

**2015-2016
MONTANA TECH
STUDENT LIFE PROGRAMS
EMERGENCY PROCEDURES
MANUAL**

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Updated 8/31/2015

EMERGENCY SEXUAL ASSAULT/MISCONDUCT, MENTAL, AND PHYSICAL HEALTH PROCEDURES

INTRODUCTIONS:

These procedures should be used in situations where a Sexual Assault/Misconduct, Mental, and/or Physical Health Emergency is encountered involving a student. Sexual Assault, sexual harassment, stalking, and rape are crimes. Crime reports should be made to Butte Law Enforcement (911) and Security (496-HELP). Mental Health Emergency is broadly defined as any situation in which a student behaves in such a way (verbal threats or physical action) that there is a concern that he/she may do harm to self or others or displays behavior that indicates obvious and possibly harmful irrationality. A Physical Health Emergency exists when immediate medical attention appears necessary as a result of accident, assault or illness.

An acute emergency involves immediate, imminent danger to self or others. Such initial determination will be left to the judgment of Student Life Staff directly involved. This could include any of the professional staff or student RA's in consultation with a professional staff member. In cases of acute emergencies in the residence hall, the R.A. may be required to deal with the situation directly.

In general, information involving Mental Health Emergencies is confidential. Care should be taken to involve only those people necessary and to protect the student's confidentiality. Confidentiality should be breached only in acute emergencies where the student is putting self or others in immediate imminent danger. In all cases, staff members should make clear to others directly involved (staff and students) the perimeter of confidentiality in the situation, (i.e.: what should be kept confidential and what can be released and revealed).

Serious crimes include **sexual assault, sexual harassment, acquaintance rape or date rape, stalking, and dating violence**. Date rape is a crime committed against one person (usually a woman) by another (usually a man) in which sex is the weapon. Whether physical force or emotional coercion is used, sex without consent is still considered to be rape. Montana Tech is committed to assisting any student, who reports having been victimized by referring the student to the appropriate source for security, medical attention, emotional support and civil, criminal and/or Title IX Investigation.

The following procedures are to be used when an emergency situation is encountered:

1. The Student Life Staff Member with initial contact should notify one of the following individuals:
 - a. If the student is in the Residence Hall or Apartment Housing, situations should be reported to the Associate Vice Chancellor for Student Affairs/Dean of Students by the Director of Residence Life; or in his/her absence, by an R.A. If the situation is encountered first by an R.A., he/she should report immediately to the Director of Residence Life, if that person is available. If encountered by an R.A. and neither the Director of Residence Life nor the AVC/Dean of Students is available, one or more of the following resource persons should be contacted: Provost, Title IX Coordinator, Chancellor, Environmental Health & Safety Coordinator, Registrar, Director of Student Union/Student Activities, Director of Physical Facilities, and/or Campus Security; depending on the nature of the situation. If a weapon is involved wherein an individual is threatening himself or others, call the Butte-Silver Bow Law Enforcement Department and Security immediately.
 - b. If the student is not in the Residence Hall or Apartment Housing, the report should be made to the AVC/Dean of Students. In the absence of the AVC/Dean of Students, the report can be made to any of the following: Provost, Environmental Health & Safety Coordinator, Director of Residence Life, Registrar, Counselors, Director of the Student Union/Student Activities, or Campus Security. If the emergency involves a violation of Montana Criminal Law or a campus regulation relating to life and safety, Security and Butte police must be informed immediately. For emergencies occurring in the Student Union Building, the Director of the Student Union/Student Activities should be contacted in accordance with Student Union emergency procedures and in accordance with the procedures defined in this document. In all mental health emergency situations, the AVC/Dean of Students is to be notified as soon as possible.
2. With regard to Mental Health Emergencies, the professional staff member involved should attempt to communicate as soon as possible with the AVC/Dean of Students and involve him in the proceedings. Their direct involvement may be necessary and/or any significant background information they may provide may be helpful.

With regard to sexual misconduct, sexual harassment, rape and acquaintance rape, survivors (we use the word survivor in place of victim because survivor reflects the courage that the person had to survive the attack) should seek medical attention, even if she/he is not physically injured. Medical attention is available at St. James Hospital emergency room, Tech's Health Center, or a private physician. Survivors should not bathe, shower, douche, or change clothes before the medical exam. Treatment for sexual assault may include testing for sexually transmitted diseases, medication to prevent pregnancy and documentation so the survivor can decide later whether to prosecute. It is the survivor's decision to report the assault to the Butte Law Enforcement, or Campus Security, a decision that is encouraged and has the complete support of Montana Tech. If the survivor decides not to report the assault, you and/or the survivor are required to contact the Dean of Students or Title IX Coordinators to discuss options. Remember, most individuals who assault are repeaters and your report may prevent an attack on another person. The survivor has the option to change academic and living situation, and the option to be assisted by campus authorities in notifying these authorities, if the student chooses to do so.

