

**Rocky Vista University  
College of Osteopathic Medicine  
Montana Campus**



**Emergency Response &  
Communications Plan**

January 2023

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# ROCKY VISTA UNIVERSITY

OFFICE OF THE PRESIDENT

*Achieving new heights in medical education*

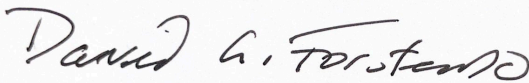
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To the University Community:

Emergencies and disruptive incidents may affect university operations at any time. To protect the safety and security of our students, faculty and staff, while minimizing disruptions, the entire university community must take steps to prepare itself for such events. This Emergency Operations Plan addresses the university's response to emergencies by taking an all hazards approach. While this plan is a fundamental component in the preparedness process, individuals and university departments must make practical efforts to prepare for emergencies.

I expect that you will take the time to familiarize yourself with this plan. Protecting the safety and security of our university community is a responsibility we can only fulfill by working together. I am committed to joining with you in our efforts to meet that shared responsibility.

Sincerely,



David A. Forstein, DO, FACCORG  
President, Chief Executive Officer & Provost  
Rocky Vista University

# Introduction

## **Purpose**

The Rocky Vista University, College of Medicine (RVUCOM), Emergency Response and Communication Plan (ERCP) describes how the university responds to emergencies, addresses all types of hazards and establishes policies, methodology, responsibilities and operations designed to effectively and efficiently address the needs of RVU community during an incident. It is intended to be a malleable document that will reflect the continually evolving environment at RVU with each update. The primary objectives are to:

- Contribute to the protection of life, property and the environment.
- Contribute to the safety of students, faculty, staff and guests.
- Minimize disruption of university operations and activities.
- Effectively manage the response operations to an emergency affecting RVU.
- Effectively work with internal resources and external partners during emergency operations.
- Restore the university to normal operations.

## **Scope**

The ERCP applies to all RVU divisions, departments, and offices at the Parker, Colorado, Ivins, Utah, and Billings, Montana campuses. This plan addresses coordination and management of emergency preparedness, response, communication, recovery and mitigation operations and various emergency functions carried out by identified divisions, departments, offices and the Incident Command Team (ICT).

Models in this plan apply to any incident when the health, safety or security of students, faculty, staff or guests is threatened. Since RVU is susceptible to a variety of natural and human-caused hazards, this plan takes an all-hazards approach. The concepts in this plan can be utilized for all incidents that may affect university operations.

RVU is committed to the safety and security of the staff, faculty, students and guests. This ERCP is designed as a guide for use in uncommon and/or overwhelming circumstances that require actions beyond routine measures. These circumstances can include pre-planned events, as well as rapidly evolving critical incidents that overcome the scope of the Department of Campus Safety & Security (DCSS) response capabilities so cooperation has been agreed upon that the Billings Police Department and Yellowstone County Sheriff's Office will assist when necessary. This plan is malleable in design such that sections may be used without full implementation depending on the nature of the incident(s), but is designed to be effective in response to all hazards.

During emergencies, RVU will utilize the Incident Command System (ICS), which is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

The Incident Command System:

- A standardized management tool for meeting the demands of smaller or larger emergency or nonemergency events
- Represents “best practices” and has become the standard for emergency management across the country
- May be used for planned events, natural disasters, and acts of terrorism
- Is a key feature of the National Incident Managements System (NIMS)

The University's policies and procedures herein are expected to be followed by all. Employees can locate the employee policies and procedures in the Employee Handbook. Emergency response operations will be conducted within the established framework of the DCSS Standard Operation Procedures (SOP). DCSS can handle some matters without involving the local Police or Sheriff department. Once you become familiar with the enclosed information, you will be better prepared to safeguard yourself and our RVU community members.

DCSS has created a team of staff and faculty members called, "Safety Stewards." It is the intent of DCSS officers to use Safety Stewards for the purpose of assisting the Security Department in the event of an emergency situation, or general evacuation procedure. Safety Stewards assist on duty Security Officers by providing leadership and direction to the occupants of the Billings Campus during normal business hours. Safety Stewards will follow the direction of Security Officers, followed by that of law enforcement. Safety Stewards will follow the instructions included in the required Safety Steward Training Program that was given to them in an hour presentation.

During a critical incident, or emergency evacuation (to include fire drills), the Safety Stewards' are required to respond to assigned locations and direct building occupants to the designated exterior Evacuation Assembly Area or interior Safe Area depending on the emergency.

## **Goals**

The goals of the university in responding to an emergency situation include:

- The safety of all employees, students and guests.
- The physical and emotional well-being of employees, students and guests.
- The timely stabilization of an emergency situation.
- The protection of the university facilities, property, and belongings of employees, students and guests.
- Effective and efficient recovery from an emergency situation. This is the responsibility of the RVU Incident Command Team (ICT).

## **Responsibility of the Emergency Plan**

The Manager of DCSS is responsible for the review, revision, and implementation of this plan and other critical incident response protocols on a yearly basis and changes to the plan will be done in collaboration with critical stakeholders and the Incident Command Team (ICT). All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Director of Campus Operations. The University's administration is responsible for the application of this plan along with other designees of the University. This responsibility is to prepare the University for any type of hazard or impact and to disseminate information prior to any type of incident, thereby facilitating a more effective response and recovery, if need be. The DCSS will annually test all equipment (e.g., radios, flashlights, first aid kits, campus emergency warning systems, megaphones, alarms, etc.) that may be utilized in an incident or emergency. This annual test will be documented in the DCSS Automated Records Management System database.

MCOM is under the jurisdiction of the Billings Police Department. Rocky Vista University has a Memorandum of Understanding (MOU) agreement with the Billings Police Department. The purpose of this agreement is to enhance the parties' responsibilities and ability to effectively address alleged crimes of violence on the campus. This MOU similarly establishes standard procedures for handling incidents and reports of Sexual Assaults and issuing Timely Warnings and Emergency or Immediate Notifications. Federal Laws provide specific requirements relative to these processes as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and Title IX of the Higher Education Amendments of 1972.

## Campuses:

RVU has three campuses located in Montana, Colorado, and Utah. This Emergency Operations Plan focuses only on the Billings, Montana campus. Below is the contact information for the Colorado and Utah Campus Safety & Security departments. For additional information on the Colorado and Utah campus Emergency Operation Plan, please contact the Manager of Campus Safety & Security or visit the RVU website at <http://www.rvu.edu>.

