**Promulgation Document**

Idaho State University (ISU) has established this plan as a supplement to the administrative policies, procedures and practices followed during normal University operations. When implemented, it serves as the Idaho State University emergency operations component of the Emergency Response Plan, setting forth the authorities and policies for activation, personnel emergency assignments and operational procedures. This plan utilizes the Incident Command System, and is in compliance with the National Incident Management System (NIMS).

This plan acts as the fundamental guidance for emergency response on all ISU campuses. The coordination of this plan and standard operating procedures within the plan is an ongoing process through regular training and exercises.

All personnel who are defined and tasked as emergency responders or emergency management personnel are required to train and/or be certified to minimum levels of competency as required by various federal, state, and local standards, including Homeland Security Presidential Directive-8 (HSPD-8). For most personnel this means, at a minimum, completing training courses such as the NIMS introductory course IS 700 or higher and the Introduction to ICS for Higher Education ICS 100he.

As a supplement, each building on campus has established an evacuation/lockdown plan with building coordinators established to coordinate these efforts.
Approval and Implementation

ISU’s Emergency Response Plan is hereby authorized to be the Official Plan for Idaho State University’s emergency operations. The signatories to this plan concur with the concepts, requirements, and assignments. The plan is not an unqualified commitment to resources.

Implementation of this plan will require extensive cooperation, collaboration, and training with the campus and surrounding community.

In order to fully implement this plan we must know what is in it. *It is recommended that each department/incident command personnel review this plan annually.*

For those who have positions (or are alternates) outlined in roles and responsibilities section, please be familiar with your duties.

Any changes or modifications to the Plan must go through the Director of Public Safety and will be made by Public Safety administrative personnel designated by the Director.

ISU’s Emergency Response Plan is effective upon signing by the individuals/entities represented below.

As the President of this University, I direct that this Plan shall be in full force and effect as of 12:01 A.M. on the first day of the month next following the date of the last signing of this instrument, as evidenced by the signatures as affixed below.

**This Emergency Operations Plan has been reviewed and approved by: (add or delete as required)**

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10/06/2014
BASIC PLAN

Purpose

The purpose of ISU’s Emergency Response Plan is to develop a simple emergency management capability that can take immediate steps to respond to the effects of an emergency, preserve life, protect property, provide assistance, and coordinate the University’s continuity of academic and business operations.

The overall objective is to ensure the effective management of emergency efforts involved in preparing for and responding to situations associated with emergencies. Specifically this will include:

- Overall managing and coordinating of emergency operations includes on-scene Incident management;
- Coordinating or maintaining liaison with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations;
- Requesting and allocating resources and other related support;
- Establishing priorities, and adjudicating conflicting demands for support;
- Coordinating inter-jurisdictional mutual aid;
- Activating and using communication systems;
- Preparing and disseminating emergency public information;
- Disseminating community warnings and alerts;
- Managing the movement and reception of persons in the event an evacuation is ordered;
- Collecting, evaluating and disseminating damage information and other essential data;
- Responding to requests for resources and other support;
- Restoring essential services.

Scope

In the event of a disaster, Idaho State University may need to be self-sustaining for at least 72 hours to meet our responsibility for the safety and welfare of our 14,000+ students and hundreds of teachers, staff, and employees.

ISU’s plan attempts to define clearly who does what, when, where and how, along with the legal authority to act, in order to prepare for, respond to, and recover from the effects of an emergency at ISU’s campuses in Pocatello, Idaho Falls and Meridian.

All appropriate personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command System (ICS) and integrate those principles into all the planning and response operations.

All activities, functions, and services will be provided without regard to economic status, disability or racial, religious, political, ethnic, or other affiliation.

All Incident Command personnel and ISU ESFs involved should maintain logs and journals on all activities regarding financial matters, trip reports, matters of institutional knowledge and concern, recordings of Vital data, and after action reports or critiques (lessons learned).
Situation Overview

Idaho State University is a Carnegie-classified doctoral research institution operated by the State of Idaho. It is Idaho's lead institution in health professions and medical education. ISU’s main campus is located in the City of Pocatello. ISU has campuses in Idaho Falls and Meridian. Spread out among our campuses is a rich array of assets.

The University enrolls over 14,000 students, and approximately 700 faculty/staff, with over 64 countries represented. ISU’s main campus in Pocatello covers 1.6 square miles, and has over 100 buildings, some of which are geographically dispersed and isolated.

ISU’s Nuclear Engineering Laboratory includes an AGN-201 Reactor and a Subcritical Assembly Room. ISU is one of only a handful of universities in the nation to have such a facility. It is also a major resource for the continuing education and skill enhancement training for the Idaho National Laboratory (INL), which is based some 50 miles to the north of Pocatello.

The Idaho Accelerator Center (IAC) is a unique research facility operated by ISU. The Center has three laboratories: on the University campus, in the Universities' Business and Research Park and at the Pocatello Airport. It provides opportunities for scientists and engineers from the University, DOE, the private sector and the national laboratories to utilize specialized nuclear facilities. It serves as a principal investigating conduit for R&D in nuclear physics applications in materials science, biology, homeland and national security.

The Research & Innovation in Science and Engineering (RISE) Complex is 260,000 square feet in size and is the only facility like it in the world. Research at RISE varies from developing advanced radiation detectors and measuring fuel inside nuclear reactors to using electron accelerators to scan cargo containers. It can grow giant crystals to support nuclear science and engineering programs, and grow new and cutting-edge semiconductors. It also has its own prototyping shop, where researchers can manufacture their own parts and equipment at a highly precise, computer-controlled machine shop.

ISU’s Chemistry and Biology Departments have chemical and biological storage areas both on the Pocatello Campus and the Idaho Falls campus. ISU is also home to Holt Arena, The Stephens Performing Arts Center and Reed Gym which house many major special events, to include the Simplot Games, the annual Spring Fair, Monster Truck Rally, concerts, football games, basketball games, etc. attracting not only people from the local community, but many from around and outside our area.

ISU has an Early Learning Center on both the Pocatello and Idaho Falls campuses and an Early Childhood Program at Pocatello’s College of Education, with children from 6 weeks to pre-school age. We also serve the senior citizen community through our New Knowledge Adventures Program. New Knowledge Adventures at ISU is a member-directed organization for adults of retirement age to expand knowledge and explore new ideas in an informal, noncompetitive environment. ISU has opened the first campus based Veteran’s Sanctuary Program. The mission of the program is to create the appropriate environment to facilitate the special needs of returning veterans. We recognize and honor their sacrifices and value their life experiences as they broaden the diversity of our staff, faculty and student body.

