



Idaho State University

Emergency Action Plan
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Introduction

The Idaho State University Emergency Action Plan was developed to provide a guide for the campus community in an effort to save lives, protect property, and ensure the continued operations of Idaho State University through preparedness, education, and individual readiness. Because emergencies are varied and unpredictable, this plan is adaptable in order to provide for continued safety in the various departments and buildings of Idaho State University.

Emergency Action Plans are meant to inform occupants of a building what to do during an emergency and assign responsibility for certain actions to designated individuals. This guide provides information and procedures for related to the following:

- Emergency communication and reporting;
- Personnel accountability;
- Hazard specific disaster response activities;
- Procedures for evacuation, lockdown and shelter-in-place; and
- Building specific information

Each building is assigned a Safety Liaison who is responsible for assisting the University in the development and implementation of the Emergency Action Plan. This role is also responsible for coordinating with the Department of Public Safety to schedule additional training and evacuation drills for building occupants.

Emergency Reporting Procedures

Reporting Emergencies

1. Notify the Department of Public Safety at 208-282-2515 or 208-282-2911
 - a. If the emergency is life threatening or requires immediate response by local law enforcement or emergency medical personnel - Dial 911
2. Remain calm and provide the following information
 - a. Location (i.e. Building name and/or Building Number, Floor Number, Room Number)
 - b. Incident description
 - c. Number of people affected
 - d. Injury types, if applicable
3. **During emergency situations where it is not safe to call for assistance, a text message can be sent to emergency@isu.edu for immediate assistance. This is monitored 24 hours a day/7 days a week by ISU Public Safety Dispatch.

Emergency Phone Numbers

Department/Agency	Pocatello	Idaho Falls	Meridian
Public Safety Dispatch <i>(available 24/7 for all campuses)</i>	208-282-2515, or 208-282-2911		
Environmental Health Safety & Sustainability/ Radiation Safety (Ex: Chemical spills)	208-282-2310		
Building Maintenance (Building Problems and Repair)	208-282-4086	208-282-7741	208-373-1787
Housing Maintenance	208-282-2120		
Local Law Enforcement (Non-Emergency)	208-234-6100	208-529-1200	208-888-6678
Local Fire Department (Non-Emergency)	208-234-6201	208-612-8495	208-888-1234

Concept of Operations

Idaho State University takes an all-hazards approach to planning for emergency situations. This helps to ensure consistency in communication and decision-making strategies regardless of the type of emergency, or critical incident. However, an individual may have to use different actions depending on the type of emergency or disaster situation.

Emergency Notifications

When the University is aware of a situation that may negatively impact building occupants, the University has several emergency notification features to alert individuals including:

- **Audible Alarm Fire Systems:** All ISU buildings are equipped with fire alarm systems. In the event of an activation of a Fire Alarm, an audible and visible warning will be apparent.
- **Interior Emergency Notification System:** All ISU buildings are equipped with emergency notification systems allowing University officials to provide emergency information using the building's intercom system.
- **ISU Alert:** In situations with a significant impact to life or property on the ISU campus, ISU has the capability to provide emergency notifications to all staff, faculty, and students via text, phone, and email. This system is not currently capable of limiting the audience to a single building, so this type of message will always include information about the type of emergency, location, and provide safety guidance.

- **Building Signage:** When a portion of the building is closed due to a minor emergency or repairs, signage will be posted alerting building occupants of the hazardous condition.
- **Social Media and Website Banner:** During emergency situations, the university may choose to provide initial information, or updates utilizing the ISU website or available social media platforms, including Facebook and Twitter. This is the primary method of communication used to reach visitors to the ISU campus.

During emergency situations, it is important to think critically about the most effective method to enhance the safety of the students, faculty, staff, and visitors to the Idaho State University campuses. The type of emergency situation and the associated actions for occupant safety normally will fall into one of three categories:

- Evacuation,
- Shelter-in-place, or
- Lockdown

Evacuation

During certain emergency conditions, it may be necessary to evacuate a building (i.e. smoke/fire, gas leak, bomb threat, active shooter, weather extreme, etc.) Evacuation may be necessary before university officials or first responders arrive, so individual preparedness is essential.

Evacuation Guidance	
<p>Preparing for Evacuation</p>	<ul style="list-style-type: none"> ● Know how to report an emergency (911, or Public Safety 208-282-2515 or 2911). ● Be familiar with the building’s floor plan and locations of stairwells. ● Locate emergency equipment including first aid kits, fire extinguishers and automated external defibrillators (AED), as appropriate. ● Locate and utilize emergency evacuation signage posted throughout the building to identify: <ul style="list-style-type: none"> ○ Primary and alternate exit routes, ○ Areas of Rescue Assistance, and ○ Area of Assembly. ● Walk the route prior to an emergency situation and note the number of doors as you pass. In heavy smoke, the number of doors can be counted to assist in finding the exit.

During Evacuation	<ul style="list-style-type: none"> ● Personal safety is the priority. ● Stay calm - avoid panic and confusion. ● When the fire alarm sounds, ensure that nearby personnel are aware of the emergency, close doors (but do not lock them), and exit the building. ● Assist visitors, students, and others who are not familiar with the plan to safely evacuate. ● Do not use elevators as an escape route. ● Go to the designated Area of Assembly and wait for further instructions from the Department of Public Safety, or other emergency responders.
After Evacuation	<ul style="list-style-type: none"> ● Remain at the Area of Assembly until an accurate headcount has been taken. ● Do not re-enter a building, until instructed by emergency personnel or university officials to do so.