### Colorado Campus

8401 S Chambers Road,  
Englewood, Colorado 80112  
(303) 373-2008

Emergency Response and Communication Plan (Colorado) - <https://www.rvu.edu/co/campus-resources/campus-safety-and-security/>

### Utah Campus

255 E. Center Street,  
Ivins, Utah, 84738  
(435) 222-1300

Emergency Response and Communication Plan (Utah) - <https://www.rvu.edu/ut/campus-resources/campus-safety-and-security/>

### Montana Campus

4130 Rocky Vista Way,  
Billings, Montana, 59106  
(406) 901-2722

Emergency Response and Communication Plan (Montana) - <https://www.rvu.edu/mcom/campus-resources/campus-safety-and-security/>

## **Department of Campus Safety & Security** **Policies and Procedures**

### Campus Safety

The Department of Campus Safety & Security personnel are uniformed professionals who patrol the campus, promote safety awareness, and enforce university regulations. Campus Safety & Security reports criminal activity to the Billings Police Department and assists in the enforcement of local, state, and federal laws.

DCSS officers are not sworn police officers, however, they can under certain conditions (self-defense of themselves or others) make a private persons arrest per Montana Code **46-6-502**. All members of the university community are expected to comply with university policy, city, state, county, and federal laws.

### Reporting Incidents

The university encourages all students, faculty, staff and guests to promptly report any criminal activity, or security threats to the DCSS at **406-901-2722 or (2722 on a Campus phone)** or the Billings Police Department by calling **911**.

The DCSS has an anonymous Help/Tip Line for non-emergencies at **406-901-2723**. For tips involving mental health concerns with students, you can schedule an appointment with the university counselor at **406-901-2752**. If the student concern appears to be eminent danger, please contact Billings Police Department by calling **911**. Anytime you call **911** with an emergency, you must provide the following information:

1. Name of the individual calling.
2. Type of emergency.
3. Your telephone number.
4. Address where assistance is needed.
5. Dispatch may also ask for the names of two cross streets near your location.

## Emergency Communications

During an emergency situation, the DCSS will utilize the following means and methods of communication.

- Landline Telephones
- Cellular Phones (possible outages during emergency)
- RAVE Emergency Notification System (text and email)
- Two-way Radios
- Megaphone (Bullhorn)

A **Timely Warning** notice, which is distributed as a “Campus Safety Alert” is considered for all Clery Act crimes that are (1) reported to Campus Security Authorities or local police, (2) determined by the institution to represent a **serious or continuing threat** to students and employees, and (3) occurs on the universities Clery geography. The decision to issue a timely warning shall be decided on a case-by-case basis. The decision is made by the Manager or Supervisor of DCSS considering all available facts, including whether the crime is considered to be a **serious or continuing threat** to students, employees and guests. Certain specific information may be withheld from a notice if there is a possible risk of compromising law enforcement efforts, but if a crime occurs that would pose a **serious or continuing threat** to the Rocky Vista University community, a Campus Safety Alert would be distributed to the campus community.

An **Immediate Notification** will be distributed to the campus community upon confirmation of a **significant emergency or dangerous situation** on campus involving an immediate threat to the health or safety of students, staff, faculty and guests. Examples of emergencies that would merit such a notification include but are not limited to: an active shooter on campus, hostage/barricade situation, a riot, bomb threat, a tornado, a fire/explosion, suspicious death, structural damage to a university-owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak, or a significant hazardous materials release. The notification will be sent out via the RAVE mass notification system. This is prepared by the on-duty DCSS Officer, or designee utilizing pre-recorded messages in the RAVE notification system and sent out to the campus community concurrently in email and text.

## Personal Emergency Preparedness

Keep emergency supplies in your office (medications, flashlights, comfortable shoes, bottled water, batteries and portable radios). Retain this Emergency Response and Communication Plan in a visible location in your office. Familiarize yourself with the nearest exit routes, Automated External Defibrillators (AED) and fire extinguishers in your building.

## Media Inquiries

Inquiries from the media during or after an on-campus emergency or critical incident will be addressed by the Marketing & Communications Manager at **406-901-2725**. They can also be reached via email at [marketing@rvu.edu](mailto:marketing@rvu.edu). The Marketing & Communications Manager will consult with the President, the University Provost, and the Dean prior to releasing information.

## Emergency Protocols

When emergency conditions lead to a delayed opening and/or cancellation of classes and office hours, information will be provided through a variety of sources:

- A message will be posted on the RVU main telephone number, **406-901-2722**
- An all-RVU email will be sent to each address on file
- An alert will be sent via text message

It is the responsibility of every RVU employee to check University communications. In the event of a University closing, employees who were scheduled to work that day will receive their normal pay. This does not apply to temporary, part time and adjunct employees. Employees are responsible for providing updated contact information. To sign up for Emergency Text Notifications please go to the following link: <https://www.getrave.com/login/rvu>.

### 1. Fire

In the event of a fire: Pull the **Fire Alarm** and Call **911**

If you see smoke or flames:

Use the **CARE** principle:

- **Contain** the fire by closing all doors as you leave.
- **Activate** the nearest Fire Alarm pull station.
- **Report** the fire by calling **911**.
- **Evacuate** or extinguish (In most cases, it is best to evacuate).

Use a **Fire Extinguisher** only if:

- You have been trained.
- You have your back to an unobstructed exit.
- You have a fully charged and proper type unit for the fire you are fighting.
- The fire is contained, and you have reported the fire by **Fire Alarm** or **911** activations.
- Everyone else has left the area.
- There is little smoke or flames.

Never fight a fire if:

- You lack a safe way to escape should your efforts fail.
- It has left its source of origin.
- You are unsure of the type of extinguisher you need or have.
- If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.



## 2. Fire Alarm

Any Faculty, Staff, Student or Visitors should report all fires/fire alarms to the DCSS or call **911** immediately. DCSS will dispatch the appropriate responders to the fire scene and alert the Fire Departments. The Fire Department will notify DCSS as to when employees and students are permitted to reenter the building.

In the event of a fire alarm, please call DCSS at **406-901-2722** to make sure they are aware of the alarm. There will be planned Fire drills for the buildings throughout the year due to requirements set forth by federal law. Once the fire alarm sounds, follow the “evacuation process.” But during a fire drill **DO NOT** contact **911**.

### **Safety Stewards (Designated employees) will be in charge of:**

- Oversee the evacuation of the building.
- Evacuate outside to one of the marked evacuation points.
- Direct and delegate to staff to clear hallways, direct exiting residents to proper location, and monitor outside doors to make sure no one is reentering the building until the “all clear” is given by Campus Security.