At ISU-Idaho Falls the emphasis is on science and engineering and is in close proximity to the Idaho National Laboratory (INL). INL is a science-based, applied engineering national laboratory dedicated to
supporting the U.S. Department of Energy’s missions in nuclear and energy research, science, and national defense. The Center for Advanced Energy Studies (CAES), located on the ISU Idaho Falls campus, is a public/private partnership comprised of the three Idaho public universities (ISU, Boise State University and University of Idaho), private industry, and the Idaho National Laboratory. CAES integrates resources, capabilities and expertise to create new research capabilities, expand researcher-to-researcher collaborations, and enhance energy-related educational opportunities.

ISU-Meridian is located in the Boise area (largest city in Idaho with estimated population of 198,000) and currently offers a wide variety of undergraduate and graduate programs in the health professions to the citizens of southwestern Idaho. It is home to ISU’s Institute of Emergency Management. The purpose of the Institute is to offer workshops, courses, certificates, and degrees to meet the professional and career development needs of Idahoans employed in or planning a career in Emergency Management. Their goal is to partner with currently established training programs in Idaho, such as Emergency Services Training (EST) or the Bureau of Homeland Security. They recently received an award for their partnership with the Idaho Bureau of Homeland Security in providing essential training to Idaho’s first responders and local communities.

ISU Public Safety Officers in Pocatello are on duty 24 hours a day, seven days a week. They are responsible for the enforcement of University rules and regulations, and are authorized to make citizen's arrests when necessary or at the direction of a police officer and to detain subjects for the police. The ISU campus is within the jurisdiction of the Pocatello Police Department and is patrolled regularly by officers of that department. County and state law enforcement personnel periodically patrol the public streets on campus, and campus officers work closely with all other law enforcement agencies. The Idaho Falls and Meridian campuses are patrolled by a Public Safety Officer during normal business hours. Idaho Falls Police are on duty after normal business hours from 4:00pm-10:00pm Monday-Friday.

**Hazard/Threat Summary**

Idaho State University has had an Emergency Response Plan in place for some time. Response to an emergency includes calling 911 and ISU Public Safety so that the police, fire department, and ambulance services are activated and respond to the emergency. This condition usually affects only one building or area. This plan would become effective in the case of a major earthquake, fire, chemical spill, or other condition that may involve multiple buildings on campus at one time.

List below are potential hazards/threats that ISU may be involved in:

Civil Disturbance or Demonstration
Aircraft Incident
Earthquake
Medical Emergency
Hazardous Materials Incident
Bomb/Bio-Terrorism Threat
Violent or Criminal Behavior/Active Shooter
Fires
Utility Failure/Gas Leak
Flood
Weather Extremes
Nuclear Attack
Pandemic Flu/Communicable Disease Outbreak
Planning Assumptions

In a major disaster the phones may not be functioning and the fire department may be otherwise engaged at high schools or hospitals and the police may be evacuating large areas of the community, etc.

The ISU Emergency Response Plan is based on the planning assumptions and considerations presented in this section.

- Incident management activities will be initiated and conducted using the principles contained in the NIMS Incident Command System.
- Incidents, where possible, will be managed locally with support from city and county emergency response and management entities.
- The combined expertise and capabilities of University, city, county and state officials will be required to prevent, prepare for, respond to, and recover from emergencies.
- Top priorities for incident management are to:
  1. Save lives of responders, faculty, staff, students and visitors to campus.
  2. Ensure security on campus and in the surrounding community.
  3. Protect and restore critical infrastructures and services on campus.
  4. Protect University property.
  5. Facilitate recovery of University services.

Concept of Operations

The role of University departments involved in emergency response will generally parallel normal day-to-day functions, however, employees may be assigned to work in areas and perform duties outside their regular job assignments. Day-to-day functions that do not contribute directly to alleviating or responding to an emergency may be suspended for the duration of an emergency. Efforts that would typically be required for normal daily functions will be redirected to accomplish emergency tasks following the ICS system.

This plan is designed to be flexible to be used in any emergency response situation regardless of the size, type, or complexity. The procedures outlined in this plan are based on a worst case scenario. Part or all of the components of the plan can be activated as needed to respond to the emergency at hand.

The type and magnitude of the emergency will dictate the University's partial or total response. Generally, response to a major emergency will progress from local, to regional, to state, to federal involvement.

An incident may change in complexity. For example, an incident might start on campus, but spread into the surrounding community, affecting multiple jurisdictions, institutions or agencies. Incident Command and EOC positions must be fluid in order to meet the complexity of an incident.

When an emergency arises, the University President or his designee should activate the Plan. The Incident Commander in coordination with the EOC Manager will implement the Incident Command Plan. We will utilize University personnel and equipment to provide priority protection for:

Life safety
Preservation of property and environment
Restoration of academic and business operations

The Plan, under the direction of the University President or Incident Commander, will determine the manner in which University personnel and equipment are used.

**Disaster Declaration Process**

**University**

Emergency responders from the University will respond to an emergency on our ISU campuses, and coordinate activities in accordance with this plan and any mutual aid agreements.

When an emergency situation is, or is likely to be, beyond the scope of control of the University, The President may proclaim an emergency. The proclamation of emergency and any requests for assistance should be forwarded to the Mayors of Pocatello and Chubbuck and to the Bannock County Emergency Services Coordinator in an expedient manner, i.e., by voice followed by hard copy.

When a University emergency has been proclaimed, the University President will govern by proclamation, and has the authority to impose all necessary regulations to preserve the safety of the campus community.

**City**

Upon receipt of the proclamation of an emergency at ISU, the City Mayor(s) and/or Council Members will provide available assistance as requested to contain the incident (i.e., fire, police, medical, public works, health department, etc.).

If the emergency is beyond the scope of the University and includes the surrounding communities of Pocatello and/or Chubbuck:

- Emergency responders from the Cities will respond to an emergency within their city limits, and coordinate activities in accordance with their standard operating procedures and mutual aid agreements.

