expulsion from the University as well as criminal charges. ([Student Code of Conduct Handbook](#)).

## Fire Log

The following table indicates the fire statistics (calls for service) for all MSUB leased, or owned property (including the student housing) over the last three years. NOTE: BFD = Billings Fire Department response.

Date	Time	Location	Cause	BFD	Injuries	Death	Property Damage
12/20/13	3:25 PM	Family Housing	Dust	No	0	0	N/A
12/17/13	1:08 PM	City College & University Campus Wide	Extinguisher Inspections	No	0	0	N/A
12/13/13	8:44 AM	City College & University Campus Wide	Bldg Safety Inspections	No	0	0	N/A
12/9/13	3:30 PM	Petro Theatre	Broken Sprinkler	Yes	0	0	N/A
12/7/13	8:28 PM	CPSLL Extended Campus	Alarm (Unfounded)	Yes	0	0	N/A
12/4/13	8:30 AM	Senior Campus	Fire Drill	No	0	0	N/A
12/4/13	10:34 AM	City College & University Campus Wide	Extinguisher Inspections	No	0	0	N/A
12/3/13	11:17 AM	Student Union Building	Medical	Yes	0	0	N/A
12/2/13	12:05 PM	S. Side of Student Union Bldg.	Medical/Dog Bite	Yes	1	0	N/A
11/29/13	3:50 PM	Rimrock Hall (6 <sup>th</sup> Floor)	Burnt Food	Yes	0	0	N/A
11/13/13	8:49 PM	Rimrock Hall	Medical/Overdose	Yes	1	0	N/A
11/9/13	3:33 PM	Petro Hall	Medical	Yes	0	0	N/A
10/31/13	9:43 PM	Petro Hall (7 <sup>th</sup> Floor)	Alarm (Pull Station)	Yes	0	0	N/A
10/30/13	7:54 PM	College of Education	Trouble Alarm	No	0	0	N/A
10/29/13	7:49 PM	Liberal Arts Building	Medical	Yes	0	0	N/A
10/26/13	5:36 PM	Rimrock Hall	Medical/Overdose	Yes	1	0	N/A
10/22/13	8:55 AM	City College & University Campus Wide	Extinguisher Inspections	No	0	0	N/A
10/16/13	8:53 PM	Library & PE Building	Extinguisher Inspections	No	0	0	N/A
10/15/13	2:41 PM	Garfield Extended Campus	Medical	Yes	1	0	N/A
10/12/13	5:33 PM	City College	Medical	Yes	0	0	N/A
10/11/13	1:56 PM	College of Education	Alarm (Unfounded)	Yes	0	0	N/A
10/8/13	1:33 PM	City College	Medical (MVA)	Yes	1	0	N/A

9/30/13	5:52 AM	Garfield Extended Campus	False Alarm	Yes	0	0	N/A
9/21/13	8:26 PM	Petro Hall (7 <sup>th</sup> Floor)	Alarm (Pull Station)	Yes	0	0	N/A
9/16/13	3:34 PM	Cisel Lot near Tennis Bubble	Downed Power Line	Yes	0	0	\$750.00
9/13/13	2:33 PM	PE Building	Pipe Burst in Sauna	Yes	0	0	\$685.75
9/10/13	7:25 AM	Family Housing	Burnt Food	No	0	0	N/A
8/30/13	7:44 AM	Family Housing	Burnt Food	No	0	0	N/A
8/26/13	7:55 PM	SUB, Petro & Rimrock Halls	Fire Drill	No	0	0	N/A
8/21/13	2:30 AM	Petro Hall	Water Valve issue	No	0	0	N/A
8/20/13	4:00 PM	City College & University Campus Wide	Fire Code Inspection	No	0	0	N/A
8/10/13	9:15 AM	PE Building	Panel Malfunction	No	0	0	N/A
7/18/13	2:00 PM	College of Education	Alarm Malfunction	No	0	0	N/A
7/18/13	8:00 AM	City College & University Campus Wide	Fire Code Inspection	No	0	0	N/A
7/17/13	8:00 AM	City College & University Campus Wide	Fire Code Inspection	No	0	0	N/A
7/16/13	3:40 PM	City College & University Campus Wide	Fire Code Inspection	No	0	0	N/A
7/10/13	6:49 PM	Cisel Hall	Medical	Yes	0	0	N/A
7/2/13	8:30 AM	City College & University Campus Wide	Fire Code Inspection	No	0	0	N/A
7/1/13	8:30 AM	City College & University Campus Wide	Fire Code Inspection	No	0	0	N/A
6/25/13	11:35 AM	Petro Hall	Medical	Yes	0	0	N/A
6/19/13	10:24 AM	PE Building	Dust was Disturbed	Yes	0	0	N/A
6/15/13	3:05 PM	PE Building	Medical	Yes	0	0	N/A
6/12/13	8:00 AM	City College & University Campus Wide	Fire Code Inspection	No	0	0	N/A
6/11/13	1:18 PM	City College & University Campus Wide	Extinguisher Inspections	No	0	0	N/A
5/30/13	11:57 AM	City College & University Campus Wide	Extinguisher Inspections	No	0	0	N/A
5/29/13	5:34 PM	Rimrock Hall	Extinguisher Inspections	No	0	0	N/A
5/16/13	3:31 AM	Cisel Hall	Alarm (Pull Station)	No	0	0	N/A
5/2/13	1:35 PM	City College & University Campus Wide	Extinguisher Inspections	No	0	0	N/A