### **DCSS will:**

- Confirm the alarm.
- Confirm the location and respond to the area.
- Check and confirm if it is a fire or a false alarm.
- Assist in evacuating building occupants.
- Establish contact with fire rescue and assist in any way requested.

### **Once the Fire Department arrives they assume responsibility and they will:**

- Check the area of the reported alarm.
- Grant permission for the DCSS Officer on duty to re-set the alarm system (the Fire Department will generally re-set the alarm; but DCSS can do so with their permission).
- Grant permission for the DCSS Officer on duty to re-set the alarm system (the Fire Department will generally re-set the alarm; but DCSS can do so with their permission).
- If DCSS is unable to respond due to another emergency, the Safety Steward Staff members on duty will serve as the University’s liaison to the Fire Department and Will assist in identifying the problem, escorting the fire fighters, etc.

## 3. Building Evacuation – (See Appendix B for maps)

You should familiarize yourself with the evacuation routes (Exits) in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with DCSS and Emergency personnel and:

- Familiarize yourself with the building evacuation signs that are located nearest to you. There are signs on each floor of the building.
- Take only keys, wallets and essential belongings with you.
- If possible, wear weather appropriate clothing.
- If you are the last one to exit your room or office, close and lock the doors.
- Do not investigate the source of the emergency.
- Immediately leave the building.
- Use stairs, not elevators.
- Assist people with special needs.

- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call DCSS at **406-901-2722 (2722 from campus phones)** to report location and number of people needing assistance.
- If there is immediate danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building).
- If you unable to evacuate, call DCSS at **406-901-2722 (2722 from campus phones)** and report your location.
- As you make your way out, encourage those you encounter to exit as well.
- Make your way outside. Walk, don't run, to the designated "Safe Area".
- Follow instructions of the Department of Campus Safety & Security or other identified emergency personnel.
- Wait for instructions before returning to your building after the evacuation.

#### 4. Medical Emergency

##### If someone is injured or becomes ill:

- Stay calm.
- Dial **911** and explain the type of emergency, the location, condition, and number of victims.
- Let the dispatcher know of any safety hazards – chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher.
- Do not move the victim(s) unless there is danger of further injury if he/she is not moved
- Render first-aid or CPR only if you have been trained. There are four Automated External Defibrillators' (AED) inside the buildings. Just lay the AED on the ground and turn it on. It will give you instructions on what to do.
- Do not leave the injured victim except to summon help.
- Comfort the victim until emergency medical services arrive.
- Have someone stand outside the building to flag down the Fire, Ambulance and/or DCSS personnel when they reach the vicinity.

#### 5. Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take any chance or worry about embarrassment. Call DCSS at **406-901-2722 (2722 on a Campus phone)**.

- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box
- Isolate the package or object and evacuate the immediate area.

##### Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail
- Restrictive markings such as "Confidential" or "Personal"
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Misspelled words
- Stains or discoloration on the package

- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or aluminum foil
- Excessive tape or string
- Visual distractions such as illustrations
- No return addresses

## 6. Bomb Threat

If you receive a bomb threat, remain calm and:

Obtain as much information as possible:

- Write down the number from where the call is coming,
- Write down the exact time of the call.
- Write down as accurately as possible the statements made.
- Listen to the voice to determine the sex, age, accents, lisps, tone, etc. (Note any distinguishing feature).
- Listen for background noises.
- Try to signal for someone else to listen on the telephone line, if possible.
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up.
- Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
- When will the bomb go off?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- How do you know about this bomb?
- Why was it placed there?
- Who are you?
- What is your name?

Call **911** immediately and then the DCSS at **406-901-2722 (2722 from campus phones)**

Complete a ***Bomb Threat Checklist*** form and have it ready, along with your notes from the call, for responding officers. It is recommended to have a ***Bomb Threat Checklist*** form available at the beginning of the conversation and follow it while receiving the call. (*See Appendix A*)

## 7. Hostile Intruder / Active Shooter

If a hostile intruder/active shooter is **OUTSIDE** your building:

1. Get to a room that can be locked; close and lock windows and doors.
2. Turn off the lights.
3. Try to get everyone down on the floor (so that no one is visible from outside the room).
4. Call **911**. The dispatcher will ask for, at least, the following information:
  - Your name
  - Location of the incident (be as specific as possible)
  - Number of shooters (if known)
  - Identification or description of shooter
  - Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker/shooter attempting to lure you).

6. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a DCSS Officer.

If a hostile intruder/active shooter is **INSIDE** your building:

- Exit (get out of) the building immediately.
- Notify anyone you may encounter to exit the building immediately  
Call **911**. The dispatcher will ask for at least the following information:
- Your name
- Location of the incident (be as specific as possible)
- Number of shooters (if known)
- Identification or description of shooter
- Your location

**If exiting the building is not possible, the following actions are recommended:**

1. Go to the nearest room or office (if you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet).
2. Close and lock the door and/or block it (try barricading the door with desks and chairs).
3. Cover the door windows with something to keep the shooter from seeing inside.
4. Call **911** (the dispatcher will gather information from you).
5. Keep quiet and act as if no one is in the room (silence cell phones).
6. **DO NOT** answer the door.
7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you).
8. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a DCSS Officer.

If a hostile intruder/active shooter **ENTERS** your office or classroom:

1. Remain calm.
2. Dial **911** (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place).
3. Try to escape (Run), but if unable, you **must** take action to survive! Make a quiet survival decision, either:
  - a. Try to hide; keep in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
  - b. Play dead (pretend to be unconscious), or
  - c. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and **FIGHT FOR YOUR LIFE**); **Only you can decide if this is something you should do.**
  - d. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do!**

**If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:**

1. Close and lock the door and/or block it (try barricading the door with desks and chairs).
2. Call **911** (if not on the line already).
3. **DO NOT** answer the door and stay in place behind cover.
4. Do not respond to any voice commands until you are sure that they come from a Police Officer or a DCSS Officer.

**If you decide to flee during a hostile intruder/active shooter situation:**

1. No matter what the circumstances, make sure you have an escape route and plan in mind.
2. Do not attempt to carry anything while fleeing. Leave your belongings behind.

3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible).
4. Move quickly, keep your hands high in the air and visible for responding officers.
5. Follow the instructions of any Police Officers you may encounter.