- When an emergency situation is, or is likely to be, beyond the scope of control of the city, the mayor or city council may proclaim an emergency. Their proclamation of emergency and any requests for assistance should be forwarded to the Bannock County Emergency Services Coordinator in an expedient manner, i.e. by voice followed by hard copy.

- When a local emergency has been proclaimed, the mayor will govern by proclamation, and has the authority to impose all necessary regulations to preserve the peace and order of the city.

**Bannock County**

Upon receipt of the proclamation of a local emergency, the Bannock County Chairman of the Board of County Commissioners will provide available assistance as requested to contain the incident (i.e., sheriff, public works, health, etc.).
If a situation exists that is beyond the capability and resources of the county to control, the Chairman of the Board of County Commissioners may declare a local disaster in accordance with Idaho Code 46-1011.

The Bannock County Emergency Services Coordinator will notify the Idaho BHS that the county has declared a disaster emergency, and that the county has implemented its Emergency Operations Plan.

The Idaho BHS Coordinator will evaluate the county’s request for assistance and brief the Adjutant General and the Governor of the situation.

(See the Bannock County Emergency Operations Plan for further information on when and how to declare an emergency).
DECLARATION OF CAMPUS EMERGENCY

Date:___________    Time:______________

As result of:_________________________________________________________
___________________________________________________________________

Occurring on: _________________________________
at: __________________,

Conditions of extreme peril to the safety of University personnel and property now exist. These conditions cannot be fully responded to with available University resources.

Under the authority of the Idaho State Board of Education, I, as President of Idaho State University, hereby declare an emergency in order to protect the lives and property of this institution and to comply with laws and regulations for requesting assistance and aid from local, state, and federal agencies.

It is further proclaimed and directed that during these emergency conditions the powers, functions, and duties of the emergency organization of Idaho State University shall be those prescribed by the University Emergency Plan.

____________________________________________
President, Idaho State University
DECLARATION OF CAMPUS CLOSURE

Date:__________ Time:______________

As result of:____________________________________________________________________

Occurring on: __________________________ at: ________________________

Conditions of extreme peril to the safety of University personnel and property now exist. These conditions cannot be fully responded to with available University resources.

Under the authority of the Idaho State Board of Education, I, as President of Idaho State University, hereby declare this campus closed.

All non-essential personnel are required to evacuate the campus as soon as possible. Closure procedures shall be those prescribed in the University Emergency Plan.

____________________________________________
President, Idaho State University
Directive to Terminate Demonstration Immediately

(Identify self) This assembly and the conduct of each participant are seriously disrupting the operations of the University and are in clear violation of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances with the University Administration. **ALTERNATIVELY,** In no event will the Administration of the University accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order, including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and may also be subject to suspension.
Directive-Immediately Terminate Demonstration w/the Assistance of Police

(Identify self) You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of Idaho State University, each of you is hereby suspended, subject to later review.

The police will now be called to assist in dispersing this assembly. Those who fail to leave immediately may be subject to arrest.
Activation during Business Hours

The President or Acting President of the University (or his designee) will be responsible for notifying the Incident Commander and EOC Manager to activate or deactivate the emergency operations response when s/he deems it appropriate.

At the request of the Incident Commander the EOC Manager will immediately appoint available individuals, with appropriate skills, to fill each of the Emergency Operations Center (EOC) positions: Operations, Planning, Logistics, and Finance.

When an emergency such as those envisioned by the Plan occurs during University business hours, the following should take place:

If Telephone Services ARE Operational

The Public Safety Dispatcher will:

- Immediately call the Public Safety Director, Captain, or Management Assistant and advise them of the emergency.
- Then notify the President and advise him of the emergency.
- Then notify EOC representatives, and advise them where to report.

If Telephone Services ARE NOT Operational

Public Safety personnel will make personal contact with EOC members or their office where possible.

As they become aware of a major emergency at Idaho State University, EOC representatives and members of the President’s Executive Policy Group will immediately report to the EOC.

Activation during Non-working Hours

There is a significant chance that an emergency such as those envisioned by the Plan may occur before or after regular University business hours, or on a holiday or weekend when the University is closed.

While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources and personnel until we notify officials. Until that time, however, the individuals assuming the most responsibility will be members of the Public Safety Department. Officers will follow guidelines and checklists in the Plan, while simultaneously notifying members of the EOC and President’s Executive Policy Group of the situation, by those reasonable means available.

Levels of Emergency

For planning purposes, based on the severity of the situation and availability of campus resources, the University has established three levels of response to emergencies:
Level 1 (EOC Standby)
Public Safety will respond to a minor to moderate incident wherein campus resources are adequate and available. While there may be some damage and/or interruption, the conditions are localized and the Emergency Operations Center (EOC) does not need to be activated. The first responder from Public Safety will be the Incident Commander (IC). If the situation requires additional resources the on-site IC will contact Public Safety to help monitor the situation and to provide additional guidance. If the incident has the potential to grow, Public Safety may notify the Associate VP of Facilities Services and the ISU President. The EOC may be placed on stand-by mode.

Level 2 (Partial or Full EOC activation)
The emergency incident is severe and causes damage and/or interruption of ISU operations. Coordination of campus resources and services may be needed to respond effectively. A partial or full activation of the ISU EOC may be needed. ISU may be the only affected entity. We will proclaim an emergency or a State of Emergency, if necessary.

Public Safety will contact the Associate VP of Facilities Services and the President to determine the need for a partial or full activation of the EOC. If partial or full activation of the EOC is necessary, the Director of Public Safety may become the EOC Manager or designate someone to that position.

Depending on available staff the Director of Public Safety will either become the Incident Commander or designate someone from Public Safety to that position. Unified Command with Pocatello Police or Fire may be implemented.

Level 3 (Full EOC Activation)
The emergency situation has become a disaster condition. ISU must fully activate the EOC to address an immediate emergency response. Emergency conditions are widespread and ISU may need to be self-sufficient for a period of up to 72 hours. ISU may request mutual assistance from the Pocatello Police and Fire, Bannock County Emergency Services, and/or Idaho Bureau of Homeland Security.

The Emergency Response Plan and Continuity of Operations Plans, along with the EOC are fully activated. Normal University operations may be suspended. Staff vacations and planned leaves may be terminated. The EOC will coordinate efforts with the city, county and/or state as needed.

Unified Command with Pocatello Police and Fire and other responding agencies may be used to manage incident response.

The University President will proclaim the level of the emergency.