5/1/13	10:40 AM	City College & University Campus Wide	Extinguisher Inspections	No	0	0	N/A
4/30/13	9:45 AM	Student Union Building	Medical	Yes	1	0	N/A
4/29/13	5:00 PM	University Police	Extinguisher Inspection	No	0	0	N/A
4/24/13	7:17 PM	SUB Dining Facility	Medical	Yes	1	0	N/A
4/13/13	11:31 PM	Family Housing	Power Lines Arcing	Yes	0	0	N/A
4/10/13	3:39 PM	CPSLL Extended Campus	Extinguisher Inspections	No	0	0	N/A
4/10/13	2:51 PM	Facility Services	Extinguisher Inspections	No	0	0	N/A
4/10/13	12:11 PM	Family Housing	Burnt Food	No	0	0	N/A
4/9/13	8:26 PM	Cisel Hall	Extinguisher Inspections	No	0	0	N/A
4/9/13	8:13 PM	Art Annex	Extinguisher Inspections	No	0	0	N/A
4/8/13	2:30 PM	McMullen Hall	Odor (Unfounded)	Yes	0	0	N/A
3/26/13	7:30 PM	SUB, Petro & Rimrock Halls	Fire Drill	No	0	0	N/A
3/26/13	8:30 AM	City College & University Campus Wide	Fire Drill	No	0	0	N/A
2/26/13	2:08 PM	McMullen Hall	Medical	Yes	0	0	N/A
2/19/13	8:31 AM	343 N. Rim	Medical	Yes	1	0	N/A
2/8/13	10:41 PM	College of Education	Alarm (Unfounded)	Yes	0	0	N/A
1/31/13	5:41 AM	City College	Utilities	Yes	0	0	N/A
1/11/13	7:30 PM	SUB, Petro & Rimrock Halls	Fire Drill	No	0	0	N/A
1/7/13	9:38 PM	Science Building	Odor (Unfounded)	Yes	0	0	N/A
1/2/13	7:07 PM	PE Building	Medical	Yes	0	0	N/A
12/28/12	2:48 PM	COPSLL Extended Campus	Utilities- Gas Smell	Yes	0	0	N/A
12/11/12	1:12 AM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
12/8/12	1:33 PM	Family Housing	Propane Smell	Yes	0	0	N/A
12/4/12	8:45 PM	Family Housing	Burnt Food	No	0	0	N/A
11/30/12	7:42 PM	COPSLL Extended Campus	Medical	Yes	0	0	N/A
11/29/12	12:20 PM	2630 Normal Ave.	Medical	Yes	0	0	N/A