3. An assessment of the situation should be made by the professional Student Life Staff involved (AVC/Dean of Students, Director of Residence Life, Title IX Coordinator, Counselors). If it is believed circumstances warrant, arrangements should be made for hospitalization of the student.
4. In the event mental health hospitalization is required, Campus Security should be notified and the necessary arrangements made. The involvement of the Butte-Silver Bow Law Enforcement Department may also be necessary. Additionally, the resources of the following Butte mental health professional/ agencies may be required to facilitate the procedures: Mental Health, Safe Space, Butte Silver-Bow County Chemical Dependency Service (see attached directory information). Campus Security should be contacted in instances of physical health hospitalization.
5. As soon as possible, a decision must be made regarding the length of hospitalization and/or whether or not commitment proceedings should be initiated. Committal procedures should be used only after all other alternatives have been exhausted. If the College is the initiating party, the AVC/Dean of Students, Provost and/or the Chancellor and Campus Security must be involved.
6. In an acute emergency situation, it may be necessary for the first person directly involved with the situation to call Campus Security. In instances of acute physical health emergency, call 911 and then Campus Security should be called immediately. In such circumstances, the AVC/Dean of Students or his/her appropriate designee must be contacted as soon as possible.
7. Students in need of emergency treatment should be treated on a voluntary basis. If a student refuses treatment, a professional staff member should make the decision as to whether the student is capable of a rational decision and should supersede in the event that in his/her professional judgment the involved student is incapable of making a rational decision concerning his/her welfare.
8. The decision to inform the parents of the student may involve the student's right of privacy. Police and medical officials have their own policies in this regard and this Montana Tech procedure does not intend to affect these non-college agency policies. However, with regard to Montana Tech's relationship with students, it is always preferable to ask the student if he/she would like his/her parent's or other relative informed. If the student is incapable of making a rational decision or if the emergency is sufficiently extreme, it is advisable to inform parents or other close relatives.
9. Depending on the nature of the emergency, other institutional officers have a need to know either immediately or as soon as convenient. The AVC/Dean of Students will make this decision. Institutional officers with direct interests in these matters include the Chancellor, the Provost, and/or the Director of the Physical Plant.
10. Certain types of emergencies gain the attention and interest of the news media. In the interest of the students involved, mindful of legal ramifications, and in recognition that full information is rarely available in the initial phases of an incident, extreme discretion is advised with regard to the news media. Press releases should be directed to the Public Relations Director or the most senior Tech staff available.
11. While these procedures are designed for student emergencies, they should be generally applied to situations involving non-Tech persons who may be on campus.
12. Emergency health situations which occur during (regular daytime) hours when Health Center staff are on duty, should involve the nurse and/or physician who are on-campus.

13. The best approach to suicide is prevention. Any student who appears severely depressed or talks in a manner implying she/he may take her/his life, must be reported to the appropriate staff member immediately. A student who makes a suicide gesture or attempts suicide is obviously subject to the procedures in this document. Following an attempted suicide, professional staff will determine whether the student is capable of returning to the relatively unsupervised environment of the Residence Hall. If the student is allowed to return, that student will be regularly and closely monitored by Residence Hall Staff. In all instances of suicide, the Montana Tech Counselors, and/or AVC/Dean of Students will be apprised and directly involved or (minimally) used as a consultative resource. If the counselor is working with a student client on issues of life safety, and in the judgment of the counselor, other staff have a need to know, the situation will be staffed by the appropriate staff members. The AVC/Dean of Students will always be apprised of a potential suicide.
14. It is the general policy of Montana Tech to encourage prosecution and/or a Title IX Investigation in all instances of sexual assault/misconduct. Staff responding to rape situations should know that specific medical and law enforcement procedures should be followed for this purpose. Staff should remember, however, that their first responsibility is to the survivor and his/her physical and mental health.
15. If a staff member is to error, it is preferable to error on the side of caution. It is also important to remember that it is impossible to anticipate and proscribe all the steps of an emergency response. Each emergency situation has its own unique characteristics. These procedures are designed to guide assessment and progressive decision making as an incident may unfold. To the extent possible, a response to an emergency situation should be on a consultative process. The best overall guide is to exercise common sense. Taking a few moments to think before acting is essential; even in the compressed time span of an emergency.

PHYSICAL FACILITIES EMERGENCIES

1. A physical facilities emergency is a problem with a building structure, equipment, or utility which requires immediate attention. If not attended to, the problem would endanger life, safety, or building integrity. Examples of such problems include: fire safety equipment, heating problems in cold weather, a significant water leak, or electrical problems.

More normal or regular maintenance work which can be delayed does not constitute an emergency.