The Plan provides for a full emergency response by the University for any incident. However, we will only activate sections of the response organization that are required to address the situation at that time. For example, a Level 1 disaster occurring on campus would require minimal activation of the plan, where situations that are more serious would require increased activation.
**EOC Activation**

An EOC is a physical location that is located separately from the on-scene Incident Command Post and supports the on-scene response by providing external coordination and securing additional resources. When an emergency occurs, the President will determine if the EOC is to be activated. If activated, the Incident Commander in coordination with the EOC Manager will determine which positions will be staffed for the emergency response. Persons who are assigned as EOC staff should respond in person or call Public Safety at 208-282-2515 to confirm the EOC is activated. Whenever the EOC is activated the City of Pocatello will be notified at 208-234-6100, to facilitate coordination and the process for requesting resources.

The EOC Master Log (Table 1) will be maintained to provide a record of all major events, decisions and messages. Copies are to be forwarded to the Situation Status group and the EOC Manager.

The EOC Activation List (Table 2) provides a checklist for use in the setup and activation of the EOC. It is to be used by the first person to arrive and forwarded to the EOC Manager when completed. Not all steps will be necessary in a partial activation.

**EOC Positions and Space Assignment**

This plan is designed to be flexible. The size, staffing and equipping of the EOC will depend on the magnitude and complexity of the emergency. The Incident Commander along with the EOC Manager will determine which positions are needed and notify the appropriate staff (refer to Table 3, ISU Emergency Response Assignments, for staff assignments). All positions should be prepared to report to and operate from the EOC during a full-scale activation, even though all may not be needed. Staff should be prepared to bring their own radios, cellular phones and other items necessary to carry out emergency assignments.

**EOC Access**

Access to the EOC is only for authorized ISU personnel. All others must obtain approval for admission from the President, Incident Commander or EOC Manager. All personnel working in the EOC are to sign in and out on the EOC Roster (Table 4), which will be located on a table at the door.

**EOC Location**

In accordance with standard emergency management system planning, Idaho State University has established the ISU Emergency Operations Center (EOC) in the Pond Student Union Ballroom Lounges. The Administration Building Conference Room has been designated as an alternate EOC site as has the Public Safety Building (Bldg. 27). The last alternative is the use of the White Event Tent that can be set up at an outside location (Level 1, 2 or 3 Activation). An EOC location will be established per the following criteria:

- Close enough to field operations to provide adequate control and coordination.
- Within easy access of support activities/functions (i.e., stores, transport, communication, food services, etc.)
- A location that will have a low impact on surrounding neighborhoods
• Should not be co-located with existing/normal agencies.
• A location that will allow for protracted operations (i.e., day/night, days/months where relevant).
• A location that will support XXX number of personnel, a large open plan office area to support 5 to 30+ admin staff, a meeting room, reception area, briefing/debriefing area, rest area, catering area, communications, etc.

As outlined in this plan, the EOC will serve as the center for emergency management and response operations.

**Sample EOC Equipment List**

Wireless laptop for each Incident Command Section

Cellular Phone

Telephones: handsets, lines, switchboard

Fax Machine

Copy Machine

Public Address System

Television/VCR

Weather Radio

Computer Terminals

Typewriters/word processors

Surge Protectors

Tables and Chairs

Markers and Display Boards

Overhead with Screen

Flip Chart Easel & Pad

Bulletin Boards

Reference Materials (blueprints, maps, etc.)

Audio Pack

Two-Way Radio Network (stationary & portable/handheld) with the ability to communicate with:
  - Public Safety
  - Facilities Services
  - Bannock County EOC
  - Pocatello Fire Department
  - Pocatello & Chubbuck Police Departments

First Aid Kit

Bottled Water

Materials/supplies to make identification cards, (i.e. pens, pads, tape, etc).

Miscellaneous Office supplies (i.e., staplers, staples, staple pullers, envelopes of various sizes, paper clips, push pins, masking/scotch tape, pencils, pens assorted colors, assorted rubber bands, binders, writing pads, note pads, etc.)

Plastic bins have been created for each Incident Command Section. They are located in the Public Safety Server Room and are set up as follows:

**List of Items in President’s Executive Policy Group Bin**

Misc. Office Supplies (i.e., tape, pens, pencils, stapler, etc.)

Flashlight with two D Batteries (checked on a regular basis)

Current Dex Phone Book

Current ISU Phonebook
A WMD Response Guidebook from DHS
A binder with current copy of ISU EOP which includes
   - A current ISC Organization Chart
   - A current ICS Org. Chart Phone Tree
   - Executive Policy Group Checklists
   - Attachment A - Directive To Terminate Demonstration Immediately
   - Attachment B - Directive To Terminate Demonstration with Assistance of Police
   - Declaration of Campus Emergency
   - Declaration of Campus Closure
   - Two writing tablets

**List of Items in EOC Manager’s Bin**
Misc. Office Supplies (i.e., tape, pens, pencils, stapler, markers, highlighters, etc.)
Flashlight with two D Batteries (checked on a regular basis)
Current Dex Phone Book
Current PDC phonebook
Current ISU Phonebook
2008 Emergency Response (Hazmat) Guidebook
A WMD Response Guidebook from DHS (one in EOP Binder, plus some extras)
Folder with ICS Forms
Current Bannock County Resource List
Notebook for Notes
cd of State of Idaho Emergency Response Plan (there is also a binder in Carol’s Office with the State of Idaho Plan along with a binder of the Bannock Co. EOP)
A binder with current copy of ISU EOP
   - A current ISU Organization Chart
   - A current ICS Org. Chart Phone Tree
   - A current Emergency Notification Phone Tree
   - Current UP Notification List
   - Current Meridian Ctr. Notification List
   - Current Building Lockdown Contacts list
   - Current Facility Services Bldg. Lockdown Assignments
   - Current Bldg. Coordinator list
   - Current ISU Hazmat Users List
   - Incident Command Checklist - for Immediate Action
   - Checklists for Liaison Officer, Safety Officer, PIO
   - EOC Activation Checklist
   - EOC Master Logs
   - Copy of Bannock Co. Communications Plan 07/11/2008
   - Two extra writing tablets