10/27/12	1:59 AM	Petro Hall	Medical	Yes	0	0	N/A
10/25/12	8:30 AM	City College & University Campus Wide	Fire Drills	No	0	0	N/A
10/22/12	10:06 AM	Science Building	Fire Drill	No	0	0	N/A
10/9/12	3:52 AM	Cisel Hall	Alarm (Malfunction)	Yes	0	0	N/A
10/6/12	1:53 PM	Petro Hall	Medical	Yes	0	0	N/A
9/28/12	9:57 AM	College of Business	Alarm (Pull Station)	Yes	0	0	N/A
9/22/12	12:55 PM	Cenex Field (PE)	Medical	Yes	0	0	N/A
9/21/12	9:28 PM	Petro Hall	Medical	Yes	0	0	N/A
9/20/12	12:00 AM	Petro Hall	Smoldering Cig Can	No	0	0	N/A
9/19/12	3:11 AM	Rimrock Hall	Medical	Yes	1	0	N/A
9/16/12	9:30 PM	SUB, Petro & Rimrock Halls	Fire Drills	No	0	0	N/A
8/27/12	8:00 PM	SUB, Petro & Rimrock Halls	Fire Drills	No	0	0	N/A
8/4/12	8:27 PM	Rimrock Hall	Medical	Yes	0	0	N/A
7/22/12	4:48 PM	416 Rimrock (Rental)	Medical	Yes	0	0	N/A
7/16/12	5:37 PM	Petro Hall	General Alarm	Yes	0	0	N/A
7/11/12	5:05 PM	Rimrock Hall	Burnt Food	No	0	0	N/A
7/10/12	12:20 AM	SUB Dining Facility	Smoke (Burnt Food)	No	0	0	N/A
6/1/12	8:00 AM	City College & University Campus Wide	Alarm Testing	No	0	0	N/A
5/21/12	12:59 PM	Science Building	Medical	Yes	0	0	N/A
5/17/12	2:21 PM	City College Health Science Building	General Alarm	Yes	0	0	N/A
5/7/12	11:45 PM	City College	Alarm – Power Out	No	0	0	N/A
4/16/12	10:12 PM	Library	Medical	Yes	1	0	N/A
4/16/12	8:16 AM	Garfield Extended Campus	Medical	Yes	0	0	N/A
4/11/12	7:25 PM	City College Health Science Building	Odor (Chemical)	Yes	0	0	N/A
4/10/12	2:20 PM	SUB, Petro & Rimrock Halls	Alarm Testing	No	0	0	N/A
3/27/12	4:01 PM	Petro Hall	Medical	Yes	0	0	N/A
3/27/12	8:30 AM	City College & University Campus Wide	Fire Drills	No	0	0	N/A

3/9/12	7:47 AM	Child Care Center	Gas Smell	Yes	0	0	N/A
3/2/12	6:45 PM	Apsaruke Hall	Medical	Yes	0	0	N/A
2/23/12	5:38 PM	Library	Gas Smell	Yes	1	0	N/A
2/15/12	9:23 PM	Family Housing	Burnt Food	Yes	0	0	N/A
2/14/12	10:56 AM	McMullen Hall	Medical	Yes	1	0	N/A
2/12/12	1:25 AM	Rimrock Hall	Medical	Yes	0	0	N/A
2/3/12	8:06 AM	College of Education	Medical	Yes	0	0	N/A
1/20/12	11:50 PM	Petro Hall	Medical	Yes	0	0	N/A
1/6/12	8:41 AM	Rimrock Hall	Burnt Food	No	0	0	N/A
1/4/12	4:14 PM	Family Housing	Burnt Food	No	0	0	N/A
1/3/12	6:25 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
12/30/11	6:46 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
12/26/11	3:44 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
12/22/11	7:50 PM	Liberal Arts Building	Smoke (Unfounded)	No	0	0	N/A
12/20/11	9:17 PM	Liberal Arts Building	Ctrl Pnl (Unfounded)	No	0	0	N/A
12/20/11	7:24 PM	Library	Trouble Alarm (Unf)	No	0	0	N/A
12/18/11	2:42 PM	445 Silver (Rental)	Medical	Yes	0	0	N/A
12/17/11	5:00 PM	Liberal Arts Building	Trouble Alarm (Unf)	No	0	0	N/A
12/16/11	3:17 AM	Petro Hall	Medical	Yes	0	0	N/A
12/15/11	10:14 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
12/12/11	9:44 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
12/12/11	3:14 AM	Petro Hall	Medical	Yes	0	0	N/A
12/11/11	4:10 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
12/9/11	10:39 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
12/9/11	5:50 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
12/8/11	6:37 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
12/6/11	2:11 PM	COPSLL Extended Campus	General Alarm	Yes	0	0	N/A

