

## Emergency Notification Plan

### I. Purpose

The purpose of the Emergency Notification Plan is to provide effective and prompt communication in an emergency situation. Montana Tech will implement and maintain a multi-modal approach to an all-hazards emergency notification plan, as we are required to provide a timely warning to the campus community for any crime or event that is reported to campus Security or Butte-Silver Bow Law Enforcement and is considered by Montana Tech to represent a serious or continuing threat to students, faculty and staff.

Attempts will be made to notify as many people as possible as soon as we have confirmed that a significant emergency or dangerous situation exists. Montana Tech faculty, staff and students must become familiar with the plan and participate in any activation of the plan.

The only reasons Montana Tech would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so will compromise efforts to:

- Assist a victim
- Contain the emergency
- Respond to the emergency
- Otherwise mitigate the emergency (agreeing to a request of local law enforcement or fire department officials)

### II. Definition

Emergency – an event that threatens life, health, safety, or property and requires immediate action. Possible events that could activate the alert system would include fires, chemical spills, or accidents that would require evacuation of buildings or the campus; a hostage or violent situation that could require evacuation, lockdown or closure of the campus; and natural disasters such as earthquakes and weather-related events that would affect the safety and well-being of individuals on campus.

### III. Notification System Procedures

Montana Tech will notify the campus at least once a year of the emergency procedures the campus will use to disseminate information when an emergency exists.

Any member of the campus community who becomes aware of a potential or existing emergency situation that threatens life or safety has the responsibility to call 911 and report the situation. Campus Security (4357) should also be notified as soon as possible.

The 911 dispatcher will notify Montana Tech Security in an emergency event, who will in turn notify the Director of Environmental Health & Safety (EHS) to begin campus notification if necessary. If EHS is unavailable, Security will have a call list of others who are trained to activate the notification system. EHS, in conjunction with administration, will determine if the Crisis Response Team needs to be activated.

Depending on the situation, the notification plan will include the following procedures for a campus-wide emergency. Pre-scripted messages for potential emergency scenarios have been distributed to those who are authorized to activate the system.

- A. Once a campus-wide emergency has been declared by EHS or other authorized person in conjunction with administration, the following emergency notification steps will be taken as necessary. Not all emergencies would require activation of each mode:
  - The 911 dispatcher will determine if initiating their own Emergency Preparedness Notification System or “reverse 911” is appropriate. Depending on the nature of the emergency, surrounding neighborhoods may be included in the landline notification.
  - EHS or alternate will:
    - Activate the Regroup Emergency Notification System which includes text messaging to notify those who have entered a cell phone number in the system, as well as email notification to Montana Tech email accounts and other email addresses entered into the system for faculty, staff, students, parents of students and others who have registered in the system.
    - If in-person notification is required as in a bomb threat, the emergency response assistants will be asked to disseminate the information within their building. This request could be made via phone, radio, text message, e-mail or in person, depending on the situation.

- B. If campus telephones are inoperable, Telephone Services personnel will assist with alternative forms of notification, including radios. Each building on campus has a radio programmed to Channel 1, the Montana Tech communications channel. The campus and/or local radio stations and TV stations may be utilized for announcements, if feasible.
- C. During emergency situations, the Executive Director, Marketing & Communications will keep the campus informed via website postings and the general public via press conferences. Media will be asked to gather at the Frank & Ann Gilmore University Relations Center (URC), or a designated area, for any dissemination of information.
- D. If the emergency affects only one building or just part of the campus, members of the Crisis Response Team will determine who needs to be notified and how that will occur.

#### **IV. Testing Emergency Response and Evacuation Procedures**

Montana Tech will conduct testing of notification systems and drills to prepare building occupants for an organized evacuation, lockdown or shelter-in-place.

- A. The emergency notification systems will be tested as noted below.
  - Regroup Emergency Notification System will be tested once a semester.
- B. Evacuation drills will be held once a year for all office and classroom buildings on campus, except for the residence halls which require testing once a semester.
  - All drills, exercises and tests will be documented to include a description of the exercise, the date the test was held, and whether the test was announced or unannounced.
  - This documentation will be retained for seven years as required by the Clery Act.

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