Assisting Persons with Disabilities During an Evacuation

Individuals in need of assistance during evacuation have the option of sharing their individual needs with a supervisor, the Safety Liaison, the Department of Public Safety, and/or Disability Services. This helps to ensure during a building evacuation, individuals in need of additional assistance are able to receive the specialized assistance they need.

Persons needing special assistance who are not able to exit directly from the building are to proceed to and remain in a stairwell vestibule. Inform evacuating occupants to notify the Safety Liaison of your location. Emergency personnel will evacuate occupants needing special assistance from the building.

Never use an elevator in a fire or earthquake. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated Area of Rescue on each floor of the building. All individuals who are unable to evacuate on their own should notify a public safety safety official of their location.

If immediate evacuation is necessary, be aware of the following considerations	
Alerting Visually Impaired Persons	<ul style="list-style-type: none"> ● Announce the type of emergency ● Offer your arm for guidance ● Tell person where you are going, obstacles you encounter ● When you reach safety, ask if further help is needed
Alerting People with Hearing Limitations	<ul style="list-style-type: none"> ● Turn lights on/off to gain person's attention ● Indicate directions with gestures ● Write a note with evacuation directions

<p>Evacuating People Using Crutches, Canes or Walkers</p>	<ul style="list-style-type: none"> ● Evacuate these individuals as injured persons ● Assist and accompany to evacuation site if possible ● Use a sturdy chair (or one with wheels) to move person
<p>Evacuating Wheelchair Users:</p>	<ul style="list-style-type: none"> ● Non-ambulatory persons' needs and preferences vary ● Individuals at ground floor locations may exit without help ● Check for the availability of special evacuation chairs ● For others that have minimal ability to move, lifting may be dangerous ● Some non-ambulatory persons have respiratory complications ● Remove them from smoke and vapors immediately ● Wheelchair users with electrical respirators get priority assistance ● Immediately advise first responders of special evacuation cases

Area of Rescue

The Area of Rescue, or also referred to as the Area of Refuge, is a designated location within a building specially designed to hold people safely during an emergency. Individuals with mobility issues who cannot safely evacuate from the building should assemble in the nearest Area of Rescue to wait for additional assistance from responding officials. For buildings without a dedicated Area of Rescue should notify public safety officials of their location and wait for additional assistance.

Area of Assembly

After exiting the building, faculty, staff, students and visitors will follow the evacuation route to a pre-identified area of assembly. Areas of assembly should be at least 200 feet from the building and clear of emergency vehicle access.

The Safety Liaison, with the help of Floor Monitors (where applicable), is responsible for making a head count (to the best of their ability) and reporting any problems (i.e., missing persons, injuries, etc.). Make sure everyone stays within their respective group at the area of assembly. Ensure no one leaves until notified by first responders.

Evacuation Drills

Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation.

Recommended Drill Frequency

Building Type	Frequency	Additional Information
Campus Apartments and Residence Halls	Four drills annually	First one within the first 10 days of the beginning of classes; varying times required with at least one during hours after sunset or before sunrise.

High Hazard Facilities	Regular basis	No less than once every three months. Records of drills maintained.
Pre-K to 12 use Facilities	Monthly	First one within the first 10 days of classes Conducted at different times of the day, with outdoor assembly areas with classes separated.
All Other ISU Buildings	Annually	

Expectations and Outcomes

1. Evacuation drills shall be conducted according to the drill frequency schedule.
2. A drill may occur at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary.
3. Advanced notification of building occupants is not required.
4. All occupants must leave the building in an orderly fashion when the fire alarm sounds.
5. Any problems identified after the evacuation drill should be communicated with the Safety Liaison or Public Safety.

Shelter-in-place

At times, the terms shelter-in-place and lockdown are used interchangeably however there are a few key differences. The main objective during times where individuals are asked to remain indoors, is to use critical thinking to evaluate what actions you can take to protect yourself from hazards occurring outside your office, classroom, and/or building.

The term **shelter-in-place** refers to those situations where building occupants are advised to remain indoors for a period of time, rather than evacuate the building. Shelter-in-place may be utilized in situations of chemical, biological, or radioactive material releases, active shooter, or severe weather emergencies.

Shelter-in-Place Guidance	
Prepare	<ul style="list-style-type: none"> ● Identify areas suitable for shelter-in-place prior to an incident. ● Review your building’s emergency procedures and be vigilant of threats in your vicinity.
Act	<ul style="list-style-type: none"> ● Shelter in an area that will shield you from the hazard. <ul style="list-style-type: none"> ○ Choose an area away from windows and glass and away from room corners where debris can accumulate. ○ When sheltering against storms, try to shelter in a basement or lowest lying ground possible. ○ Large storage closets, utility rooms, pantries, break rooms and copy and conference rooms without exterior windows may also work well as shelter areas ● Crouch down along the wall and protect your head with your hands, if necessary.

	<ul style="list-style-type: none"> ● Stay away from all windows and doors and if possible move to an interior corridor. ● Stay away from lobbies, walkways, atriums and other large glassed-in areas. Additionally, stay away from large, open areas with a long roof span. ● If possible, take a cell phone, and flashlight. ● If outside, seek shelter in the nearest building. ● Consider that a shelter-in-place event can last minutes to hours. Be cognizant of seating areas and of access to restrooms.
Recover	<ul style="list-style-type: none"> ● Remain in a sheltered area until given the all clear. ● All clear messaging may be provided in person or via the ISU Emergency Alert System.