12/6/11	12:18 PM	Petro Hall	Medical	Yes	0	0	N/A
11/28/11	11:46 PM	Rimrock Hall	Medical	Yes	0	0	N/A
11/18/11	8:03 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
11/11/11	2:18 PM	College of Business	Odor (Unfounded)	Yes	0	0	N/A
11/3/11	11:00 AM	City College Tech Building	Trouble Alarm (Unf)	No	0	0	N/A
11/2/11	4:30 PM	Library	Fire Exit Door used	No	0	0	N/A
11/2/11	8:38 AM	College of Business	Fire Drill	No	0	0	N/A
11/2/11	8:49 AM	Apsaruke Hall	Fire Drill	No	0	0	N/A
11/2/11	8:56 AM	Art Annex	Fire Drill	No	0	0	N/A
11/2/11	9:15 AM	PE Building	Fire Drill	No	0	0	N/A
11/2/11	9:36 AM	Cisel Hall	Fire Drill	No	0	0	N/A
11/2/11	9:48 AM	Academic Support Center	Fire Drill	No	0	0	N/A
11/2/11	10:00 AM	McMullen Hall	Fire Drill	No	0	0	N/A
11/2/11	10:09 AM	Tennis Bubble	Fire Drill	No	0	0	N/A
11/2/11	10:23 AM	Liberal Arts & Library Building	Fire Drill	No	0	0	N/A
11/2/11	10:43 AM	Daycare Center	Fire Drill	No	0	0	N/A
11/2/11	11:00 AM	College of Education	Fire Drill	No	0	0	N/A
11/2/11	12:31 PM	Foundation	Fire Drill	No	0	0	N/A
11/2/11	1:30 PM	City College Tech Building	Fire Drill	No	0	0	N/A
11/2/11	1:50 PM	City College Health Science Building	Fire Drill	No	0	0	N/A
10/19/11	1:18 PM	City College	Medical	Yes	0	0	N/A
9/24/11	10:39 AM	College of Education	Smoke (Unfounded)	No	0	0	N/A
9/22/11	8:00 PM	Petro Hall	Fire Drill	No	0	0	N/A
9/22/11	8:00 PM	Rimrock Hall	Fire Drill	No	0	0	N/A
9/22/11	8:00 PM	Student Union Building	Fire Drill	No	0	0	N/A
9/22/11	8:50 PM	Rimrock Hall	Medical	Yes	0	0	N/A
9/20/11	10:35 AM	Art Annex	Medical	Yes	1	0	N/A

