

ANNEX 8: GENERAL DISTURBANCE- Suspicious Person, Activity, or Circumstance

General disturbance situations come in many shapes and forms. General disturbance situations can be broken into three categories; Suspicious Person, Suspicious Activity, or Suspicious Circumstances.

Suspicious person(s), activities, or circumstances may often be identified by their behaviors. While no single behavioral activity is proof that someone is planning to act inappropriately (and many of the following indicators are perfectly consistent with innocent behavior), these factors can help you assess whether someone poses a threat. Behavior factors to watch for include:

- Nervousness, nervous glancing, or other signs of mental discomfort/being ill-at-ease. This may include sweating, "tunnel vision" (staring forward inappropriately), repeated inappropriate prayer (e.g., outside the facility), or muttering. This may also include repeated entrances and exits from the building or facility.
- Inappropriate, oversized, loose-fitting clothes (e.g., a heavy overcoat on a warm day).
- Keeping hands in pockets or cupping hands (as in holding a triggering device).
- Constantly favoring one side or one area of the body as if wearing something unusual/uncomfortable (e.g., a holster). Pay attention to a person constantly adjusting waistbands, ankles, or other clothing. Projected angles under clothing may also be indicative of a firearm, e.g., at the waist or the angle.
- Person(s) pacing back and forth who appear to be dazed or confused.
- Person(s) monitoring areas, and entrances to buildings.
- Person(s) speaking incoherently.
- Person(s) wandering in the building that appears to have no legitimate purpose.
- Person(s) requesting sensitive information, building/HVAC plans, water, electrical, telecommunications location, etc.
- Person(s) attempting to access utility rooms.
- Multiple persons who appear to be working in consort.
- Unusual powder or liquids/droplets/mists/clouds are especially found near intake/HVAC systems or enclosed spaces.
- Abandoned vehicles, and unexpected or unfamiliar delivery trucks.
- A group of individuals sitting in a parked vehicle monitoring pedestrian behavior.

The most effective countermeasure against suspicious persons, activities, or circumstances is to elevate your situational awareness, report suspicious activity immediately, and follow these security tips:

- Do not prop doors or allow persons to "tailgate" into buildings or secure access points within the building.

- Lock office and sensitive data centers when unattended.
- Secure ground and first-level windows prior to leaving the office for the day.
- Do not leave keys unattended or give them to unauthorized persons. Report lost keys immediately to your supervisor.
- Secure and account for all sensitive material, i.e. building plans, computer codes, access cards, etc.
- Familiarize yourself with co-workers, students, and guests to our community.

Situational awareness can be broken down into four condition levels;

- **Condition White** – Unaware and Unprepared. Condition WHITE represents a state of complete unawareness. In this state, you are not paying attention to your surroundings and are unprepared for any potential threats. Examples include being distracted by your phone or daydreaming hopefully in the comfort of your home. This condition leaves you vulnerable to surprise attacks or accidents.
- **Condition Yellow** – Relaxed Awareness. In Condition YELLOW you are relaxed but alert. You are aware of your surroundings and prepared to act if necessary. Everyday examples include walking through a parking lot or shopping, driving a car, walking to class or meetings. You can stay in condition YELLOW all day with no detrimental effects on your physical or mental health. **Anytime you are outside of your secured space, like your home, you should be in condition yellow.**
- **Condition Orange** – Condition ORANGE indicates heightened alertness due to a specific potential threat. You have identified something unusual and are more focused. For instance, you might notice someone behaving suspiciously. In this state, you plan possible responses and increase your vigilance. Condition ORANGE is like seeing something on the radar, but you haven't identified it yet. You can stay in ORANGE for long periods of time, but there is a trade-off. ORANGE is physically tiring and can be draining mentally.
- **Condition Red** – Condition RED means you are facing a direct threat and are ready to act. You've identified that thing on the radar and it's a threat. You have a clear plan of action and are fully focused. Examples include preparing to defend yourself against an attacker. In condition RED, you execute your planned response and may call for help. Essentially, condition RED is time for action, whatever action is best for you in the situation. Now staying in RED for long periods of time is difficult. It takes you physically and mentally.

There is no requirement to go from one color to another in order. You could skip from white to red in an instant. You could go from yellow to red and backdown to orange in a rapid progression. Never hesitate to skip a level if the situation dictates it. You can apply the above color code in various everyday scenarios. Whether commuting, traveling, or attending social events, staying in condition yellow increases your safety. This habit can prevent accidents and incidents by keeping you alert to your surroundings. Staying in condition yellow will help you recognize/avoid dangerous situations by noticing potential threats early and will keep you ready to act if necessary.

General Disturbances

Suspicious Person, Activity, Circumstances

General Response

Donaldson Campus

- Call 617-446-3691 (Kelley Turner, Executive Director of Operations) or,
- Call 406-594-3419 Tommi Haikka, Assist Director of Facilities, or
- Call 406-461-0635 (Jason Grimmis, Director of Crisis and Emergency Management)

Airport Campus

- Call 617-446-3691 (Kelley Turner, Executive Director of Operations), or
- Call 406-594-3419 Tommi Haikka, Assist Director of Facilities, or
- Call 406-461-0635 (Jason Grimmis, Director of Crisis and Emergency Management), or
- Call 208-305-1042 (Stephanie Hunthausen, Executive Director of CTE)

In cases of general disturbance, for example but not limited to intoxicated individuals, verbal confrontations, inappropriate behavior, a feeling of general unease, use your best judgement, but:

- **Never be afraid to call 911.**
- Be the best witness possible.
- Take mental notes of actions and behaviors along with physical description of person(s) or circumstances.
- Do your best to de-escalate the situation.
- Leave the area and seek assistance.
- Signal other co-workers in the immediate area for assistance.
- Work as a team, have another co-worker call 911.
- Once the situation concludes or the situation exits the building;
 - Consider locking down the building, if appropriate.
 - Take note of the time, date, physical description, suspicious behaviors, and direction of travel.

- If the disturbance involved a student, call 406-438-0066 (Valerie Curtin, Executive Director of Compliance).
- Consider completing a Student of Concern Form.
- Evidentiary Value for Student Conduct Process or Criminal Investigations.
 - Review and flag video surveillance recordings.
 - Identify and gather other eyewitnesses who may have observed the actions and behaviors
- Documentation
 - Complete a descriptive narrative statement
 - Request other eyewitnesses to complete a descriptive narrative statement
 - Forward statements to Valerie Curtin and/or Kelley Turner (Executive Director of Operations).