### **What to expect from responding Police Officers:**

Police Officers responding to an active shooter are trained in a procedure known as “Rapid Deployment” and proceed immediately to the area in which shots were last heard. Their purpose is to STOP the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will treat all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm.
2. Do as the officers tell you.
3. Put down any bags or packages you may be carrying.
4. Keep your hands up in the air and visible.
5. If you know where the hostile intruder/active shooter is, tell the officers.
6. Once out of harm’s way remain at whatever assembly point authorities designate.
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
8. Do not leave until you have been interviewed and released.

## **8. Medical Emergencies and Serious Accidents**

Anyone reporting a case of life-threatening injury or illness requiring emergency medical transportation should call Campus Security at **406-901-2722 (2722 from campus phones)**. Be prepared to provide Campus Security and a **911** dispatcher the following information:

1. Name of victim, campus address (**4130 Rocky Vista Way, Billings, MT 59016**) and telephone number.
2. Exact location of victim (building or grounds).
3. Apparent nature of injury or illness.
4. Age of victim (if known).
5. Your name and telephone number.
6. Standby at the scene until Emergency Personnel arrive.

An officer from DCSS will be dispatched to the scene immediately. The Police and Fire Departments will also be dispatched for life threatening situations (i.e., stroke, heart attack, breathing impairment etc.). DCSS is not allowed to transport people to any medical facilities.

If a student is transported to the hospital, student services needs to be notified.

All campus emergencies are to be reported to DCSS first or consecutively as opposed to calling the emergency rescue first.

If a student is ill or injured and does not want treatment, document the fact that the student refused treatment. DCSS has a form that the student completes in such a circumstance. All injury/illness situations should be documented.

## 9. Sexual Assault

Sexual Assault – A person commits a sexual assault when a victim is unwillingly touched in a sexual nature without consent.

The University will enforce and adhere to the laws of the State of Utah pertaining to Sexual Assault. Anyone having information concerning a sexual assault involving any member of the university (student, faculty, staff or administration) should notify DCSS immediately at **406-901-2722 (2722 from a Campus phone)**.

When advised of a sexual assault on campus, DCSS will immediately dispatch an officer to the scene. The officer will be responsible for summoning medical assistance (if needed or requested) and notifying the Billings Police Department. The person receiving the information on the sexual assault needs to be sensitive to the well-being of the student, faculty or staff and help in the following ways:

1. Listen.
2. Be supportive and non-judgmental.
3. Reassure the person that the incident was not the survivor's fault.
4. Do not pry – let the survivor choose which details to release.
5. The officer will suggest that the survivor file a police report, seek medical assistance and emotional support.
6. Continue to offer support as desired/needed. It is not your business to judge, label the experience, or force the individual to do anything they don't want to do. Offer resources and assistance, and just be there for support.

## 10. Mass Gatherings

Mass Gathering may consist of a number of elements that require planning, appropriate staffing, and monitoring by Rocky Vista University officials. Gathering may be athletic events, concerts, commencement ceremonies, or 1st amendment demonstrations. DCSS and the Billings Police Department need to be notified of large gathering of individuals on or around campus in order to properly monitor those crowds and provide the appropriate sustenance. DCSS can be notified at **406-901-2722 (2722 from a Campus phone)**. The Billings Police Department can be reached by calling **911**.

This support may include medical attention to attendees, traffic control, or protection of university facilities and property. Planned or unplanned demonstrations may become large and uncontrollable. In some cases, participants could become violent, causing the destruction of property and injury or even death to themselves or observers. When you encounter a mass gathering:

1. Avoid area of disturbance.
2. Avoid provoking or obstructing demonstrators.
3. If disturbance is outside, stay inside, stay away from doors or windows.
4. Secure your areas (lock all doors) continue with your normal routines as much as possible.
5. If the demonstration escalates prepare for evacuation or relocation and follow instructions by DCSS, local law enforcement or university officials.

## Utility Failure and Natural Disaster

These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failure, etc. Facilities and Grounds has procedures and personnel to deal with utility failures and resumption of service. For your personal safety, in an event of a utility failure:

- Remain calm.

- Immediately notify DCSS at **406-901-2722 (2722 from Campus phones)**.
- If the building must be evacuated, follow the instructions by DCSS Officers.
- Use a flashlight: Do not light candles or use other kinds of flames for lighting.

**Laboratory personnel:**

- Secure all experiments, unplug electrical equipment, and shut off research gases prior to evacuating.
- Close all flame hoods and chemical containers.

**Elevators:**

- If passengers are trapped in an elevator, advise them to stay calm and tell them you are getting help.
- If it is safe for you to stay in the building, stay near the passengers until assistance arrives.

**If you are trapped in an elevator, help will be there soon:**

- Remain calm.
- Use the Call Button of Phone to call for help.
- Do not try to climb out or exit the elevator without assistance.

## 1. Floods

Flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major rainstorms. DCSS Officers monitor the National Weather Service, and other emergency advisory systems to stay well-informed of weather and alert related conditions and will provide instructions should it be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers.
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to the DCSS at **406-901-2722 (2722 from a Campus phone)** or the Billings Fire Department at **406-657-8456**.
- Move to higher, safer ground.
- Shut off all electrical equipment.
- If in a lab, secure all laboratory experiments.
- Do not attempt to drive or walk through flooded area.
- Wait for further instructions on immediate action from Safety and Security.
- If the building must be evacuated, follow the instructions from Safety and Security Officers(s).
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by university personnel.
- If you are assisting with flood cleanup, report immediately to the Billings Fire Department of any oil, chemical, or radioactive materials suspected of mixing with the flood waters.

## 2. Tornadoes

A **“Tornado Watch”** means that tornadoes could potentially develop. A **“Tornado Warning”** means a tornado has actually been sighted. If you see a tornado, report it immediately by calling **911**, and seek shelter or safety:

- Go to a basement, underground excavation, or lower floor of interior hallway or corridor (preferably a steel-framed or reinforced concrete building).
- Seek shelter under a sturdy workbench, desk or heavy furniture if no basement is available.
- Listen for reports and the Emergency Notification system’s email and text blasts will be sent out by a DCSS officer on duty.
- Avoid:
  - Top floors of buildings
  - Areas with glass windows or doors



- Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs.
- If out in the open:
  - Do not wait out a storm in a car; cars are not safe in tornadoes.
  - Move away from the path of the tornado at a right angle (90 degree) direction.
  - Lie flat in the nearest, ditch, or ravine and away from trees if there is no time to escape.