2. In the event of a physical facilities emergency, the administrator of the facility in question should be contacted. If the janitor is on duty at the time, that person should be involved. During the normal work week, the physical plant should be called.
3. Avoiding an emergency through preventative measures is always the best course of action. Reporting a potential or actual problem during normal work hours is always preferable to after hours.
4. If a physical facilities emergency occurs during the evening or on weekends, the following persons should be called in the order in which they are presented.

a. FOR RESIDENCE LIFE AREAS

The Director of Residence Life should be contacted for situations involving the Residence Hall. If the Director is not available, call the AVC/Dean of Students. In Apartment Housing, residents should contact the Apartment Manager who should contact the Director of Residence Life. If the Director is not available, the Apartment Manager should contact the physical plant directly.

b. FOR THE STUDENT UNION

The Director of the Union should be contacted for situations involving the Student Union. In emergency situations, the Chancellor, who lives across the street, can serve as a back-up resource in the event the Union Director is unavailable. If professional staff are

not available, a Student Union Manager may need to deal with the situation directly.

5. The staff member who is dealing directly with a physical plant emergency should seek assistance in the following order:

Campus Security	496-4357
Boiler Room (during heating season)	496-4699
Michael Allen, Director of Physical Facilities	496-4399 (Office) 605 202-0689 (Cell)
Scott Forthofer, Director of Residence Life	496-4500 (Office) 565-8543(Cell)

RESPONSE DIRECTORY

General Emergency Number	911
Fire Department	911 (497-6481)
Campus Security	496-4357
Butte-Silver Bow Law Enforcement	911 (497-1120)
Hospital Emergency Room	723-2580
Campus Health Center	496-4243

RESIDENCE HALL STAFF:

Scott Forthofer, Director of Residence Life	496-4500 (Office) 565-8543 (Cell)
Spencer Hale (Resident Assistant Director) Centennial RM 312	261-7757

Prospector Hall

Front Desk	496-4238
RA Cell Phone	491-1829
PJ Stewart, R.A., Room #106	490-9065
Pace Funsch, R.A., Room #120	775-217-1131
Cody Barnett, R.A., Room #215	407-6624
Ian Miller, R.A., Room #227	307-760-2471
Ross Boggs, RA, Room 305	560-0339
Josie Stinson, R.A., Room #410	781-3312

Centennial Hall

Front Desk	496-4540
RA Cell Phone	491-1829
Matt Stafford, R.A., Room #104	413-544-5474
Kassidy Stanley, R.A. Room #217	307-670-3585
Cody Williamson, R.A., Room #216	696-1844
Becca Casazza, R.A., Room #302	509-572-7203

Apartment Housing

Zach Hendrickson, Apartment Manager, 1033 Missoula	497-7239
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DEAN OF STUDENTS/COUNSELING:

Paul Beatty, AVC/Dean of Students	496-4198 (Office) 498-5343 (Cell)
Joyce O'Neill, Counselor	496-4429 (N Office) 494-0930 (Home) 490-3753 (Home Cell)

Cricket Pietsch, Counselor

496-3730 (S Office)
491-7525 (Home Cell)

DIRECTOR STUDENT UNION/STUDENT ACTIVITIES:

Chris Van Nuland

496-4211 (Office)
533-5724 (Cell)
496-4335

Student Union Information Desk
Night Managers

George Straight 750-3463; Bailey Thompson 490-0905;
Jamie Young 491-1957; Kate Mcgee 491-8934
Bryce Ruffier, Mill Manager 498-1618 (Cell)

PHYSICAL PLANT:

Director of Physical Facilities, Michael Allen

496-4399 (Office)
605 202-0689 (Cell)

Assistant Director of Physical Facilities, Dan Payne

496-4114

Boiler Room

496-4699

ADMINISTRATIVE OFFICIALS:

Chancellor, Don Blackketter

496-4129 (Office)
208 596-0915 (Cell)

Provost, Doug Abbott

496-4127 (Office)
490-5596 (Cell)

Maggie Peterson
V.C. for Administration & Finance

496-4316 (Office)
490-7538 (Cell)

Vanessa Van Dyk
Title IX Coordinator

496-4316 (Office)
490-7538 (Cell)

Leslie Dickerson, Registrar/ Director of Enrollment Services

496-4879 (Office)
221-6243 (Cell)

CAMPUS ENVIRONMENTAL HEALTH & SAFETY

Marilyn Cameron

496-4463 (Office)
490-8893 (Home Cell)

CAMPUS SECURITY OFFICERS:

Tom Barsanti

496-HELP (Office)
496-4357

BUTTE COMMUNITY MENTAL HEALTH AGENCIES:

Western Montana Mental Health Crisis Response Line
Director: Diane Banks-Mohr

497-9069

CCCS Chemical Dependency Out Patient Service (Smart Program)

Emergency Number
Program Manager: **Dave Boyd**

299-3448

Safe Space Emergency Number

782-8511

Director: TBA

782-9807 Office & Fax
1-877-335-8511