

Montana State University

POLICE DEPARTMENT

Community Response Checklist

-Active Shooter Incident-

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Contacting Authorities:

- Use Emergency 911
- 406-994-2121 MSU Police (non-emergency line)
- police@montana.edu (MSU Police email)

Be aware that the 911 system will likely be overwhelmed.

Program the MSU Police non-emergency phone into your cell phone (406-994-2121) for emergency use or consider e-mail. E-mail may be an option when unable to speak.

E-mail is monitored by police personnel

What to Report:

- Your specific location: building name and office/room number.
- Number of people at your specific location.
- Injuries: number injured and types of injuries.
- Assailant(s): location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.