

## Campus Security and Emergency Response

UM-Helena's Campus Emergency Action and Crisis Protocol Manual addresses the college's policy and procedures related to the timely reporting of and response to criminal actions and emergency situations. The manual is published by the Assistant Dean of Fiscal and Plant and is available on the college website at <http://www.umhelena.edu/FacultyStaff/PoliciesProcedures/>.

### Campus Security-Emergency Response Directory

Local Emergency Response:	Dial 911
Nick Nason, Maintenance:	406.439.0735
Russ Fillner, Assistant Dean Fiscal & Plant:	406.439.0767
Michael Brown, Assistant Dean of Student Services:	406.431.7506

In an emergency situation protection of individuals is a priority. ALL students, faculty, and staff must evacuate the building immediately when a fire alarm sounds. Designated emergency response assistants will direct students and faculty in classroom settings. Students should exit the building and proceed to the appropriate assembly areas as follows:

<b>Donaldson Campus:</b>	Primary-football field south of campus	Secondary-east parking lot
<b>Airport Campus:</b>	Primary-south end of parking lot	Secondary-north end of gravel lot

### Reporting and Notice of Criminal Activity

Students, staff, faculty, community members, and guests should immediately report any criminal activity that takes place on college property to the individuals listed in the Campus Security-Emergency Directory listed above. A Criminal Activity Report will be filed requiring the following information:

1. Name, address and telephone number of person reporting incident
2. Date of Report
3. Date and time of alleged criminal activity
4. A brief description of the alleged crime
5. If possible, name, address and telephone number of other witnesses to the activity
6. If possible, name and/or physical description of individual(s) involved in criminal activity

Upon completion of the Criminal Activity Report, the alleged crime will be reported to the Helena Police Department for follow-up investigation. In the event that a situation arises either on or off campus that in the judgment of the Dean/CEO or designee constitutes a continuing or ongoing safety threat to the campus community, a timely campus-wide warning will be issued. The warning will be issued through the college email system to students, staff, and faculty. As necessary, information may also be posted on reader boards and flat-screen monitors located at the Airport and Donaldson campuses.

Each student is responsible for his or her own personal property brought on campus, and students are encouraged to provide adequate security for their possessions. Any theft or damage to personal property should be reported to campus security personnel.

### **Information about Sexual and Violent Offenders**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the University of Montana Helena College of Technology is providing a link to the Montana Department of Justice Sexual or Violent Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state where the person is employed carries a vocation, or is a student.

In the State of Montana, convicted sex offenders must register with the Sexual or Violent Offender Registry maintained by the Department of Justice. The Registry is available via the internet pursuant to Section 46.23.508 of the Montana Code Annotated and is made available to help citizens protect themselves and their children from sexual and violent offenders by requiring them to register with local law enforcement agencies in the jurisdiction in which they reside. Anyone who uses this information to injure, harass, or commit a criminal act against any person may be subject to criminal prosecution. The registry is accessible at the following link: <http://www.doj.mt.gov/svor/>

### **Annual Security Report**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, UM-Helena annually reports the required crime statistics. The current report can be viewed by visiting the Office of Postsecondary Education website at <http://ope.ed.gov/security/>. To view the report, students should enter University of Montana-Helena College of Technology in the "Name of Institution" search box. A paper copy of the report is also available upon request from Enrollment Services at the Donaldson Campus. Definitions of crimes comply with the Federal Bureau of Investigation crime handbook and statistics are provided by the Helena Police Department.