**List of Items in Operations Section Bin**
Misc. Office Supplies (i.e., pens, pencils, markers, highlighters, tape, stapler, etc.)
Flashlight with two D Batteries (checked on a regular basis)
Current Dex Phone Book
Current ISU Phonebook
2008 ERG (hazmat)
A WMD Response Guidebook from DHS
ICS Forms
A binder with current copy of ISU EOP which includes
Immediate Action Checklist
Operations Section Checklists
A current ISC Organization Chart
A current ICS Org. Chart Phone Tree
Current Emergency Notification Phone Tree
Current UP Notification List
Current Meridian Ctr. Notification List
Current Building Lockdown Contacts list
Current Facility Services Bldg. Lockdown Assignments
Current Bldg. Coordinator list
Current ISU Hazmat Users List
Copy of Bannock Co. Emergency Communications Plan (07/11/2008
EOC Activation Checklist
EOC Roster
EOC Master Logs
11.15 Liaison with Families of Emergency Response Personnel
Current Bannock Co. Resource List
Two writing tablets

List of Items in Planning Section Bin
Misc. Office Supplies (i.e., pens, pencils, markers, highlighters, tape, stapler, etc.)
Flashlight with two D Batteries (checked on a regular basis)
Current Dex Phone Book
Current ISU Phonebook
A WMD Response Guidebook from DHS
ICS Forms
Performance Rating Forms
Bannock County Resources List
A binder with current copy of ISU EOP which includes
  Planning Section Checklists
  A current ISC Organization Chart
  A current ICS Org. Chart Phone Tree
  EOC Master Logs
  Two writing tablets

List of Items in Finance Section Bin
Misc. Office Supplies (i.e., pens, pencils, markers, highlighters, tape, stapler, etc.)
Battery operated calculator (with ac adapter), Record Book, & Bookkeeping Record Book & money receipt book
Flashlight with two D Batteries (checked on a regular basis)
Current Dex Phone Book
Current ISU Phonebook
A WMD Response Guidebook from DHS
ICS Forms
A binder with current copy of ISU EOP which includes
  Finance Section Checklists
  A current ISC Organization Chart
  A current ICS Phone Tree, EOC Master Logs, Two writing tablets

10/06/2014
Table 1: EOC Master Log

Record all major events/decisions/messages. Please forward copies of this log to Situation Status and/or Incident Commander.

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Event/Decision/Message</th>
<th>Staff</th>
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<tbody>
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Date:  
Time:  
Page _____ Of  
Event
Table 2: EOC Activation Log and Checklist

Please follow this list to set up the EOC. The first person to arrive is responsible for setting up the EOC. Forward this checklist to the EOC Manager when completed.

<table>
<thead>
<tr>
<th>NAME:</th>
<th>DATE:</th>
<th>TIME:</th>
<th>EVENT:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EOC ACTIVATION:</th>
<th>EMERGENCY POWER:</th>
<th>TELEPHONES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL: □</td>
<td>YES □</td>
<td>NO □</td>
</tr>
<tr>
<td>PARTIAL: □</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SET UP &amp; TEST ALL COMMUNICATIONS:</th>
<th>POST EOC SIGNS:</th>
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<tbody>
<tr>
<td>□ RADIO(S)</td>
<td>□ EOC DOORS</td>
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<tr>
<td>□ CELLULAR</td>
<td>□ ELSEWHERE AS NEEDED</td>
</tr>
<tr>
<td>□ FAX</td>
<td></td>
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<tr>
<td>□ TELEPHONES</td>
<td></td>
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<thead>
<tr>
<th>SET UP TABLE AT DOOR WITH:</th>
<th>SET UP SITUATION STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ SIGN-IN SHEET</td>
<td>□ CAMPUS MAPS</td>
</tr>
<tr>
<td>□ FAX MACHINE</td>
<td>□ MESSAGE BOARD</td>
</tr>
<tr>
<td>□ TELEPHONE</td>
<td>□ POSTING BOARD</td>
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<td></td>
<td>□ EOC EVENT LOG</td>
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<td></td>
<td>□ OTHER DISPLAYS</td>
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<tr>
<th>OPEN DOORS FOR VENTILATION IF NEEDED</th>
<th>REMOVE CHAIRS AND ADD TABLES, AS NECESSARY</th>
<th>NOTIFY NEARBY STAFF WHO WILL BE AFFECTED</th>
</tr>
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<tbody>
<tr>
<td>CONTACT:</td>
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<tr>
<td>GIVE YOUR NAME, TELEPHONE NUMBER AND FAX NUMBER</td>
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NOTES:
Table 3: EOC Roster

<table>
<thead>
<tr>
<th>Date/Time In</th>
<th>Name</th>
<th>EOC Position</th>
<th>Date/Time Out</th>
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On-Scene Incident Command Post

The Incident Command Post (ICP) is the location where the Incident Commander operates during response operations. There is only one ICP for each incident or event, but it may change locations during the event. Every incident or event must have some form of an Incident Command Post. The ICP may be located in a vehicle, trailer, tent, or within a building. The ICP will be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command. The ICP will be designated by the name of the incident, e.g., Redhill Trail ICP. The Incident Command Post is a physical location that administers the on-scene incident command and the other major incident management functions.

If the emergency involves only one building or a small part of the campus, a Public Safety vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed Public Safety officer and a dispatcher is to staff the operations center at all times or until the emergency ends. A small office with a desk, chairs, and a telephone may also be required near the scene.

Public Safety will supply the On-Scene Incident Command Post with equipment to include:

1. Barricades, barrier tape, and signs for the scene.
2. A portable Incident Command Board and forms.
3. An Emergency Response Laptop.
4. Two portable hand radios.
5. Portable public address system.
6. First aid kit.
7. Campus telephone directory and local telephone directory to include Yellow Pages.
8. Campus Map.

Unified Command (UC)

A Unified Command is used when more than one agency within the incident jurisdiction are working together to respond to an incident. In many emergency situations the University will work with city, county and state agencies in a Unified Command.

Under Unified Command, ISU’s Incident Commander (IC) will be the Director of Public Safety or his designee. If he is not utilized as an Incident Commander and the Emergency Operations Center (EOC) is activated, The Director of Public Safety or his designee may assume the duties of the EOC Manager.

The Pocatello Fire Department may assume the role of Lead IC for any fire, special rescue, EMS, mass casualty incident, or hazardous materials event that requires their resources to respond. The Pocatello Police Department may assume Lead IC for any event that requires their response.