9/19/11	8:58 AM	Liberal Arts Building	Medical	Yes	1	0	N/A
9/7/11	8:57 AM	City College	Medical	Yes	0	0	N/A
9/1/11	4:00 PM	PE Building	Trouble Alarm (Unf)	No	0	0	N/A
8/29/11	8:00 PM	Petro Hall	Fire Drill	No	0	0	N/A
8/29/11	8:00 PM	Rimrock Hall	Fire Drill	No	0	0	N/A
8/29/11	8:00 PM	Student Union Building	Fire Drill	No	0	0	N/A
8/17/11	8:38 PM	COPSLL Extended Campus	Medical	Yes	0	0	N/A
8/17/11	8:13 PM	Family Housing	Trouble Alarm (Unf)	No	0	0	N/A
6/29/11	6:34 AM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
6/27/11	5:03 AM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
6/26/11	4:30 AM	PE Building	Faulty Battery	No	0	0	N/A
6/24/11	3:40 AM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
6/24/11	3:40 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
6/24/11	10:41 PM	Family Housing	Alarm Malfunction	Yes	0	0	N/A
6/23/11	12:34 PM	College of Education	Dust	No	0	0	N/A
6/21/11	2:23 PM	Garfield Extended Campus	Medical	Yes	0	0	N/A
6/1/11	6:04 PM	Family Housing	General Alarm	No	0	0	N/A
5/30/11	7:44 PM	Petro Hall (7 <sup>th</sup> Floor)	Pull Station	Yes	0	0	N/A
5/30/11	10:15 AM	College of Education	Smoke (Unfounded)	No	0	0	N/A
5/16/11	2:31 PM	Family Housing	Trouble Alarm (Unf)	No	0	0	N/A
5/14/11	5:00 PM	Petro Hall	Fire Drill	No	0	0	N/A
5/14/11	5:00 PM	Rimrock Hall	Fire Drill	No	0	0	N/A
5/14/11	5:00 PM	Student Union Building	Fire Drill	No	0	0	N/A
5/10/11	7:29 PM	Student Union Building	Burnt Food	Yes	0	0	N/A
5/10/11	3:43 PM	Tennis Bubble	Trouble Alarm (Unf)	No	0	0	N/A
5/10/11	3:19 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
5/10/11	12:27 AM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A



5/9/11	7:15 AM	Petro Hall	Fire Drill	No	0	0	N/A
5/9/11	7:15 AM	Rimrock Hall	Fire Drill	No	0	0	N/A
5/9/11	7:15 AM	Student Union Building	Fire Drill	No	0	0	N/A
5/8/11	5:10 PM	College of Education	Testing Box	No	0	0	N/A
5/5/11	1:40 PM	City College Health Science Building	Alarm Testing	No	0	0	N/A
5/5/11	1:30 PM	City College Tech Building	Alarm Testing	No	0	0	N/A
5/5/11	1:30 PM	Family Housing	Alarm Testing	No	0	0	N/A
5/5/11	3:32 PM	PE Building	Alarm Testing	No	0	0	N/A
5/4/11	4:44 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
5/4/11	4:39 PM	College of Education	Trouble Alarm (Unf)	No	0	0	N/A
5/4/11	1:38 pm	PE Building	Alarm Testing	No	0	0	N/A
4/18/11	4:36 PM	Rimrock Hall	Fire Exit Door Used	No	0	0	N/A
4/14/11	9:38 AM	Family Housing	Fire Drill	No	0	0	N/A
4/14/11	9:23 AM	PE Building	Fire Drill	No	0	0	N/A
4/14/11	9:10 AM	Cisel Hall	Fire Drill	No	0	0	N/A
4/14/11	9:01 AM	Apsaruke Hall	Fire Drill	No	0	0	N/A
4/14/11	8:56 AM	Art Annex	Fire Drill	No	0	0	N/A
4/14/11	8:47 AM	College of Business	Fire Drill	No	0	0	N/A
4/14/11	8:42 AM	University Police	Fire Drill	No	0	0	N/A
4/13/11	11:03 am	Tennis Bubble	Fire Drill	No	0	0	N/A
4/13/11	10:54 AM	Academic Support Center	Fire Drill	No	0	0	N/A
4/13/11	10:35 AM	Science Building	Fire Drill	No	0	0	N/A
4/13/11	10:46 AM	McMullen Hall	Fire Drill	No	0	0	N/A
4/13/11	10:22 AM	College of Education	Fire Drill	No	0	0	N/A
4/13/11	10:00 AM	Library	Fire Drill	No	0	0	N/A
4/13/11	9:54 AM	Liberal Arts Building	Fire Drill	No	0	0	N/A
4/13/11	9:41 AM	Daycare Center	Fire Drill	No	0	0	N/A