Hazardous Incident

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to shelter-in-place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

- Move to rooms with no windows that can open or are open.
- Rooms that have little or no ventilation are preferred.
- Close any open windows and doors, if relocating is not an option.
- Remain in place until the all-clear has been given by the Department of Public Safety, or emergency responder personnel.

Weather Related

A severe weather event such as a severe winter storm, or hazardous wind conditions during normal operating hours of the college may necessitate the need to shelter-in-place until the threat of bad weather has passed. The nature of the natural disaster will drive the specific actions recommended to reduce the risk of injury. Hazard Specific Guidance is available in [Appendix A](#).

Lockdown

The term **lockdown** is used to describe a condition where a particular human threat exists, and a building or buildings needs to have exterior doors/entrances locked to prevent an unauthorized person or persons from entering the building. Some buildings on the ISU campus can be locked remotely by the Department of Public Safety, though many require that an individual physically lock the doors.

If a building is placed in lockdown, exiting the building is discouraged, however no physical prevention strategies are utilized. The building will remain in lockdown until authorities have determined the threat no longer exists.

Lockdown Guidance

Prepare	<ul style="list-style-type: none"> ● Think about suitable lockdown rooms in a facility prior to an incident.
Act	<ul style="list-style-type: none"> ● Choose a room with a sturdy door and a strong lock. ● Do not attempt to leave the building or room until safe to do so. ● If possible, avoid locking down in rooms with glass windows or panes as they are easily penetrable ● Be cognizant of which way the door opens ● In addition to locking, fortify entrance ways with heavy items such as furniture ● If possible, avoid limiting escape routes ● Stay low and hide behind large items that may provide full or partial cover ● Position yourself so you can react quickly to escape and/or fight. ● Avoid detection: <ul style="list-style-type: none"> ○ Be out of the view of the hazard (stay away from glass windows or doors) ○ Turn cell phones on silent (not vibrate, a vibrating phone is still audible) ○ Turn off room lights ○ Turn off other items that may cause noise such as TVs, radios, or web browsers ● If communication is needed, consider using text messages. Emergency information can be shared with the Department of Public safety by texting or emailing emergency@isu.edu. This is monitored 24 hours a day, seven days a week.
Recover	<ul style="list-style-type: none"> ● Return to normal operations when instructed to do so. ● An “All Clear” announcement will be provided via the ISU Emergency Alert System.

All-Clear Messaging

When it is safe to return to normal operations, an all-clear will be provided by the Department of Public Safety, local emergency responders, or other ISU officials. In most cases the return to normal operations notification will be transmitted in the same format as the initial notification that was received. This could include the use of:

- Using staff to make physical contact at each building,
- Email or text using the ISU automated notification system,
- Social media postings,
- ISU website and/or
- Campus-wide exterior and interior Public Address Systems

Public Safety will initiate after-hours notifications by using the above-mentioned methods.

Organization and Assignment of Responsibilities


The following matrix outlines the roles and responsibilities during activation of the building's Emergency Action Plan:

Position	Responsibilities
Senior Officials	<ul style="list-style-type: none"> ● Function as the highest level of authority during an emergency. ● Provide for management and enforcement of policies which govern the management of the incident. ● Inform classroom instructors of their responsibility to provide pertinent information both at the beginning of a semester and at the time of the evacuation to ensure that students evacuate the building in a safe manner. ● Inform supervisors of their responsibility to ensure staff and faculty review emergency action plans and evacuation procedures at the start of employment and on an annual basis.
Department of Public Safety	<ul style="list-style-type: none"> ● Oversee the training and administration needs of the Emergency Action Plan. ● Provide notification of emergency conditions, to include all-clear messaging as needed. ● Provide for coordination between ISU departments and local first responders, as needed. ● Provide training for Safety Liaisons, Floor Monitors, Senior Officials, and building occupants, as requested. ● Assist in the completion of drills. ● Receive emergency communication from building occupants and provide information to enhance safety during emergency situations or critical incidents.
Facilities Services	<ul style="list-style-type: none"> ● Provide and place emergency evacuation maps in buildings. ● Provide and update floor plans for use in Emergency Action Plan, or when requested by emergency officials. ● Assist in the training and maintenance of fire alarm related equipment.
Safety Liaison/ Building Coordinator	<ul style="list-style-type: none"> ● Serve as a liaison with ISU's Department of Public Safety, or other responding department. Provide incident specific information, as applicable. ● Keep Emergency Action Plan and contact list up-to-date. ● Assist in training and/or scheduling of training the building occupants in emergency procedures. ● Coordinate evacuation drills with the Department of Public Safety, and request additional training as desired. ● Maintain communication via phone, radio, or any communication device with Floor Monitors regarding the status of the emergency. ● Upon receiving clearance from the emergency responders, notify Floor Monitors and building occupants that the building is safe for re-entry. ● Assign Area of Assembly after evacuation, if primary location is unavailable. ● Assist in the evacuation process as indicated in the Emergency Action Plan Handbook

Floor Monitor(s)	<ul style="list-style-type: none"> • Assist the Safety Liaison in the completion of training of building occupants and scheduling of drills, as requested. • Ensure knowledgeable application of evacuation procedures and fire protection equipment located on the assigned floor. • Provide information about individuals with special needs to Safety Liaisons. • Provide emergency communication to occupants on the assigned floor if circumstances permit it to be safe to do so. • Assist in the evacuation process as indicated in the Emergency Action Plan Handbook
Building Occupants	<ul style="list-style-type: none"> • Report any building hazards to Facility Services by phone, or through an E-Works form. • Review Emergency Action Plan and evacuation routes/procedures on at least an annual basis. • Participate in all training and drills associated, as applicable.