### 3. Snow Storms:

There are 4 different stages that can be taken during a snow storm. Please watch the local news, listen to radio announcements, emails or text messages from the campus Emergency Notification System to know which of the 4 stages will take place:

Stage 1: School will be open on time - No Delay.

Stage 2: Hourly delay - Students and Faculty can come into the building but classes will be starting later than scheduled.

Stage 3: Classes canceled - Faculty and staff report to work, students can come into the building but no classes are held.

Stage 4: School Closed - Essential personnel only, faculty and staff can come into the building but students are not allowed inside. If there are students in the building they must leave unless it is an emergency situation.

### 4. Shelter in place / Safe Shelter

Shelter in place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows. It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder / active shooter on campus.

Shelter in place procedures will be initiated through the various notification systems by Rocky Vista University College of Medicine - Department Campus Safety & Security personnel:

- Classes should cease and/or other operations in the building.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off heating and cooling systems.
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used if possible. Draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from window and doors.
- In the event of a hostile intruder/active shooter. Remain absolutely quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.
- Remain calm and await further instruction.
- Do not leave until directed to do so by police or a university official.

**When emergency conditions lead to a delayed opening and/or cancellation of classes and office hours, information will be provided through a variety of sources:**

- A message will be posted on the RVU main telephone number, **406-901-2722**
- An all-RVU email will be sent to each address on file
- An alert will be sent via text message



**It is the responsibility of every RVU employee to check University communications. In the event of a University closing, employees who were scheduled to work that day will receive their normal pay. This does not apply to temporary, part time and adjunct employees. Employees are responsible for providing updated contact information. To sign up for Emergency Text Notifications please go to the following link: <https://www.getrave.com/login/rvu>.**

## **Mitigation and Preparedness**

Mitigation and preparedness actions are completed in advance of an emergency to help prepare for and minimize the potential impacts caused by incidents on campus. Mitigation is the effort to reduce loss of life and property by diminishing the impact of disasters. It is taking action now to reduce consequences later.

Preparedness activities consist of any pre-emergency action that will improve the safety or effectiveness of emergency response. These activities possess the potential to save lives, reduce property damage, and enhance individual and community ability to respond to an emergency. Training students, faculty, and staff; conducting exercises; and maintaining emergency supplies are all examples of preparedness activities of which RVU actively engages.

The Rocky Vista University, Department of Campus Safety & Security will coordinate mitigation and preparedness efforts with local law enforcement, fire personnel and other external partners as necessary. This will include, but is not limited to, the development and maintenance of Memorandums of Understanding Agreements with community partners.

The Department of Campus Safety & Security administers a variety of programs designed to help educate the RVU Community on emergency preparedness. Information is distributed to students, faculty and staff at their orientations, on digital signage through the College of Medicine (COM) building, pamphlets displayed and available at the front security desk and security office, and an annual fire drill exercise each year with local law enforcement and fire personnel.

Preparedness is important at all levels of the University. In addition to overall campus preparedness, each department supervisor should take the following preparedness actions:

- Regularly review emergency preparedness information with faculty and staff.
- Training for faculty and staff on internal emergency plans and active shooter.
- Routinely backup critical data and important documents for business continuity.
- Develop and maintain internal contact sheets that may be used to reach faculty and staff within a department.

## **Response and Recovery**

### **Initial Response**

This section of the plan addresses the initial response by field responders to events, allowing for transition from routine emergencies to a disaster. Experience has shown that the outcome of many emergencies may be greatly mitigated by effective initial response actions. At Rocky Vista University, the Incident Command System (ICS) will be utilized on all major incidents. This system is used by first responders (Police and Fire) as well. Campus Security Officers will organize the field response using ICS.

In order for ICS to be used at all incidents, the first responder on scene will always take the following basic actions:

- Establish the Incident Command Post (ICP).

- Determine the size and scope of the incident.
- Determine the ICS organizational elements required.
- Request additional resources necessary to mitigate the incident.
- Delegate authority within the ICS organizational structure.
- Develop the Incident Action Plan, incorporating the incident objectives and/or pass this portion to local first responders once they're on scene.

## **Field Response**

In the event of an incident or disaster, the senior on duty Security Officer will become the Field Incident Commander (FIC) and establish an Incident Command Post (ICP) and is responsible for overall incident management for RVU. The police and fire departments will have their own Field Incident Commanders for their individual departments. Once all agency FIC's arrive on scene, a Unified Command will commence, which allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. The FIC responsibility can be transferred to a more senior level management person of RVU once a briefing is conducted that captures all essential information for continuing safe and effective operations.

The University has multiple, redundant means of communication to assist in the response. At the University's disposal are cellular phones, 2-way radios, public address systems, or by message forms and runners if all other forms of communication are down. The FIC will communicate and coordinate directly with the University Operations Section Chief (OSC) if the position has been established. The OSC could be the University President, the University Provost, the University Dean, Chief Financial Officer, or Director of Campus Operations if they are on site. The OSC will have functional responsibility for primary segments of incident management (Planning, Logistics, Finance/Administration).

The Field Incident Commander will establish a field response organization using ICS positions to manage the event. This field response organization should include Command, Operations, Planning, and Logistics as well as the supporting personnel as needed.

## **Evacuations / Shelter-in-Place**

Building Safety Stewards assist in managing evacuations to ensure occupants exit from the buildings as safely as possible to pre-designated Evacuation Assembly Areas in the event of an evacuation or will assist shelter-in-place procedures. Faculty who are in the classrooms will ensure their students are led to an Evacuation Assembly Area or shelter-in-place. The determination for either will be conveyed to the University community through emergency communication systems.

## **Extended Operations**

During a disaster/emergency, the University Administration assists the President in setting response and recovery priorities, and the mid-level Management Team (Manager of Facilities, Manager of Campus Safety & Security, Manager of Information Technology), or their designees at the Utah Campus, supports the field response operations in mitigating incidents on campus. The primary emphasis will be placed on life safety, protecting property, and preserving the environment. The University Incident Command Team (ICT) will implement the action planning process and identifying and implementing specific objectives for each Operational Period. The ICT includes the University President, the University Provost, the Vice President & Dean of MT Campus, Manager of Campus Safety & Security, Director of Campus Operations, and Manager of Facilities, or their designees.

## **Recovery Operations**

Recovery operations should be considered throughout the response to an incident and not just following the response phase. Recovery occurs during two phases: short-term and long-term. University Administration should begin considering recovery and demobilization of personnel and supplies early in the event.