4/13/11	9:30 AM	Alumni House	Fire Drill	No	0	0	N/A
4/13/11	9:30 AM	Foundation House	Fire Drill	No	0	0	N/A
4/13/11	9:05 AM	City College Health Science Building	General Alarm (Unf)	Yes	0	0	N/A
4/13/11	8:56 AM	City College Health Science Building	Fire Drill	No	0	0	N/A
4/13/11	8:40 AM	City College Tech Building	Fire Drill	No	0	0	N/A
4/6/11	5:02 PM	East Rimrock Parking Lot	Smoking Cig Can	No	0	0	N/A
4/2/11	7:58 AM	Petro Hall	Medical	Yes	1	0	N/A
3/31/11	9:11 PM	Petro Hall (5 <sup>th</sup> Floor)	Burnt Food	No	0	0	N/A
3/27/11	5:43 PM	Student Union Building	Medical	Yes	0	0	N/A
3/26/11	12:07 PM	Petro Hall	Odor (Gas)	Yes	0	0	N/A
3/13/11	9:11 PM	Petro Hall	Burned Food	No	0	0	N/A
3/8/11	3:45 PM	Tennis Bubble	Alarm (Unfounded)	No	0	0	N/A
3/8/11	3:30 PM	Tennis Bubble	Alarm (Unfounded)	Yes	0	0	N/A
2/15/11	9:13 PM	Petro Theatre Area	Odor (Gas)	Yes	0	0	N/A
2/14/11	4:52 PM	East Rimrock Parking Lot	Smoking Cig Can	No	0	0	N/A
2/12/11	12:35 PM	Family Housing	Burnt Food	No	0	0	N/A
2/12/11	12:39 PM	Family Housing	General Alarm (Ung)	Yes	0	0	N/A
2/7/11	5:45 AM	College of Business	Trouble Alarm (Unf)	No	0	0	N/A
2/5/11	8:38 AM	College of Business	Trouble Alarm (Unf)	No	0	0	N/A
2/2/11	9:45 AM	Virginia Parking Lot	Vehicle Fire	Yes	0	0	N/A
1/24/11	8:00 PM	Petro Hall	Fire Drill	No	0	0	N/A
1/24/11	8:00 PM	Rimrock Hall	Fire Drill	No	0	0	N/A
1/24/11	8:00 PM	Student Union Building	Fire Drill	No	0	0	N/A
1/4/11	8:00 PM	Petro Hall	Fire Drill	No	0	0	N/A
1/4/11	8:00 PM	Rimrock Hall	Fire Drill	No	0	0	N/A
1/4/11	8:00 PM	Student Union Building	Fire Drill	No	0	0	N/A
1/4/11	1:53 PM	Garfield Extended Campus	Medical	Yes	0	0	N/A

Statistics provided by the Billings Fire Department.

(Unf) = Unfounded

## Fire Safety System

Below is a list of on campus residential buildings and their current fire/life safety status.

Building Name	Fire Alarm System	Fire Sprinkler System	Standpipes
Academic Support Center	X		
Alumni House			
Apsaruke Hall			
Art Annex	X		
Alterowitz (Athletics)	X	X	X
Cisel Hall	X		
College of Education	X	X	X
COPSL (Extended Campus)	X	X	X
Family Housing	X	X	X
Foundation House			
Garfield (Extended Campus)	X	X	X
Health Science Building (CC)	X	X	X
Liberal Arts Building	X	X	X
Library	X	X	X
McDonald Hall (COB)	X		
McMullen Hall	X	X	X
Parking Garage			
Petro Hall	X	X	X
Rimrock Hall	X	X	X
Science Building	X	X	X
Student Union Building	X	X	X

Tech Building (CC)	X	X	X
W.R. Lowe Childcare Center	X	X	X
Yellowstone Public Radio			

Data collection from MSUB Facility Services

## Fire Drills

### Residence Life

Within the residence halls, fire drills are conducted in each building during the academic period. Fire drills are unannounced and assist in the educational process for students and staff alike. In 2013 the following fire evacuation drills were conducted:

#### Spring 2013

Date	Time	Hall	Type of Alarm	Cause
1/11/2013	7:30 PM	Rimrock Hall	General	Pull Station- Scheduled Fire Drill
1/11/2013	7:30 PM	Petro Hall	General	Pull Station- Scheduled Fire Drill
1/11/2013	7:30 PM	Student Union Building	General	Pull Station- Scheduled Fire Drill
4/26/2013	6:45 PM	Rimrock Hall	General	Pull Station- Scheduled Fire Drill
4/26/2013	7:02 PM	Petro Hall	General	Pull Station- Scheduled Fire Drill
4/26/2013	7:14 PM	Student Union Building	General	Pull Station- Scheduled Fire Drill