When both Pocatello Fire Department and Police Department, or a county/state agency respond to the same incident they will determine who IC is or if a Unified Command approach is needed. An ISU official (normally the Director of Public Safety or his designee) may be requested to participate as a Joint Incident Commander in the Unified Command. ISU personnel and resources would be integrated into appropriate ICS positions. At the very least the need for Liaison Officer from ISU should be anticipated, and under most circumstances, may be requested. The outgoing on-site IC will provide a situation status briefing to the incoming IC assuming command.
Transfer of Command

Transfer of command is the process of moving the responsibility for incident command from one Incident Commander to another. Transfer of command may take place for many reasons, including:

− A jurisdiction or agency is legally required to take command.
− Change of command is necessary for effectiveness or efficiency.
− Incident complexity changes.
− There is a need to relieve personnel on incidents of extended duration.
− Personal emergencies (e.g., Incident Commander has a family emergency).
− Agency administrator/official directs a change in command.

A main feature of ICS is a procedure to transfer command with minimal disruption to the incident. This procedure may be used any time personnel in supervisory positions change. The following key procedures should be followed whenever possible:

− The transfer should take place face-to-face.
− The transfer should include a complete briefing.
**Direction, Control and Coordination**

**Emergency Management Structure**

During the first few hours of an emergency, the President will determine if a state of emergency is warranted. In addition, The President will authorize the official request for assistance and notification to appropriate state and federal agencies.

Emergency response activities at Idaho State University are directed under the authority delegated to the ISU Incident Command System’s Incident Commander. The ISU Incident Commander (IC) will report directly to the ISU President or his designee.

The President's Executive Policy Group is responsible for providing policy and support to the Incident Commander with official executive actions, liaison to other agencies and representation to the community and elected officials, as practical. Members of the President's Executive Policy Group will consist of the VP for University Advancement, the Academic VP, The Financial VP, the VP for Student Affairs, and VP for Health Sciences, the University Attorney, and the Director of Human Resources.

The Incident Commander is responsible for all aspects of the response, including developing incident objectives and managing all incident operations.

The Command Staff is responsible for public affairs, health and safety, and liaison activities within the incident command structure. The Incident Commander directs the Command Staff. The Command Staff is made up of The Public Information Officer (PIO), Liaison Officer and the Safety Officer. These positions support the Incident Commander.

The EOC Manager directs, sets policy and provides support to the four other ICS functions under General Staff. The General Staff includes the Operations Section, Planning Section, Logistics Section and Finance/Administration Section.

All personnel who are defined and tasked as emergency responders or emergency management personnel are required to train and/or be certified to minimum levels of competency as required by various federal, state, and local standards, including Homeland Security Presidential Directive-8 (HSPD-8).
Organization and Assignment of Responsibilities

Incident Command Organizational Chart
<table>
<thead>
<tr>
<th>Position – PRESIDENT’S EXECUTIVE GROUP</th>
<th>Primary Staff Assigned</th>
<th>Alternate</th>
<th>Reports To</th>
</tr>
</thead>
<tbody>
<tr>
<td>President Emergency Policy Executive</td>
<td>University President Dr. Arthur C. Vailas</td>
<td>To be designated by President</td>
<td></td>
</tr>
<tr>
<td>Ofc. of Provost and Vice President for Academic Affairs</td>
<td>Provost and VP for Academic Affairs Laura Woodworth Nye</td>
<td>Associate VP Linda Hatzenbuehler</td>
<td>President</td>
</tr>
<tr>
<td>Financial Services</td>
<td>VP Financial Services James Fletcher</td>
<td>Assistant VP Lynette Mitchell</td>
<td>President</td>
</tr>
<tr>
<td>University Advancement</td>
<td>VP University Advancement Kent Tingey</td>
<td>Management Assist. Kaye Black</td>
<td>President</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>VP for Student Affairs Patricia Terrell</td>
<td>Assistant VP Student Affairs Lowell Richards</td>
<td>President</td>
</tr>
<tr>
<td>Research &amp; Economic Development</td>
<td>Executive Director Howard Grimes</td>
<td>Sandra Shea, Management Assistant Director, Research Development &amp; Compliance Deb Easterly</td>
<td>President</td>
</tr>
<tr>
<td>General Counsel</td>
<td>University Counsel Racine Law Offices</td>
<td>University Counsel Racine Law Offices</td>
<td>President</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Director, Human Resources Brian Sagendorf</td>
<td>Assoc. Director Human Resources Ray Ludwig</td>
<td>President</td>
</tr>
<tr>
<td>Position-COMMAND STAFF</td>
<td>Primary Staff Assigned</td>
<td>Alternate</td>
<td>Reports To</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------------</td>
<td>--------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Incident Command Incident Commander</td>
<td>Director, Public Safety Steve Chatterton OR Responding Officer Bessie Katsonowych-Meridian</td>
<td>Vince Likes/Public Safety Robin Dodson-Meridian</td>
<td>President</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>University Relations Adrienne King Lyle Castle - UP Chris Gabettas - Meridian</td>
<td>University Relations Andrew Taylor</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>Facilities Services Moses Collier Rebecca Wray - UP Ali Crane - Meridian</td>
<td>Facilities Services Kimberly Wright Suzanne Shemwell-Meridian</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Facilities Services Peter Farina - TSO Joanna Taylor - UP</td>
<td>Kirsti Moser-McIntire - UP</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Position - GENERAL STAFF</td>
<td>Primary Staff Assigned</td>
<td>Alternate</td>
<td>Reports To</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------</td>
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</tr>
</tbody>
</table>
| EOC Manager             | Associate VP, Facilities Services  
Phil Moessner | EM Coordinator  
Carol Prescott | President  
Incident Commander |
| Operations Section Chief | Facilities Services  
Steve Fuger  
Ray Hart - UP  
Joff Stone - Meridian | Facilities Services  
Edward Cash  
Gary Rowe - UP  
Randy Stamm-Meridian | EOC Manager |
| Public Safety Branch    | Captain, Public Safety  
Vince Likes OR On-Duty Officer  
IF Officer | On-Duty  
Public Safety Officer | Operations Chief |
| Medical Branch          | Student Health  
Crystal Ross, Milissa Austin  
PA/NP on duty - UP  
Jared Papa-Meridian | Student Health Pharmacy  
Gina Davis  
Anntara Smith or Jeff Johnson-Meridian | Operations Chief |
| Health & Safety Branch  | Technical Safety Officer  
Peter Farina  
Kirsti Moser-McIntire-UP  
Joan Weddington-Meridian | Facilities Services  
Sheila Lukenbill  
Joanna Taylor - UP  
Sonja Nehr-Kanet or Liz Horn - Meridian | Operations Chief |
| Search & Rescue Branch  | Public Safety Ofcr  
Kris Bartschi | Other On Duty  
Public Safety Ofcr. | Operations Chief |
| Communications Branch   | Public Safety Management Assistant  
Michelle Ward | Public Safety Lead Dispatcher & On-Duty Dispatchers/Rod Jackson | Operations Chief |
| IT/Telecom Branch       | IT Services  
Randy Gaines  
Shawn Sheriff - UP  
Jesse Jackson-Meridian | Networking & Telecommunications  
Mark Norviel  
Dave Anderson - UP  
Danny Sullivan-Meridian | Operations Chief |
| Public Works Branch     | Facilities Services  
Brad Peck  
Gary Rowe - UP  
Chris Wilson-Meridian | Facilities Services  
Michael Brien | Operations Chief |
| Building & Utilities Units |                      | Brad Peck- for Meridian | |

