MSU Billings Police Department
Community Response Information
- Active Shooter Incident -

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

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

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

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

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