Appendix A: Hazard Specific Guidance

Common types of emergency situations and their associated safety guidance is provided below.









Idaho State University



Emergency Management

Emergency Procedures

Have an immediate emergency?
Call Public Safety (208) 282-2515 or Local Law Enforcement 911

<h3 style="margin: 0;">Fire</h3> <ul style="list-style-type: none"> Activate fire alarm Leave building immediately through nearest exit Evacuate to designated Area of Assembly <p>Fire Extinguisher Instructions:</p> <ul style="list-style-type: none"> P - Pull safety pin from handle A - Aim nozzle at base of fire S - Squeeze the trigger handle S - Sweep from side-to-side 	<h3 style="margin: 0;">Medical Emergency</h3> <ul style="list-style-type: none"> Report all medical emergencies Provide first aid to the level of your training Do not move the injured person Locate available medical equipment, if available 
<h3 style="margin: 0;">Earthquake</h3> <ul style="list-style-type: none"> Drop to the floor Find cover under a table or desk, but not in a doorway Avoid exterior windows Hold on sturdy object 	<h3 style="margin: 0;">Active Assailant</h3> <p>Avoid (Run)</p> <ul style="list-style-type: none"> Leave belongings behind Exit as soon as possible Keep hands visible to law enforcement <p>Deny (Hide)</p> <ul style="list-style-type: none"> Turn off lights Silence electronic devices Barricade doors Make a plan for getting out or fighting it out <p>Defend (Fight)</p> <ul style="list-style-type: none"> Use improvised weapons, like chairs or a fire extinguisher Be intentional and use aggression to defend yourself Fully commit to your actions and surviving 
<h3 style="margin: 0;">Hazardous Spills</h3> <ul style="list-style-type: none"> For small spills: confine spill call Environmental Health, Safety & Sustainability (208) 282-2310 For major spills: <ul style="list-style-type: none"> Close doors/isolate the area Evacuate the area Do no attempt to clean spill, report to Public Safety 	<h3 style="margin: 0;">Maintenance Issues</h3> <ul style="list-style-type: none"> Promptly report gas leaks, broken pipes, power failures, etc. to Facilities Services (208) 282-4086 Evacuate area Avoid area until hazard is resolved 

Protective Actions

<p>Evacuate</p> <p>Leaving the location in an orderly fashion.</p> 	<p>Shelter-in-Place</p> <p>Seeking safety by remaining inside the building you are in.</p> 	<p>Lockdown</p> <p>Remaining in place and restricting access by locking doors</p>
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For more safety tips visit: isu.edu/publicsafety

Active Assailant Event

Active assailant events are unpredictable and evolve quickly. Individuals who survive an active assailant event generally have a “survival mentality.” Faculty and staff must be cognizant that students are likely to follow their lead in an active assailant event.

During an act of violence, what you do matters.

AVOID (Run)

- When you hear gunshots, don't second guess the situation
- Always know multiple exit points in any building or business you enter
- Get out if an escape route is available
- Leave regardless of whether others agree to follow
- Leave your belongings behind
- Help others to escape if possible
- Keep your hands visible to law enforcement

DENY (Hide)

- If leaving is not possible, find a location to hide or remain where you are
- Lock or barricade the door, turn off the lights, stay out of the shooter's view
- Hide behind large items
- Silence your cell phone and keep quiet
- Start making a plan for getting out or fighting it out

DEFEND (Fight)

- As a last resort when avoiding and denying are not safe options, you will need to disrupt and incapacitate the assailant
- Use improvised weapons such as a fire extinguisher - discharge or throw
- Make a plan and assign roles (some yell & scream, others throw backpacks/books, someone discharge fire extinguisher, several grab for the weapon, etc.)
- Be intentional and use aggression
- Fully commit to your actions and surviving

Call 911 when you are in a safe area. Inform the 911 operator that this is an active assailant situation.

Bomb Threat

Bomb threats are most commonly received via phone, but can be made in person, via email, written note, or other means. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat.

- Remain calm.
- Notify authorities immediately.
- For threats made via the phone:

- Keep the caller on the line for as long as possible. Be polite and show interest to keep them talking.
- Do not hang up - even if the caller does.
- If possible, signal or pass a note to other staff to listen and help notify authorities.
- Write down as much information as possible (Refer to Bomb Threat Procedure Checklist)
- Record the call, if possible.
- Be available for interviews with facility supervisors and/or law enforcement.
- Follow instructions from facility supervisors and/or law enforcement as they will assess the situation and provide guidance regarding facility lock-down, search, and/or evacuation.

Earthquake

Earthquake Guidance	
Before	<ul style="list-style-type: none"> ● Make an emergency plan outlining communication and supply needs. ● Secure heavy items in the home, office, and classroom like bookcases, refrigerators, water heaters, televisions, and objects on the wall. Store heavy and breakable objects on low shelves. ● Become familiar with evacuation routes.
During	<ul style="list-style-type: none"> ● Drop (or Lock) <ul style="list-style-type: none"> ○ Dropping to the hands and knees while holding onto something sturdy can be a safe option. ○ For individuals using a wheelchair or walker with a seat, lock the wheels and remain seated until the shaking stops. ● Cover <ul style="list-style-type: none"> ○ Cover the head and neck area, or crawl underneath something sturdy for shelter. In areas indoors without shelter options, the safest location is next to an interior wall and away from windows. Remaining on the hands and knees, while crawling to a safer location helps to protect vital organs. ● Hold On <ul style="list-style-type: none"> ○ If under a table or desk, hold on with one hand and be ready to move with it if it moves. If seated and unable to drop to the floor, bend forward and protect the head and neck using bent arms and hands.
After	<ul style="list-style-type: none"> ● Evacuate damaged buildings when it is safe to do so. ● If trapped, send a text or bang on a pipe or wall.