| Meridian-Offsite Locations | Luke Spaete-Geosciences  
Shari Fernandez- Univ. Advancement |                       | |

10/06/2014
<table>
<thead>
<tr>
<th>Position</th>
<th>Primary Staff Assigned</th>
<th>Alternate</th>
<th>Reports to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Section Chief</td>
<td>Facilities Services Cheryl Hanson (Pocatello/UP) Mike Mikitish-Meridian</td>
<td>Facilities Services Mark Hiatt Dave Anderson-UP Ellen Jones-Meridian</td>
<td>EOC Manager</td>
</tr>
<tr>
<td>Situation Status/Documentation Branch</td>
<td>Facilities Services Jennifer Hunt</td>
<td>Public Safety Carol Prescott Or designee (WebEOC)</td>
<td>Planning Chief</td>
</tr>
<tr>
<td>Structural Damage Assessment Branch</td>
<td>Facilities Services Jason Adams</td>
<td>Facilities Services Mark Hiatt</td>
<td>Planning Chief</td>
</tr>
<tr>
<td>Infrastructure Damage Assessment Branch</td>
<td>Facilities Services Doug Simpson</td>
<td>Facilities Services Josh Scoffield</td>
<td>Planning Chief</td>
</tr>
<tr>
<td>Position-GENERAL STAFF</td>
<td>Primary Staff Assigned</td>
<td>Alternate</td>
<td>Reports to</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------</td>
<td>-----------</td>
<td>------------</td>
</tr>
</tbody>
</table>
| Logistics Section Chief| Facilities Services Terry French  
Ann Howell-UP  
Patty Tryon-Meridian | University Housing Craig Thompson  
Ches Barnes-UP  
Tammi Perdew-Meridian | EOC Manager |
| Human Resources Branch | Assoc. Director Human Resources Ray Ludwig  
Karen Larsen-UP  
Dorys De La Paz-Meridian | Human Resources Stacey Marshall  
Sarah Moore-UP | Logistics Chief |
| Food Services/Shelter Branch | Lowell Richards Pond SUB  
Housing Craig Thompson  
Director, Bennion SUB  
Ches Barnes - UP | Housing Melissa Millican  
Bennion SUB  
Karen Larsen | Logistics Chief |
| Facilities Branch | Facilities Services Kyndell Madsen  
Paul Wiersma- UP  
Chris Wilson-Meridian | Facilities Services | Logistics Chief |
<p>| Transportation Branch | Facilities Services Terry French | Facilities Services Jeff Behrend | Logistics Chief |</p>
<table>
<thead>
<tr>
<th>Position-GENERAL STAFF</th>
<th>Primary Staff Assigned</th>
<th>Alternate</th>
<th>Reports to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Section Chief</td>
<td>Financial Services</td>
<td>Facilities Services</td>
<td>EOC Manager</td>
</tr>
<tr>
<td></td>
<td>Leo Herrman</td>
<td>Jamie Hansen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Connie Meier-Meridian</td>
<td>Stefanie Shadduck-Meridian</td>
<td></td>
</tr>
<tr>
<td>Accounting Branch</td>
<td>Financial Services</td>
<td>Assistant Controller</td>
<td>Finance Chief</td>
</tr>
<tr>
<td></td>
<td>Brant Wright</td>
<td>Lisa Leyshon</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Connie Gomez-IF</td>
<td>Greg Moore-IF</td>
<td></td>
</tr>
<tr>
<td>Insurance &amp; FEMA</td>
<td>Risk Management</td>
<td>Human Resources</td>
<td>Finance Chief</td>
</tr>
<tr>
<td>Documentation Branch</td>
<td>Susan Hengel</td>
<td>Joanne Hirase-Stacey</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Connie Gomez-IF</td>
<td>Greg Moore-IF</td>
<td></td>
</tr>
<tr>
<td>Supply &amp; Procurement</td>
<td>Purchasing</td>
<td>Rick Dutson</td>
<td>Finance Chief</td>
</tr>
<tr>
<td>Branch</td>
<td>David Buck</td>
<td>Sr. Buyer</td>
<td></td>
</tr>
</tbody>
</table>

10/06/2014
<table>
<thead>
<tr>
<th>Position</th>
<th>Primary Staff Assigned</th>
<th>Alternate</th>
<th>Reports to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, EEO/AA, Diversity</td>
<td>Director, Stacey Gibson</td>
<td></td>
<td>VP, Academic Affairs</td>
</tr>
<tr>
<td>Faculty Ombudsman</td>
<td>Professor, John Gribas</td>
<td></td>
<td>VP, Academic Affairs</td>
</tr>
<tr>
<td>Athletics Director</td>
<td>Director, Jeff Tingey</td>
<td></td>
<td>VP, Academic Affairs</td>
</tr>
<tr>
<td>Deans and Directors</td>
<td></td>
<td></td>
<td>VP, Academic Affairs</td>
</tr>
</tbody>
</table>
## Operations Section

