

MSU Billings Police Department

Community Response Information

- Active Shooter Incident -

Secure immediate area:

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

Unsecuring an area:

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

Contacting Authorities:

- Dial [657-2147](tel:657-2147) for MSUB Police
- Dial [9-911](tel:9-911) for Billings Police
- Be aware that the phone system will likely be overwhelmed. Program the MSUB police number into your cell phone for emergency use.

What to Report:

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

Police Response:

- Objective is to immediately engage assailant(s)
- Evacuate victims
- Facilitate follow up medical care, interviews, counseling
- Investigation