

Montana Tech Emergency Procedures  
"What You Need to Know"

**Bomb Threat**

1. Call 911 – DO NOT pull fire alarm
2. Follow evacuation procedures; sign in at assembly area

**Earthquake**

1. Take cover under heavy desk or table and stay put until shaking stops
2. If nothing to hide under, inner walls or door frames are next choice
3. Stay away from glass, hanging objects, bookcases
4. Shield head and face
5. If outdoors, move away from buildings and utility wires

**Fire**

1. Pull fire alarm and follow evacuation procedures; sign in at assembly area
  2. Call 911 from safe location
  3. Call Security 4357 (HELP) and Environmental Health and Safety (EHS) 4463
- \*\*Use fire extinguisher if trained and fire is "garbage-can size"

**Gunman/Terrorist Event/Violence**

1. Run, Hide, Fight (see Emergency Procedures Summary)
2. If hiding – use lockdown procedures below

**Hazardous Materials Incident**

1. If in lab and spill is small and manageable, wear personal protective equipment (PPE) and clean up appropriately. Notify EHS 4463
2. If in lab and spill is large, toxic or flammable, evacuate lab. Notify Security 4357 and EHS 4463 immediately
3. If incident is large from railcars or truck, follow instructions to shelter-in-place or evacuate

**Hostage Situation**

1. If you are not the hostage, call 911, Security 4357, Dean of Students 4198
2. Remove uninvolved individuals to a safe location
3. Provide any information to authorities

**Medical Emergency or Physical Injury**

1. Call 911 if there is an unconscious person or if someone requires immediate medical assistance
2. Call Security 4357 and EHS 4463
3. Send someone to meet emergency responders
4. Administer first aid, cardiopulmonary resuscitation (CPR) or automated external defibrillator (AED) if necessary and if trained

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**Evacuation Procedures – follow anytime the alarm sounds or you are instructed to evacuate**

1. Follow evacuation route for that room/building
2. Close but do not lock doors unless necessary
3. Turn off equipment if safe to do so
4. Use stairs, not the elevator
5. Go to assigned assembly area and sign in so you are accounted for
6. Do not go back into a building until given the all clear

**Lockdown Procedures – follow for any event when you need to be protected from someone or something on the outside**

1. If you are outside, go to closest safe building and closest room
2. If you are already inside, stay in room
3. Close and lock door if possible
4. Close windows, drapes, and turn off lights
5. Lie down on floor away from windows and out of sight if possible
6. Remain silent and calm
7. Communicate with authorities if possible
8. Stay in place until all-clear is given by authorities

**Shelter-in-Place Procedures – follow anytime there has been a large hazmat spill, radiation event, or other similar emergency**

1. Move all people inside a building immediately
2. Close all doors to the outside, close and lock all windows, close drapes and blinds
3. Close as many internal doors as possible
4. Turn off all ventilation, heating & air conditioning systems (Note: on campus, this is done by Physical Facilities)
5. Extinguish all ignition sources
6. Take shelter in upstairs, interior room without windows if possible
7. If possible, seal gaps around windows, door, ventilation ducts or air conditioning units with duct tape, plastic sheeting, aluminum foil, towels, clothing, whatever is available
8. Tune into local radio or TV for information
9. Stay in place until all-clear is given by authorities