### **Short-Term Recovery**

The goal of short-term recovery is to restore the University to at least a minimal capacity. Short-term recovery includes:

- Infrastructure restoration
- Re-establishment of the University's administrative responsibilities
- Debris removal
- Cleanup operation
- Abatement and demolition of hazardous structures
- Restoring critical business functions

### **Long-Term Recovery**

The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of facilities, and disaster response cost recovery. The major objectives of long-term recovery operations include:

- Returning University business to pre-disaster levels.
- Improving the University's Emergency Operations Plan based on lessons learned from events.
- Reimbursement for qualifying disaster costs.
- Effective integration of mitigation strategies into recovery planning and operations.

## **Documentation**

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility for disaster assistance programs. Documentation must begin with the initial field response and continue throughout the operation as the disaster unfolds. These costs may include any debris removal and emergency response costs incurred. All should be documented for cost recovery purposes under the federal programs. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The Chief Financial Officer and his/her team will be accountable for this responsibility.

## **After Action Reporting**

The Office of Emergency Services (OES), Standardized Emergency Management System (SEMS) regulations require any city or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After-Action Report (AAR) to the State Department's, OES within 90 days of the close of the incident. An AAR serves the following functions:

- Provides a source for documenting response and early recovery activities
- Identifies problems and successes during emergency operations
- Analyzes the effectiveness of different components of SEMS

- Describes and defines a plan of corrective action for implementing recommended improvements to existing emergency response efforts

The After-Action Report (AAR) serves as a source for documenting the University's emergency response activities and identifying areas of concern and successes. For each incident, both for real-world events and drills/exercises, an AAR will be developed. Each report will also be utilized to develop a work plan for implementing improvements and corrective actions. The Chief Finance Officer (CFO) or his/her designee will be responsible for the completion of the AAR for major events. The Manager of Campus Safety & Security will be responsible for the AAR for exercises and/or drills.

## **Abbreviations**

**ERC**P - Emergency Response and Communication Plan

**RVUCOM-CO** - Rocky Vista University, College of Medicine – Colorado Campus

**RVUCOM-UT** - Rocky Vista University, College of Medicine – Utah Campus

**RVU-MCOM** - Rocky Vista University, College of Medicine – Montana Campus

**ICS** – Incident Command System

**ICT** – Incident Command Team

**DCSS** – Department of Campus Safety & Security

**SOP** – Standard Operating Procedure

**MOU** – Memorandum of Understanding

**AED** - Automated External Defibrillator

**ICP** – Incident Command Post

**FIC** – Field Incident Commander

**OSC** – Operation Section Chief

**CFO** – Chief Financial Officer

**AAR** – After Action Report

**OES** – Office of Emergency Services

**SEMS** – Standardized Emergency Management System

**NIMS** – National Incident Management Systems

## Definitions

**Emergency Response and Communication Plan** – This plan addresses the university’s response to emergencies by taking an all-hazards approach. While this plan is a fundamental component in the preparedness and communication process, individuals and university units must make reasonable efforts to prepare for emergencies.

**Incident Command System** – The ICS standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by organizational or jurisdictional boundaries.

**Incident Command Team** – An ICT Team responds to a wide range of emergencies, including fires, floods, earthquakes, tornadoes, spilling of hazardous materials, bomb threats, and other natural or human-caused incidents.

**Standardized Operating Procedures** – An SOP is a procedure specific to your operation that describes the activities necessary to complete tasks in accordance with industry regulations, provincial laws, or even just your own standards for running a department or business.

**Memorandum of Understanding** – An MOU is a nonbinding agreement between two or more parties outlining the terms and details of an understanding, including each parties’ requirements and responsibilities.

**Emergency Operation Center** – The EOC is a location where members of the management group, response group and communications group convene and manage the incident. This could be the Incident Command Team.

**Incident Command Post** – The ICP is a meeting place or facility that signifies a physical location of the on-scene Incident Command Team and other outside agencies involved in the event.

**Field Incident Commander** – The FIC has overall management of the scene or event.

**Operations Section Chief** – The OSC is to ensure operational efficiency, personnel safety and adequate span of control. Attends operations briefing and assigns operations personnel in accordance with the Incident Action Plan.

**Chief Financial Officer** – The CFO has primary responsibility for managing the finances of the incident. This includes financial planning, risks, record-keeping and financial reporting.

**After Action Report** – The AAR is any form of retrospective analysis on a given sequence of goal-oriented actions previously undertaken, generally by the author themselves. This report is useful for reflecting upon a project during and after its completion.

**Office of Emergency Services** – The OES plays an active role during emergencies and disasters. This office coordinates emergency management efforts among State agencies, in collaboration with federal and local governments. These efforts include preparedness, response, recovery, and mitigation.

**Standardized Emergency Management System** – The State standard used for coordinating and monitoring the overall statewide integration of the Standardized Emergency Management System.

**National Incident Management System** - The national standard used for the management of emergencies. The system is applicable and adaptable to all levels of incidents and responding agencies, organizations and jurisdictions. Additional information may be found at [www.fema.gov/nims](http://www.fema.gov/nims).

## Appendix A Bomb Threat Checklist

# Bomb Threat Procedures

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the **checklist on the reverse side of this page**.

### **IF A BOMB THREAT IS RECEIVED BY PHONE:**

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If Possible, write a note to a colleague to call the authorities, as soon as the caller hangs up, call them yourself. **(Call the authorities from a different phone than the one you answered for the threat.)**
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the **BOMB THREAT CHECKLIST** immediately. Write down as much detail as you can remember. Try to get the exact words.
7. Immediately upon termination of the call, **DO NOT HANG UP**. **From a different phone, call Security at 406-901-2722 (or Ext. 2722) immediately with information and await instructions.**

### **If a bomb threat is received by a handwritten note:**

Call Security at **406-901-2722 (or Ext. 2722)**

Handle note as minimally as possible

### **If a bomb threat is received by e-mail:**

Call Security at **406-901-2722 (or Ext. 2722)**

Do not delete the e-mail.

### **Signs of a suspicious package**

No return address	Poorly handwritten
Excessive postage	Misspelled words
Stains	Incorrect titles
Strange odor	Foreign postage
Strange sounds	Restrictive notes
Unexpected delivery	

**DO NOT** use two-way radios or cellular phone or touch or move a suspicious package.



# BOMB THREAT CHECKLIST

According to the Department of Homeland Security, most bomb threats are received by phone and are serious until proven otherwise. Act quickly but **remain calm** and obtain information with this checklist. Keep the caller on the phone if possible. **Be polite and show interest.** Be prepared to ask the following questions:

1. When is the bomb going to explode?

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2. What is your name? \_\_\_\_\_

3. Where are you now? Address?

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4. Where did you place the bomb?

