**FIRE**

**Call:** 911 Emergency  
**Extinguish:** Only if fire is small enough  
**Evacuate:** Leave the building by stairways upon hearing the alarm. Alert as many others as you can. Close all doors as you leave. Meet in Mansfield Library Mall.  
**Do Not:** Use elevators or attempt to stay in the building to assist others.  
*Alarm will sound if fire is detected  
*If you see fire but do not hear an alarm, pull the nearest fire alarm.

**ARMED ASSAILANT**

If they are in the UC:  
**Get Out:** If safe to do so, exit the building and call Public Safety (243-4000).  
**Lock:** Enter a space with no windows, a door that opens in and locks from the inside (office, closet, etc.)  
**Barricade yourself in the room.**  
**Call 243-4000 or 911 if able to do so.**  
**Make sure to silence your cell phone**  
*If hiding with others spread out in the space and make a plan if you are confronted with the shooter.*  
**Take Out:** Be prepared to act if necessary to take out the shooter  
**Be Still:** Show your hands for law enforcement when they arrive, make no sudden movements.  
**Do Not:** Pull the fire alarm

If they are outside the UC:  
**Hide Out:** Enter a space with no windows with a door that opens in and locks from the inside. UC staff may direct guests and employees to more secure areas as long as possible.  
**Be Still:** Show your hands for law enforcement when they arrive, make no sudden movements.  
**Do Not:** Pull the fire alarm  
**Do Not:** Allow anyone in the building once the space is locked.

**BOMB THREATS**

**Remain Calm:** Take deep breaths  
**Listen:** Show interest, gather and write down all information and stay on the line as long as possible.  
**Call:** Public Safety (243-4000) or 911 as soon as possible – using another phone if available.  
**Evacuate:** Only if ordered to do so.  
**Do Not:** Discuss the threat with others, except law enforcement then UC Leadership.

**SUSPICIOUS OBJECTS**

**Distance:** Prevent anyone from handling/going near the object  
**Call:** Public Safety (243-4000) or 911  
**Document:** Everything you can remember about receiving/seeing the object.  
**Evacuate:** If ordered to do so.

**FLOODING AND WATER DAMAGE**

**Call:** Building Services (243-5800 – after beep 80200) immediately. Notify Associate Director of Building Services.  
**Avoid:** Electric shock, do not try and unplug anything.  
**Vacate:** Leave the area and prevent others from entering.

**HOSTAGE SITUATION**

**Call:** Public Safety (243-4000) or 911 if able to do so  
**Leave:** Quickly if you are able to do so safely  
**Write:** Details and descriptions of the perpetrator

**If you are taken hostage:**

**Listen:** To what the taker says and does  
**Act:** Cooperate with the hostage taker  
**Remain Calm:** try to keep others to remain calm.  
**Do Not:** Run if a weapon is involved  
**Do Not:** Antagonize or make sudden movements  
**Do Not:** Attempt to negotiate or give out any information

**MISSING YOUTH**

**Call:** Public Safety (243-4000) or 911 immediately and describe the child.  
**Notify:** UC Staff

**NATURAL DISASTERS**

**POWER OUTAGES:**

**Find:** A flashlight if possible  
**Turn Off:** Computers and other electronic devices at their power source.  
**Proceed:** Cautiously move to an area w/ emergency lights.  
**If in an elevator:** Stay calm, attempt to use the emergency alarm to notify Public Safety  
**Stand By:** For instructions to evacuate if necessary

**EXPLOSIONS:**

**Call:** Public Safety (243-4000) or 911 immediately  
**Seek:** A safe exit, if unable to exit safely, find shelter under tables and desks.  
**Stay Away:** From windows, mirrors, overhead fixtures, large furniture, and electronics.  
**To Open Doors:** Look carefully, watch for falling objects.  
**Do Not:** Use the elevators  
**Do Not:** Move or try to remove anyone that is seriously injured, unless there is imminent danger.