Be cautious of surroundings. Serious hazards can occur after an earthquake including building damage, leaking water or gas lines, and/or downed power lines.

More TIPS for earthquake safety

☒	Stay Calm. Do not attempt to telephone family or to travel until the emergency is officially declared to be over. Be prepared for aftershocks.
☒	Your greatest threat is from falling objects, electrical power lines and gas lines. Get out from under it, away from it, or go around it.
☒	Turn off space heaters after the earthquake. Do not light matches or similar devices.
☒	If outdoors, move quickly away from buildings, trees, bridges, utility poles, electrical power lines, gas meters or lines, and heavy machinery or equipment.
☒	Never use an elevator in a fire or earthquake. Electric power is likely to fail in both cases, leaving you trapped.

Be cautious of surroundings. Serious hazards can occur after an earthquake including building damage, leaking water or gas lines, and/or downed power lines.

☒ Stay Calm. Do not attempt to telephone family or to travel until the emergency is officially declared to be over. Be prepared for aftershocks.

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☒ Turn off space heaters after the earthquake. Do not light matches or similar devices.

If outdoors, move quickly away from buildings, trees, bridges, utility poles, electrical power lines, gas meters or lines, and heavy machinery or equipment.

☒ Never use an elevator in a fire or earthquake. Electric power is likely to fail in both cases, leaving you trapped.

Fire in Building

Never ignore a fire alarm. The first reaction should be to grab essentials, alert others, and evacuate the building.

- Act immediately, but stay calm.
- Feel the doorknob with the back of your hand. If it feels hot, fire may be on the other side of the door so keep it shut. Clothing or towels can be placed in the door's cracks to keep smoke out and use an alternate exit.
- If a window is opened for exit purposes, be sure other windows in the room are closed tightly to avoid additional smoke or fire being drawn into the room.
- Doors should be opened slowly, even if they do not feel hot.
- In the case of smoke or fumes, stay low to the ground while exiting the building.
- Use stairways rather than elevators.
- Close doors as you exit them to confine fire as much as possible.

- Pull the fire alarm, if not already activated and alert others.
- Move quickly to the designated assembly area if it is safe to do so.

If trapped in room:

- Close as many doors as possible.
- Seal cracks around the door to prevent smoke from entering. If possible, use a wet cloth.
- Dial 911 or Public Safety and report the address/name of the building.
- Stay on the phone until help arrives.
- Use any windows to alert responders to your location by waving your hands or hanging a bright colored cloth out the window.

If forced to advance through flames:

- Hold your breath.
- Move quickly, covering your head and hair. Keep your head down and close your eyes as often as possible.
- If clothing catches fires:
 - Stop where you are.
 - Drop to the ground and cover your mouth and face to protect them from the flames.
 - Roll over and over to smother the fire.

Using a fire extinguisher:

If the fire is small and you feel proficient at using a fire extinguisher you can use the **PASS** method:

- **PULL** the safety pin from the handle.
- **AIM** (nozzle, cone, horn) at the base of the fire.
- **SQUEEZE** the trigger handle.
- **SWEEP** from side to side (watch for re-flash).

For fire extinguisher training, contact Facilities Services at extension 2784.

Flooding

Floods can develop slowly providing for advanced warning days or weeks before it occurs. Flash floods, however, can occur within minutes.

- **Stay informed:** Listen to the radio, television or check the internet and social media for National Weather Service information.
- **Get to Higher Ground:** Low lying areas should be avoided. Go to higher ground immediately.
- **Obey Evacuation Orders:** If told to evacuate, do so immediately. If time permits, disconnect utilities and appliances.
- **Practice Electrical Safety:** Do not enter rooms where electrical outlets or cords are covered by water. Get out if sparks, buzzing, crackling, snapping, or popping noises are heard.
- **Avoid Flood Waters:** Do not walk through flood waters. Do not drive on roadways or around barricades.

Flood Terminology:

- **Flood Watch:** Flooding is possible. Tune in to the National Weather Service via radio, television, or internet.
- **Flash Flood Watch:** Flash flooding is possible. Be prepared to move to higher ground; listen to the National Weather Service for information.

- **Flash Warning:** Flooding is occurring or will occur soon; if advised to evacuate, do so immediately.
- **Flash Flood Warning:** A flash flood is occurring; seek higher ground on foot immediately.

If you can do so safely:

- Secure vital equipment, records, and hazardous materials by moving to higher, safer ground.
- Shut off all non-essential equipment.
- Wait for instructions from Facilities Services and/or Public Safety.
- Avoid standing/walking into flood water due to the threat of electrocution.
- Once you receive notification to evacuate:
 - Move all personnel to a safe area, away from the building in danger
 - Locate those persons with special needs and refer to the Evacuation of Disabled Persons section in this document.
 - Otherwise provide their location to emergency responders.
- DO NOT return to the building until instructed to do so by Public Safety or other official responding agencies.
- Call Facilities Services for assistance with flood clean-up as soon as possible to avoid mold and unsanitary conditions.