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5. When did you place it there?

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6. What does the bomb look like?

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7. What kind of bomb is it?

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8. What will make the bomb explode?

---

9. Is there a particular person or company you wish to harm? Why?

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10. Why did you place the bomb?

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11. Local or long-distance call?

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**Exact Wording of threat:**

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## **Callers Voice**

- Accent (Specify)
- Calm
- Coughing
- Angry
- Clearing throat
- Deep breathing
- Crying
- Excite
- Lisp
- Loud
- Normal
- Raspy
- Slow
- Slurred
- Soft Spoken
- Stutter

Sex of caller?

Estimated Age?

## **Background Noises**

Street noises?

Aircraft noises?

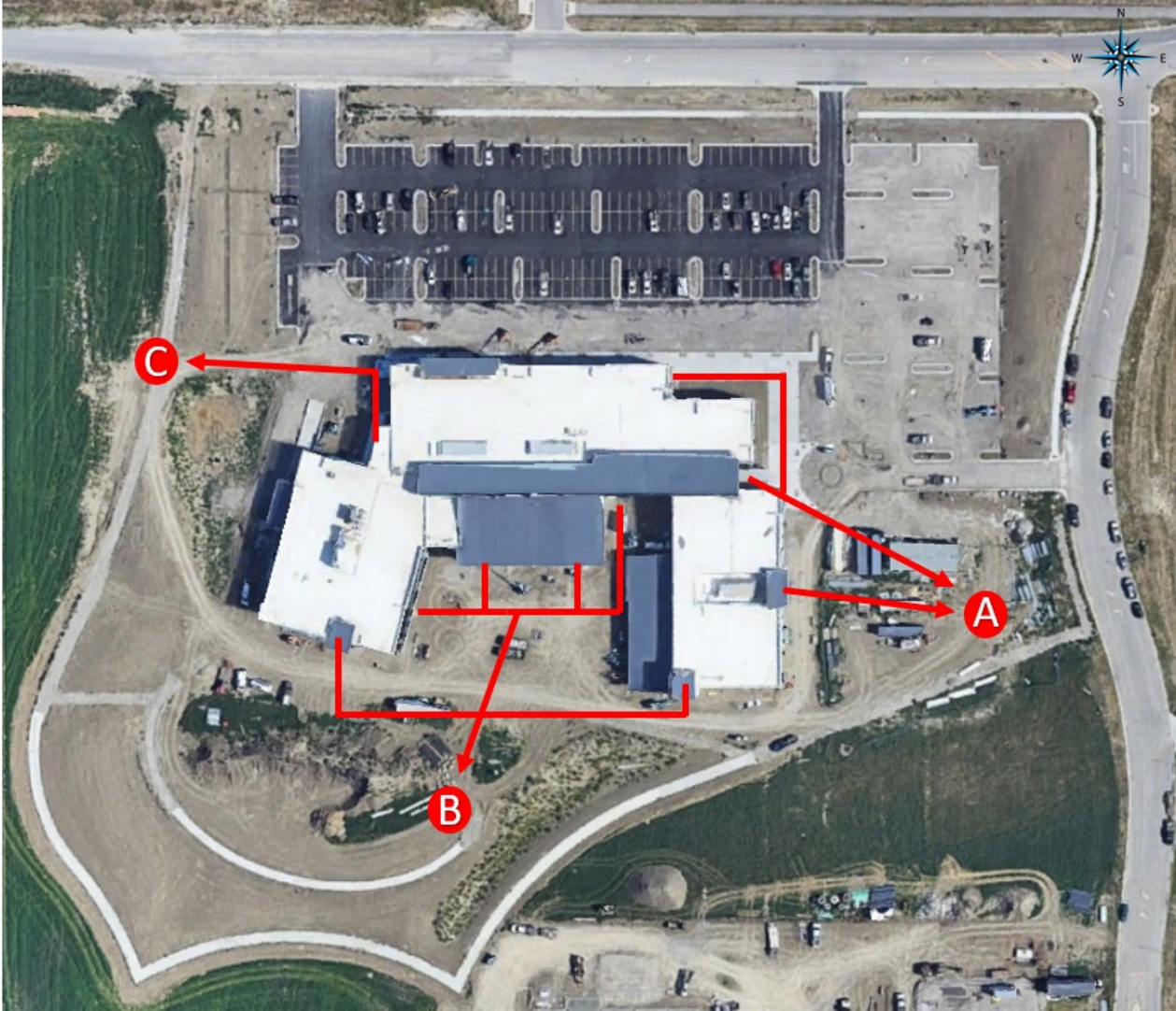
- Music playing?
- Machinery sound?
- Animal noises?
- Kitchen noises?
- PA System?
- Static noise?
- Long distance?





