



Policy Number: 202 – Emergency Operations Plan

Effective Date: February 18, 2020

Revision Date: February 18, 2020

Approved By: Denis Otterness, Chief of Police

202.1 PURPOSE AND SCOPE

This policy clarifies the role of the Montana State University Billings Police Department (Department) and the responsibilities of its members pertaining to large-scale emergencies and the Montana Disaster and Emergency Services (MT DES) Division and the Montana Emergency Response Framework (MERF) (§10-3-105, MCA; §10-3-301, MCA).

202.2 POLICY

The Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies to include active Departmental participation in the Yellowstone County Local Emergency Planning Committee (LEPC).

The Department's Emergency Operations Plan complies with the State of Montana's MERF. This plan provides guidance for emergency operations within and outside the borders of Montana State University Billings, as may be required (§10-3-105, MCA).

202.3 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Montana State University Billings Police Department, the Chief of Police, or the highest ranking on-duty supervisor, may activate the Emergency Operations Plan in response to a major emergency.

Upon activation of the plan, the Chief of Police, or their authorized designee, should activate the University's Emergency Operations Center and contact the City/County 911 Center to request a mutual aid response from appropriate local, state and federal law enforcement agencies. When appropriate, members of the University's Emergency Crisis Communications Committee should also be notified.

All Department employees shall maintain either a residential or cellular telephone. Employees shall promptly report telephone number changes to their immediate supervisor and the Police Department's Administrative Associate. Failure to promptly respond to an order to report for duty may result in discipline.

202.3.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Montana State University Billings Police Department are subject to immediate recall to

service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police, or their designee.

202.4 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Copies of the Emergency Operations Plan are available at the University Police Department. All Department staff should familiarize themselves with the Emergency Operations Plan and the roles members will play when the plan is implemented. The Chief of Police, or their designee, should ensure that Department members are familiar with the roles they will play when the plan is implemented.

202.5 EMERGENCY OPERATIONS PLAN REVIEW

The Chief of Police, or their authorized designee, shall review the Emergency Operations Plan at least once every two years and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS). The Chief of Police, or their authorized designee, should appropriately address any needed revisions.

202.6 TRAINING

The Department should provide annual training on the Emergency Operations Plan for all appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop exercise or discussion during a Department staff meeting.