Hazardous Materials Incident

Before an incident occurs:

- Become familiar with the hazardous materials within the building.
- Know the hazards and their potential harm.
- Know where and how hazardous materials are stored.
- Become familiar with first aid procedures essential for treating injured persons.

Call Public Safety or Environmental Health Safety & Sustainability and provide information regarding spill (injuries, type of chemical, flammability of substance, etc.)

For a Major Spill or Incident:

If as a result of the spill/incident, a danger of fire, explosion, spread of toxic fumes, or contamination of people exists - activate the fire alarm.

- Immediately evacuate the area, closing the doors behind you/ isolate the area.
- Do not attempt to clean up the spill by yourself.
- Do not return into the building until you are instructed that it is safe to do so by Public Safety Personnel.

Infectious Disease

To prevent the spread of all contagions, personal protective strategies are the first line of defense (i.e. personal protective equipment, vaccinations, hand washing, respiratory hygiene, and cough etiquette). Regularly clean/disinfect high traffic surfaces (i.e. door knobs, phone handles, counters, etc.)

In the event of a contagion, Building Personnel should immediately contact:

- The ISU Health Center at 208-282-2330
- Public Safety at 208-282-2515 or 2911

- Safety Liaison/ Dean(s) or Director(s)

Response

- If there is a possibility of an environmental reason for the illness, evacuate the building using general evacuation building guidelines.
- If there is any possibility that food or beverage is involved, DO NOT THROW AWAY.
- Package the food in leak-proof containers, keep cold, and save for possible testing through the health department.

Document the following for the ISU Health Center & Public Safety:

1. How many people have become ill?
2. Name and contact numbers of people who became ill.
3. What type of symptoms were people experiencing?
4. Keep a list of any information that could help in determining cause; here are some examples:
 - a. Where within the facility were the people located when they became ill?
 - b. Were any unusual odors, tastes, or other changes reported?
 - c. Have people recently been eating food from a common source?
 - i. (i.e., a reception, party, common food and beverage containers)
 - d. Were all the affected people from the same location?
 - i. (i.e., a residence hall, a particular work area)

Information Security

If you suspect that your ISU computer has been compromised:

- Immediately disable the network on your machine (many computers are set to default to wireless if they are unplugged from the hardline).
- If possible, scan your computer with fully updated anti-virus software.
- Contact the ISU Help Desk at 208-282-HELP (208-282-4357).

Power Outage

Power Outage Guidance	
Before	<ul style="list-style-type: none"> • Keep a flashlight with spare batteries immediately accessible. • Practice personal preparedness by having an emergency kit available. • Turn off all computers, monitors, printers, and other devices when they are not in use. • Ensure you know at least two ways out of your building, where your building is equipped with a generator, and whether there is emergency lighting in your area. • Do not overload power strips.

During	<ul style="list-style-type: none"> • Remain where you are, if there is no immediate danger. • Report all power outages to the Department of Public Safety. • Pay attention to any ISU Alerts that are issued. • Do not light candles or other types of flames for lighting, Instead use a flashlight or glow sticks. • If you are in an elevator, stay calm. The elevator should return to a predesignated floor under emergency power and the doors will automatically open. Use the phone to call for help if needed.
After	<ul style="list-style-type: none"> • If there is an emergency, call 911. • Check cooking appliances to ensure they were not left powered on and unattended while the power went out. • Do not touch any electrical power lines and keep others away from them. Report downed power lines by calling 911.

Faculty and Staff: After power is restored and you return to normal operations, it is recommended that any sensitive equipment, processes, and research be checked for proper operation. Use this opportunity to discuss the power outage with your team and identify the strengths and weaknesses of how the incident went. Develop a departmental plan for how to respond to a power outage in the future.

Additional Information for Labs	
☒	Keep your lab safety information updated and make sure to designate an emergency contact person for your lab.
☒	Make sure your area has a better-powered flashlight.
☒	Do not leave open chemicals in the fume hood when the fume is unattended.
☒	Always safely store chemicals after use.
☒	Be sure to put essential equipment on emergency power circuits, if available.
☒	Make a list of equipment that must be reset, reprogrammed, restarted, or recalibrated once power returns.
☒	Identify an emergency source of dry ice, if you have items that must be kept cold.
☒	Secure all vital equipment, records, experiments, and hazardous materials if safe to do so.

☒	Store all chemicals in their original or marked containers and fully open fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
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Severe Weather Event

During severe weather events, like a winter storm, the University may delay and/or cancel classes. Decisions to cancel classes may be different than local school districts due to weather impacts/conditions on campus and organizational needs.

Decision Making Overview:

Class cancellation and/or delay decisions will be based upon the following:

- The severity and timing (arrival) of the weather event as issued by the National Weather Service. Other factors may include snowfall rate, wind intensity, incident duration, and temperature.
- Latest information obtained from local law enforcement, street departments, and emergency management agencies pertaining to road conditions (low visibility, icy roads, blowing snow, snowpack, etc).
- ISU's ability to clear parking lots, walkways, and stairways before the start of normal campus operations and ability to maintain clearance during the weather incident.
- Scheduled major events and contractor and tenant operations.

Notification:

Notification of any campus closure or class delay will be provided using the University's Emergency Notification System.

- Notification methods include: email, text, website banner, and social media postings.
- Weather information will also be available by calling (208) 282-3936 (ISU School Closure Line)
- Updates will be provided.