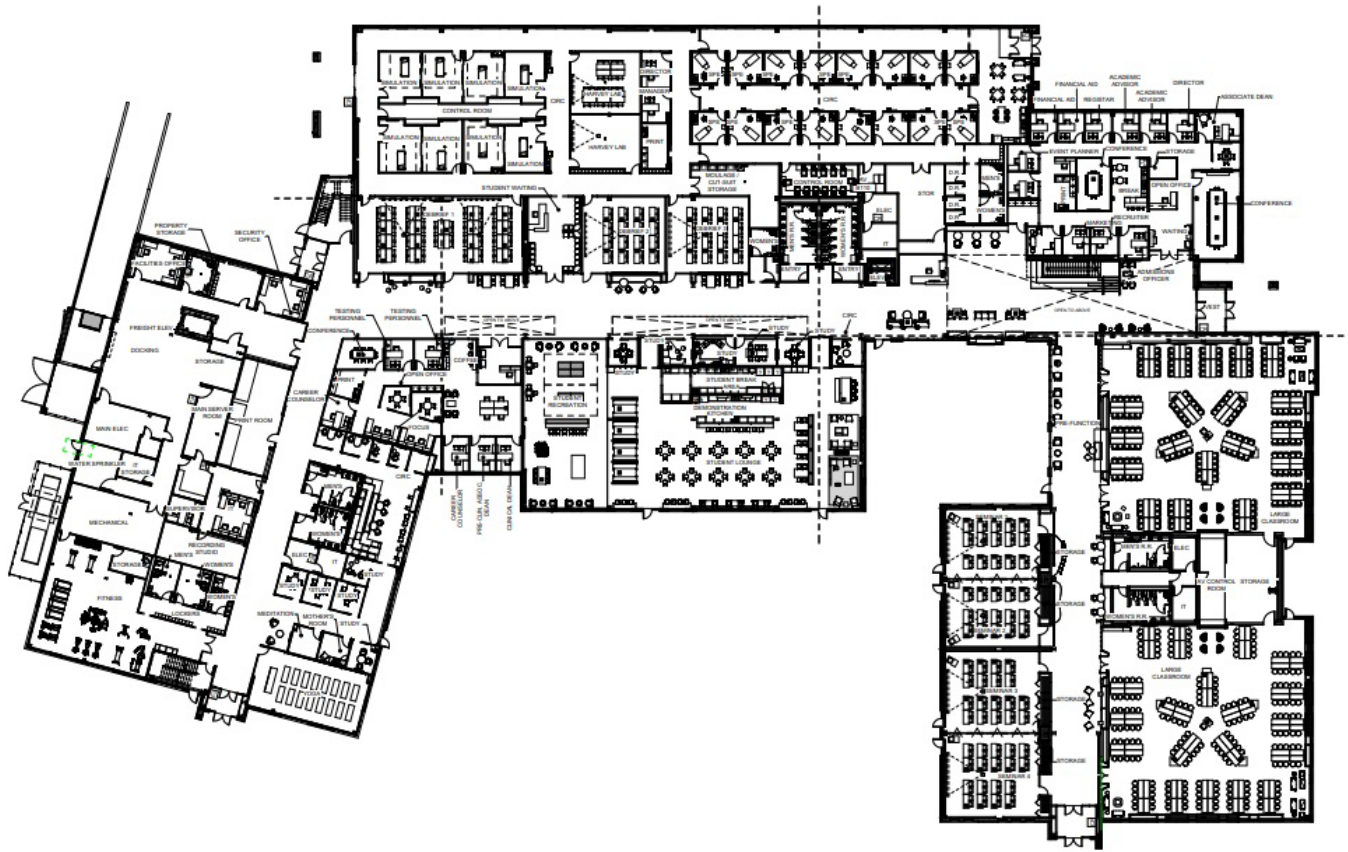
# Appendix B RVU-MCOM Site Map

In the event of an evacuation of the RVU Montana College of Osteopathic Medicine (RVU-MCOM) Building, all persons should proceed to the nearest Evacuation Assembly Area.



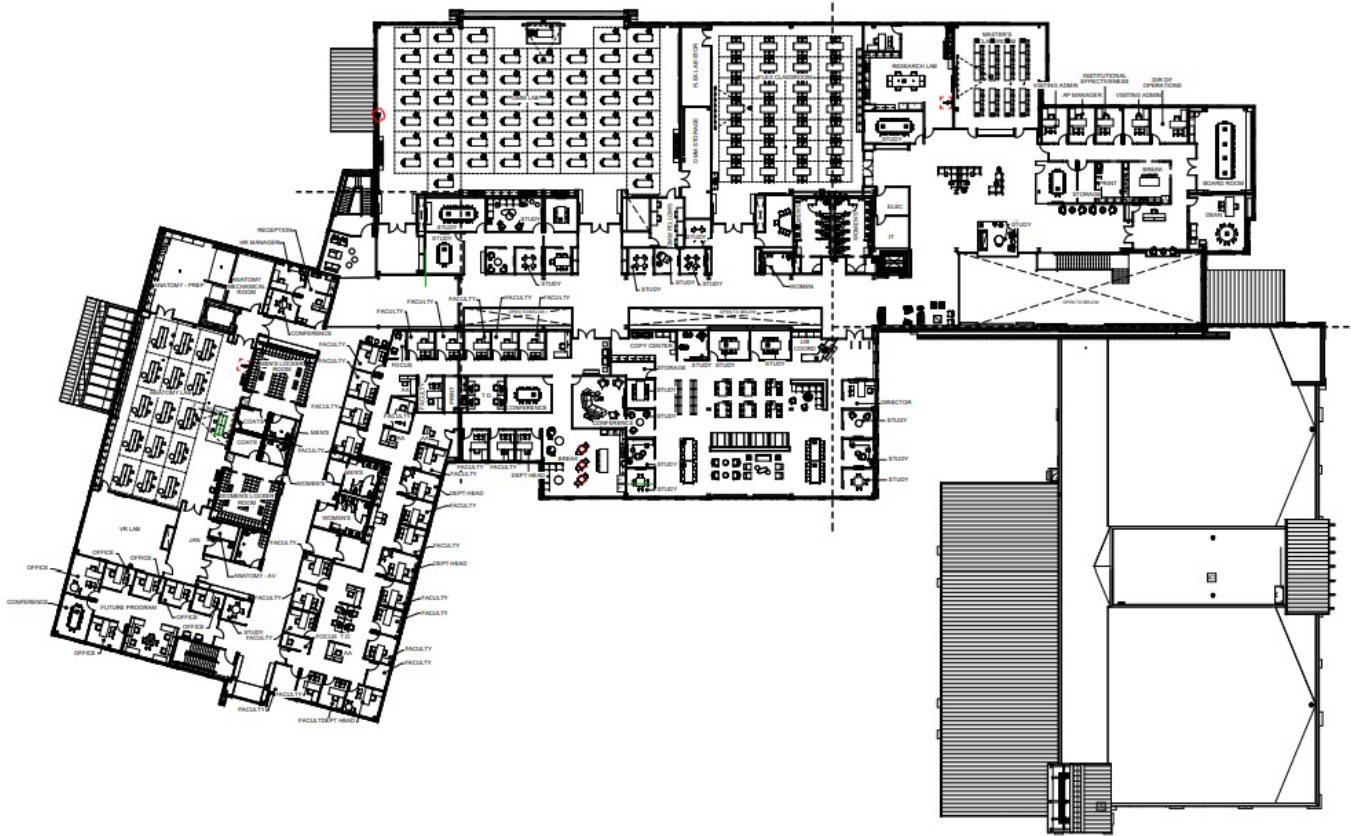
# Appendix C

## RVU-MCOM First Floor Site Map and Plan



# Appendix C

## RVU-MCOM Second Floor Site Map and Plan



# Appendix D Incident Command System

