

Emergency Evacuation Plan:

- 1) Everyone must EVACUATE the building when a fire alarm sounds. There will be NO EXCEPTIONS. Monthly fire drills will be held in conjunction with Renaissance High School and Joint School District No 2.
- 2) In the event of an emergency, students are to vacate the building immediately through the nearest exit. If any of the clinics are in session, staff and students will be responsible for escorting their clients out of the building. Clinic supervisors will be responsible for conducting a physical count of their respective students and clients.
- 3) Persons needing special assistance not able to exit directly from the building are to proceed to and remain in a stairwell vestibule. Emergency response personnel will evacuate occupants needing special assistance from the building.
- 4) Please remain calm and leave the building from the nearest exit. Use handrail in stair wells and stay to the right.
- 5) Upon exiting the building, DO NOT LEAVE the premises so that everyone can be accounted for. The gathering point will be the southeast corner of the parking lot to allow fire and EMS vehicles clear access to the building.
- 6) The Fire or Emergency Department will give clearance to re-enter the building to ISU-Meridian administration officials. An ISU-Meridian administrator will announce ALL CLEAR to re-enter the ISU-Meridian Health Science Center.

Lockdown Procedures

A lockdown is used when there is an immediate threat of violence in or around the university. A lockdown minimizes access and visibility and shelters students, faculty, staff and visitors in secure locations. Faculty/Staff members are responsible for students and ensuring that no one leaves the safe area.

During a lock-down faculty, staff and students should ensure that:

- 1) Students and faculty are to remain in the classrooms. Do NOT answer the door.
- 2) Keep away from any windows and doors, lay flat on the floor or seek protective cover for you and others (concrete walls, thick desks, filing cabinets. Cover may offer extra protection.)
- 3) Remain calm and assist others with you in remaining calm, quiet and out of sight.
- 4) Place signs in exterior windows to identify the location of injured persons.
- 5) All doors, windows and classrooms will be closed and locked or barricaded, if possible.

- 6) Turn off all lights and close blinds.
- 7) Silence all cell phones.
- 8) Once in a lockdown area, building occupants should call 911 or Public Safety in Pocatello at 282-2515 and give the dispatchers the phone number(s) at which they can be reached for further instructions.
- 9) If you cannot get through by phone and have email capability, contact Public Safety at emergency@isu.edu. Public Safety Dispatch will immediately receive and respond to the message.
- 10) Account for everyone in the room or office.
- 11) **DO NOT APPROACH EMERGENCY RESPONDERS** – let them come to you.
- 12) Building occupants should remain in that area until they receive further instructions or an “all clear” is issued.
- 13) No one will be allowed to enter or leave the building(s) or area(s).
- 14) Parents, friends, concerned loved ones will not be allowed to pick up faculty, staff or students from the university, unless instructed to do so.