Essential Personnel:

Each year the University identifies essential personnel who may still be required to come to work regardless of campus closure. These personnel will provide essential functions for services and safety while assisting the University to reopen as quickly as possible.

Suspicious Package/Object

A suspicious object is any item (bag, package, vehicle, ect) that is reasonably believed to contain explosives, an improvised explosive device (IED), or other hazardous material that requires a bomb technician and/or specialized equipment to further evaluate it.

Generally speaking, anything that is HOT: **H**idden, **O**bviously suspicious, and not **T**ypical should be deemed suspicious. Other potential indicators include the placement and proximity of the item to people and valuable assets.

If you receive or discover a suspicious package or foreign device:

- Remain calm.
- Do NOT touch, tamper with, or move the package, bag, or item.
- Notify authorities immediately:
 - Notify your facility supervisor, contact Public Safety, or call 911.
 - Explain why it appears suspicious.
- Follow instructions. Facility supervisors and/or law enforcement will assess the situation and provide guidance regarding shelter-in-place or evacuation.
- If no guidance is provided and you feel you are in immediate danger, calmly evacuate the area. Distance and protective cover are the best ways to reduce injury from a bomb.
- Be aware. There could be other threats or suspicious items.

Tornado

Tornado Terminology:

- **Tornado watch:** weather conditions are favorable for a tornado to develop, but nothing has been sighted in the area.
- **Tornado warning:** a tornado has been sighted in the area. Take action.

If the National Weather Service issues a Tornado Warning and a storm is in or moving toward the immediate area, it is safest for all building occupants to move to the basement of the building. The safest alternative is a small, windowless interior room or hallway on the lowest level of the building.

- Stay away from windows and glass doors.
- Avoid large free-standing expanses, such as auditoriums and cafeterias.
- Do not use elevators
- Be mindful of workmates, family or friends who may need assistance.
- Do not pull a fire alarm during a tornado warning unless there is a fire.

Wildfire

All wildfires should be reported immediately. If a wildfire is threatening an ISU building, the Department of Public Safety along with the local fire department will issue an evacuation notice.

- Evacuate quickly. Note: your normal Area of Assembly may not be available.
- If trapped, call 911 and provide your location.
- Be aware of air quality. An N95 mask may help reduce exposure.
- Keep car windows up and the air conditioning on to prevent embers and smoke from entering the vehicle.
- Continue to listen for additional evacuation instructions.

Appendix B: Other Emergencies

Maintenance Issue (Emergency)

In situations where emergency building maintenance is needed such as a sudden breaking of a pipe, gas line, plumbing issues, or electrical failure evacuation of the building or area may be necessary. Prompt reporting of needed emergency building maintenance is vital for both people and property protection and can be done by calling Facilities Services or Public Safety.

During these types of emergencies, the hazardous area may be blocked off using signage, caution tape, or orange cones. In events where the entire building needs to be blocked off, notification will be sent to the impacted programs, building, campus, etc. to notify occupants of when it is safe to return to the building.

Gas Leak

- If you smell gas, do not try to locate the source - just report it.
- Evacuate the area for leaks of gas lines as these can produce toxic fumes.
- Entrance back into the area should be limited to first responder personnel until it is deemed safe to do so.

Power Failure

- Have an emergency flashlight available.
- A power failure in the building should activate emergency lighting in the stairwells.
 - Follow emergency lighting and luminated exit signs.
- Elevators will most likely stop working.
 - Listen for calls for help or the emergency bell in the elevator. If someone is stuck in the elevator, offer your reassurance that help is on the way, ask them to remain calm and wait.
 - Immediately call Public Safety as listed above, if someone is stuck in the elevator.

Medical Emergency

Due to the variety of medical emergencies that can occur, specialty response outside of the capabilities of the Department of Public Safety may be required. When the Department of Public Safety becomes aware of an emergency requiring medical attention, the appropriate agency or department will be dispatched to the location.

All Medical Emergencies

- Report all medical emergencies to the Department of Public Safety.
- Only provide first aid to the level at which you are trained to do so, after obtaining consent from the person.

Life-threatening Medical Emergency

Examples: altered mental status, unconsciousness, difficulty breathing, chest pain or discomfort, inability to move, potential head, neck, or spinal injuries, large broken bones, uncontrollable bleeding, stroke, etc.

- Call 911 immediately.
- Do not move the victim.
- Send someone else to meet first responders and remain with the patient until Emergency Medical Services arrive.
- Provide First Aid to the level at which you are trained to do so, after obtaining consent from the person.

If the emergency requires medical attention, but appears to NOT be life-threatening

- Provide First Aid to the level to which you are trained to do so, after obtaining consent from the person.
- Notify the Department of Public Safety, appropriate department head, or medical professional.
- Determination for appropriate course of action (i.e. treatment on site, transport to a medical facility, etc.) should be made by the individual receiving care.

Note: Occasionally accidents will occur where individuals, including the accident victim, will assume no injury has occurred and that medical attention is not required. However, symptoms may become evident later, and an accident report (as applicable) should be filled out as soon as possible.

Automated External Defibrillators (AED)

ISU Public Safety Officers travel with an Automated External Defibrillator (AED) to all medical incidents.

Some buildings have special emergency boxes for an AED. These boxes are equipped with an audible alarm and will activate if the door is opened. A special key is required to silence the alarm.