#### Summer 2013

Date	Time	Hall	Type of Alarm	Cause
8/26/2013	7:55 PM	Rimrock Hall	General	Pull Station- Scheduled Fire Drill
8/26/2013	7:55 PM	Petro Hall	General	Pull Station- Scheduled Fire Drill
8/26/2013	7:55 PM	Student Union Building	General	Pull Station- Scheduled Fire Drill

#### Fall 2013

Date	Time	Hall	Type of Alarm	Cause
12/4/2013	7:30 PM	Rimrock Hall	General	Pull Station- Scheduled Fire Drill
12/4/2013	7:30 PM	Petro Hall	General	Pull Station- Scheduled Fire Drill
12/4/2013	7:30 PM	Student Union Building	General	Pull Station- Scheduled Fire Drill

Fire drills are mandatory and failure to participate in fire drill is subject to disciplinary action.

### Family Student Housing

Tenants are instructed to follow the **Exit Drills in the Home (E.D.I.T.H)** procedure, which is endorsed by the National Fire Protection Association (NFPA). Information is distributed to each tenant during their individual orientation meeting, then revisited annually with each household during the week of welcome (1st week in September) and reiterated during our Safety Fair (2nd week in September).



## **Campus Facilities (University and City College campuses)**

Fire drills are conducted in each building once each semester. Fire drills are unannounced and assist in the educational process for students and staff alike. The drills conducted during 2013 are listed within the Fire Log table.

## **Fire Evacuation Procedures**

### **Residence Life**

Resident Assistants explain the evacuation procedures to residents at the first floor meeting of each academic semester, including discussion of evacuation plans posted at each floor exit door. Residents are directed to exit through the nearest safe exit route/stairwell and are informed of the exterior hall meeting location for students.

Students are required to evacuate any residence hall immediately upon the sound of an alarm and may not re-enter until authorized by University personnel.

Assuming there is no visible smoke or flames during an evacuation, Resident Assistants will conduct a facilities sweep of the floor, keying into each resident room and checking all common areas, to insure that the resident evacuation is complete.

During the alarm, front desk personnel document the fire alarm and evacuation progress. Residence Life Senior Staff members facilitate the fire panel and direct residence life staff during the alarm.

Residents are not permitted to re-enter until Residence Life staff, fire department personnel, and/or University Police give authorization.

### **Family Student Housing**

Tenants are instructed to evacuate their apartment and call 911 if they hear an alarm or see smoke or fire.

## **Fire Safety Education and Training**

### **Residence Life**

All residence halls are equipped with portable fire extinguishers and Resident Assistants attend and complete live-fire extinguishing training and fire evacuation simulation each academic year.

Students in the residence halls are provided with the housing requirements set forth in the [Residence Life & Housing Handbook](#) and instructed on evacuation procedures as noted in the fire safety section.

### **Family Student Housing**

**Check-in Appointment** - Tenants are required to attend a check-in appointment within one week of their move into their apartment. During this meeting, tenants are given the following instructions. These are ongoing throughout the year, dependent on when the tenant(s) obtains housing.

- If an alarm is audible, vacate the building immediately in a safe manner,
- If smoke or fire are visible, contact UPD [911] immediately and report visible fire/smoke
- Tenants are encouraged and instructed to practice E.D.I.T.H.

**Fire Safety Brochure** (September 1-15) - A fire safety brochure is delivered to all tenants during our week of welcome. This provides information for new tenants and a refresher for existing tenants. Details are listed below:

**E.D.I.T.H (Exit Drills in the Home)** – education materials provided by NFPA (National Fire Protection Association) are provided to the tenants.

**Family Student Housing** - All Family & Graduate Housing Apartments are equipped with portable fire extinguishers and are offered live fire extinguisher training.

### **Fire Log**

The Fire Log includes date, time and location of fire reports and the nature of the fire for the most recent 60 day period. In addition, the Billings Fire Department responds to all first aid calls, as emergency responders. The log includes all Fire EMS response to MSUB campus property.