**EARTHQUAKES OR BUILDING FAILURES:**

**Seek Safety:** Stay low to the floor, cover yourself with a table or desk with your head between your knees.  
**Stay:** Where you are and away from windows, mirrors, large furniture and electronics.  
**Do Not:** Use matches, lighters, candles, electrical switches.  
**Do Not:** Use the elevators  
**Do Not:** Enter or exit the building while it is shaking.  
**Do Not:** Move or try to remove anyone this is seriously injured, unless imminent danger (fire, building collapsing)

**HAZARDOUS MATERIAL SPILL:**

**If Spill is inside the building:** Evacuate seeking a safe exit, pull fire alarm only if building needs to be evacuated.  
**Call:** Public Safety (243-4000) or 911 immediately  
**Close Doors:** As you leave to retard the spread of the toxic atmosphere, smoke and/or flame.  
**Meet:** At Mansfield Library Mall as a group.

**If Spill is outside the building:**  
**Assist:** The emergency coordinator in closing off and sealing gaps around all exterior doors and windows.  
**Shelter:** As a group in a designated area.
EMERGENCY PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UM PUBLIC SAFETY</td>
<td>243-4000</td>
</tr>
<tr>
<td>MISSOULA POLICE</td>
<td>911</td>
</tr>
<tr>
<td>MISSOULA FIRE</td>
<td>911</td>
</tr>
<tr>
<td>CRISIS LINE</td>
<td>243-6559</td>
</tr>
<tr>
<td>UC BUILDING SERVICES</td>
<td>243-5800 EXT. 80200</td>
</tr>
<tr>
<td>UC ADMIN OFFICE</td>
<td>243-5082</td>
</tr>
</tbody>
</table>

MEDICAL EMERGENCIES

- **Call**: 911 or instruct someone to call 911
- **Provide**: Initial care if certified.
- **Wait**: Stay with the injured person and have someone waiting for EMS to direct them where to go.
- **Do Not**:
  - Move an injured person unless they are in imminent danger
  - Leave the injured person alone

GENERAL EVACUATION

Remain Calm
Leave: Quickly, through the nearest safe exit.
Close: Doors behind you as you leave.
Assist: Others who may need calm direction or assistance. Persons with disabilities may need to be moved to an exterior stair landing until emergency response can assist.
Move: Away from the building and meet as a group at the Mansfield Library Mall.
Wait: For further instructions.
Do Not: Use the elevators.

BIOHAZARDS AND BODILY FLUIDS

- **Call**: 911 or instruct someone to call 911
- **Provide**: Initial care if certified.
- **Wait**: Stay with the injured person and have someone waiting for EMS to direct them where to go.
- **Do Not**:
  - Move an injured person unless they are in imminent danger
  - Leave the injured person alone

If direct skin contact occurs:
- **Wash**: Affected skin with soap and water.
- **Report**: Exposure to UC Admin and medical personnel if necessary.

LED MASS EMERGENCY NOTIFICATION SYSTEM: There are 4 LED signs in the UC with an audible alert to attract attention to the scrolling text. The LED signs are located at the Source, inside the Missoula Federal Credit Union, just outside the 2nd floor Commons Area, and in the 3rd Grand Foyer (above the elevator). In the case of a campus emergency, these LED signs will be notifying the building of the emergency.

E-Mail Notification: The emergency notification system sends and email with emergency information to all “umontana” email addresses and puts an “ALERT” banner in OneStop.

Web Page Banner: The same text sent to cell phones is automatically inserted into an “ALERT” banner on the main web page of The University of Montana (www.umt.edu).

TWITTER: Emergency messages are posted to the Office of Public Safety homepage – http://www.umt.edu/police/

UNIVERSITY CENTER FIRST FLOOR
EVACUATION PLANS

Diagram of the University Center first floor showing evacuation routes, fire exits, restrooms, and other emergency facilities.