- The AED will provide a step-by-step guide using voice prompts, making it so individuals can use it without prior instruction or special training.
- Notify Public Safety immediately in the event of a medical emergency requiring the use of the AED.

Basic First Aid Kits

Individuals should be aware of the availability of basic first aid kits in their buildings and/or department locations.

Naloxone

Naloxone (Narcan) is a safe medication that can save someone's life by reversing the effects of an opioid overdose. It only works on opioids, such as heroin, prescription painkillers and fentanyl, but it is safe to use even if opioids are not present. Narcan kits are carried by all Public Safety Officers and stored in locations that have an AED.

Regional Poison Control Center: 800-222-1222

If you suspect poisoning and the person has NOT stopped breathing, collapsed, or had seizure, contact the Regional Poison Control Center.

- Do not wait for the victim to look or feel sick.
- Do not treat the person yourself (especially, DO NOT treat with ipecac syrup, milk, or try and make the person throw up)

Workplace Violence

The following are possible examples of escalating behavior: aggressive posturing, yelling, throwing items, swearing, and making threats. Quite often, without training, these situations become a power struggle making the situation worse. Escalating behavior may be reported to the Department of Public Safety, department head, or other appropriate personnel.

The Five (5) Warning Signs of Escalating Behavior

Warning Signs	Possible Responses
Confusion	
Bewilderment, distracted, unsure or uncertain of the next course of action	<ul style="list-style-type: none"> ● Listen attentively. ● Ask clarifying questions. ● Give factual information.
Frustration	
Impatient, reactive, resistance to information being given	<ul style="list-style-type: none"> ● See steps above. ● Move the person to a quiet location. ● Reassure them. ● Speak calmly. ● Attempt to clarify concerns.
Blame	
Placing responsibility on others, accusatory and blaming. Finding fault with others.	<ul style="list-style-type: none"> ● See steps above. ● Disengage and bring in a 2nd person. ● Use a teamwork approach. ● Draw the person back to the facts. ● Use probing questions. ● Create "Yes" momentum.
Anger <i>Judgment call required</i>	
Visible body posture change, pounding fists, pointing fingers, shouting, screaming	<ul style="list-style-type: none"> ● Don't argue. ● Don't offer solutions. ● Prepare to leave the area or isolate the person. ● Contact supervisor and/or Public Safety.
Hostility <i>Judgment call required</i>	
Physical action, imminent threat, out-of-control behavior, danger of physical harm	<ul style="list-style-type: none"> ● Disengage and leave the area. ● Attempt to isolate the person if it can be done safely. ● Alert supervisor and Public Safety, immediately.

Appendix C: Special Use Forms

Special Needs Notification - Emergency Evacuation

For individuals who have special needs, concerns, or may require assistance during an evacuation, please reach out to Disability Services at 208-282-3599.

Bomb Threat/Anonymous Telephone Record

Date _____
 Time _____
 Caller's Sex Male Female
 Approximate Age _____
 Accent _____

- Listen & remain calm
- Do not interrupt the caller
- Attempt to keep the caller talking
- Record as much information as you can while the call is in progress
- Signal someone to call 911

Threat (Exact Wording)

Questions:

What time will the bomb explode? _____

Where is it located? _____

What does it look like? _____

What kind of bomb is it? _____

Why did you plant the bomb? _____

Where are you calling from? _____

What is your name? _____

Did the caller reveal any identifying particulars? (e.g. Nickname, familiarity with staff, etc.)

Were you able to see the origin of the call on your phone call display? (i.e. was it on campus, local, long distance?) _____

Did the caller appear familiar with University property by description of the bomb location?

Yes No

Descriptive Factors (Circle all that apply)

Voice Qualities	Speech Pattern	Language	Behaviors	Background Sounds
Loud Clear Pitch-High Raspy Pleasant Distorted/Muffled Soft Pitch-Low/Deep Smooth Unpleasant Other _____	Deliberate Distinct Fast Speech Impediment (Describe) Accent (Describe) Hesitant Slurred Slow Other _____	Educated Uneducated Well-Spoken Foul Rational Irrational English Non-English Unusual Phrases/Slang Other _____	Calm Angry Confident Nervous Blaming Fearful Depressed Agitated Laughing Crying Other _____	Airport/Airplanes Animals/Birds Children House Noises Quiet Train Music Restaurant/Bar Traffic/Street Office Machinery Talking/Voices Water/Wind Factory Machinery PA System Television Weapons Other _____

Observations/Remarks _____

Training or Exercise Request Form

JSU PUBLIC SAFETY Training or Exercise Request Form

Location/Building Name _____ **Building Number** _____

Requestor's Name _____ **Email** _____ **Phone Number** _____

Is this training or exercise for a specific department, team/unit, or entire building? Please Specify: _____

What is the approximate date for the training/exercise completion _____

Approximate # of participants _____

What type of training or exercise would you like to request? (Write your response below)

Some examples of training and exercises are, but not limited to:

- Having a subject matter expert train your team
- Simulating an emergency/disaster event
- Physically practice a task or procedure
- Gain hands-on experience for a possible situation
- Practice a shelter-in-place, evacuation, and/or lockdown scenario
- Scenario specific (i.e. Active Shooter, Earthquake, Cybersecurity, Hazmat, De-escalation Techniques, etc.)

What are your expectations and goals for this training or exercise? Write your response below

Return all completed drill forms to Public Safety or email them to pubsafe@jsu.edu

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Appendix D: Building Specific Details

**Remove this page and include the
Building Specific Plans
([Please visit our website to find your plan](#))**