The MSUB Fire Log for the past three years is listed in this report and is located on line at [MSUB Fire Log](#) and is available at the University Police Office (lower level of the Parking Garage) during normal business hours.

## **Reporting Fires**

**FIRE EMERGENCY:** Report a fire emergency by calling 911.

**NON-EMERGENCY:** MSUB is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. To report a non-emergency fire which has already been extinguished in on-campus housing call the MSU Billings Police Office at (406) 657-2147.

## **Fire Safety Improvement Plans**

**Residence Life** – University Housing will continue its current practices and will periodically reassess the success of its current policies in promoting fire safety.

**Family Student Housing** - Staff will conduct additional programming on fire safety when the annual fire extinguisher inspections are conducted. An additional brochure is now being distributed in the housing unit that promotes Exit Drills in the Home (E.D.I.T.H.).

**Fire Prevention** - Fire prevention is the responsibility of all members of the MSU Billings college community. College residence halls are particularly susceptible to fires, and students residing in the halls must carefully adhere to fire safety regulations.

# References

## MSUB Sexual or Violent Offender List

The names of those on the following list are affiliated with MSUB and are registered with the Montana Department of Justice as sexual or violent offenders. Click [here](#) to search the names of offenders for the availability of pictures and additional information.

Name	Affiliation	Offender Type	Address	City
Brewington, Corey	Student - Pre Prof Engineering	Violent	2207 Central Avenue. #206	Billings
Case, Michael	Student - Freshman/Welding	Violent	5112 Laurel Road #37	Billings
Feist, Michael	Student - Junior/Process Plant Technology	Violent	1420 Cook Avenue	Billings
Gray, Jerrid	Student - Sophomore/Biology Teaching	Violent	8415 Black Marlin Drive	Billings
Greybull, Eric	Student - Freshman/Diesel Technology	Sexual	16 Hester Avenue	Lodge Grass
Jordan, Randy	Student - Freshman/Auto Repair & Refinishing	Violent	15 ½ N. 29 <sup>th</sup> Street #23	Billings
Kingery, Chad	Student - Graduate Masters/Rehab & Counseling	Violent	505 2 <sup>nd</sup> Street East	Kalispell
LaPierre, Paul	Student - Freshman/Auto Refinishing	Violent	211 Monroe Street	Billings
Lavenger, James	Student - Junior/Sociology	Violent	1021 S. 30 <sup>th</sup> Street	Billings
McKamey, Brandon	Student - Senior/Biology	Sexual	704 Joyce Street	Billings

Moses, Hannah	Student - Junior/Associate of Science	Violent	625 Grand Avenue	Billings
Owens, Sean	Student - senior/Applied Science	Sexual	6709 High Hill Road	Billings
Pursell, Konnar	Student - Sophomore/Business Administration	Sexual	1301 ½ Avenue F	Billings
Sosa, Pedro	Student - Junior/Applied Science	Violent	122 Charlene Street	Billings
Thode, Mary	Student - Freshman/Business Administration	Violent	288 Bonnie Lane	Billings
Wilcken, Tara	Student - Sophomore/Business Administration	Sexual	1926 Mullowney Lane #32	Billings

For more information on sexual and violent offenders in Montana, click the logo below to visit the [Montana Department of Justice Sexual or Violent Offender Registration](#).

This Sexual or Violent Offender list is also posted on the MSUB University Police web page at [MSUB Sexual or Violent Offender](#).

## Local Resources

Click on the below links:

MSU Billings Police Department  
<http://www.msubillings.edu/police/>

City of Billings Police Department  
<http://ci.billings.mt.us/index.aspx?NID=101>

City of Billings Fire Department  
<http://ci.billings.mt.us/index.aspx?nid=110>

MSUB Residence Life & Housing Handbook  
[http://msubillings.edu/reslife/pdf/policies\\_procedures\\_handbook.pdf](http://msubillings.edu/reslife/pdf/policies_procedures_handbook.pdf)

MSU Billings Student Handbook  
<http://www.msubillings.edu/VCSA/PDF/StudentHandbook.pdf>