### Operations Section Chief/Operations Section Deputy Oversee Following Assignments:

<table>
<thead>
<tr>
<th>Public Safety</th>
<th>Medical</th>
<th>Communications</th>
<th>IT/Telecommunications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Control</td>
<td>Triage/First Aid</td>
<td>Radio Dispatch/Telephones</td>
<td>Computer programs/connections availability</td>
</tr>
<tr>
<td>Crowd Control</td>
<td>Coordinate Medical Transportation</td>
<td>Fire &amp; Burglar Alarms/Cameras Notifications</td>
<td></td>
</tr>
<tr>
<td>Access Control</td>
<td>Psychological Trauma Response</td>
<td></td>
<td>Telephone Communications</td>
</tr>
<tr>
<td>Search &amp; Closure/Buildings</td>
<td></td>
<td></td>
<td>Network Communications</td>
</tr>
<tr>
<td>Search &amp; Closure/Roads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evacuation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident Command Post</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>Buildings &amp; Utilities</td>
<td>Search and Rescue</td>
<td></td>
</tr>
<tr>
<td>Hazmat Response/Assessment</td>
<td>Bldg. Safety Inspections/Assessments</td>
<td>Locate Trapped/Injured Persons Building Searches for Hazards</td>
<td></td>
</tr>
<tr>
<td>Fire Safety</td>
<td>Inspect Utilities and Shut Off Lines</td>
<td>Move Injured Persons to Medical Triage</td>
<td></td>
</tr>
<tr>
<td>Building Coordinators</td>
<td>Building Closures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical/Biological/Radiological</td>
<td>Road Debris Clearances</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emergency Lighting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Planning Section

### Planning Section Chief/Planning Section Deputy Oversee Following Assignments:

<table>
<thead>
<tr>
<th>Situation Status</th>
<th>Structural Damage Assessment/Inspections</th>
<th>Infrastructure Damage Assessment/Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate and Analyze all information and intelligence.</td>
<td>Damage Estimates.</td>
<td>Assessment &amp; Documentation of Damage to Telephone &amp; Computer Systems.</td>
</tr>
<tr>
<td></td>
<td>Recommend Emergency Building Repairs.</td>
<td>Recommend Emergency Repairs or Replacement</td>
</tr>
</tbody>
</table>

## Logistics Section

### Logistics Section Chief/Logistics Section Deputy Oversee Following Assignments:

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Transportation</th>
<th>Food Services/Shelter</th>
<th>Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup/Maintain operational facilities.</td>
<td>Locate and provide transportation.</td>
<td>Locate and provide food &amp; water.</td>
<td>Available on- and off-duty personnel.</td>
</tr>
<tr>
<td>Locate and provide available shelter.</td>
<td></td>
<td>Help locate &amp; provide available shelter.</td>
<td>Volunteer recruitment and assignment.</td>
</tr>
<tr>
<td>Access available campus facilities for shelter (classrooms, offices, etc.).</td>
<td></td>
<td></td>
<td>Maintain payroll records.</td>
</tr>
<tr>
<td>Locate alternate sites.</td>
<td></td>
<td></td>
<td>Maintain/complete injury, WC and HR related reports.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Establish work schedules.</td>
</tr>
</tbody>
</table>

## Finance Section

### Finance Section Chief/Finance Section Deputy Oversee Following Assignments:

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Insurance/FEMA Documentation</th>
<th>Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collect, maintain and process all</td>
<td>Initiate, prepare and maintain</td>
<td>Locate, order, process and allocate resources and supplies.</td>
</tr>
</tbody>
</table>
Assignments

PRESIDENT’S EXECUTIVE POLICY GROUP

The Incident Command System (ICS) hierarchy of command must be maintained and not even executives and senior officials should bypass the system. The executives/senior officials (President, Provost, VPs, etc.) are accountable for the incident. Along with this responsibility, by virtue of their position, these individuals have the authority to make policy decisions, commit resources, obligate funds, and obtain the resources necessary to protect the faculty, staff, students and facilities at ISU. They delegate authority to the Incident Commander and EOC Manager.

Having the responsibility does not mean that the Presidents Executive Policy Group assumes a command role over the on-scene incident operation. Rather, the President’s Executive Policy Group:

- Provides policy guidance on priorities and objectives based on situational needs and the Emergency Response Plan.
- Oversees resource coordination and support to the on-scene incident from an Operations Center.

The President's Executive Policy Group is responsible for providing policy and support to the Incident Commander and EOC Manager with official executive actions, liaison to other agencies and representation to the community and elected officials, as practical. Members of the President's Executive Policy Group will consist of Provost and VP for Academic Affairs, the VP for University Advancement, The VP Finance and Administration, the VP for Student Affairs, VP for Research, the University Attorney, and the Director of Human Resources (See page 260 Checklist 1A, Supplements)

Emergency Policy Executive (University President)
The University President, referred to as the Emergency Policy Executive, is responsible for:

- Establishing the basic policies which govern the Emergency Management Organization,
- Declaring an emergency and/or campus closure when required,
- Functioning as the highest level of authority during an emergency.

The President determines if the emergency warrants a state of emergency and/or campus closure. He authorizes the official request for assistance or notification to appropriate local, state and federal agencies and supports the management of emergency forces involved with the response to situations associated with an emergency (See 259 Checklist 1A)

COMMAND STAFF

Incident Commander
The Incident Commander (IC) has overall responsibility at the incident or event. He or she determines objectives and establishes priorities based on the nature of the incident, available resources and University policy. The role of the Incident Commander is usually filled by the first responder to arrive at the scene and relieved of this duty when a more senior responder or a designated Incident Commander arrives. A Command Post (CP) is set up a safe distance near the location of the emergency where the
IC will manage the response. Once established, the CP should not be moved. It can be located in the field, at a vehicle, inside an office, or where reliable communications (electronic and verbal) and security (access control) can be maintained. When appropriate, it should be within view of the incident, but away from noise associated with the incident.

The President of the University (or his designee) will be responsible for notifying the Incident Commander to activate or deactivate the emergency operations response when s/he deems it appropriate.

Some of the specific duties of the Incident Commander include:

- overall field management of the emergency;
- coordination with the EOC and other IC’s (ISU’s Incident Commander should co-locate);
- with the Fire or Police Department IC (an element of ‘Unified Command’);
- ultimate responsibility for the safety of responders;
- developing the Incident Action Plan (in conjunction with the EOC Manager and General Staff Section Chiefs when General Staff is activated);
- approval of all plans and resources;
- situational analysis;
- setting objectives and priorities;
- delegating authority as necessary;
- The primary responder until others arrive

When multiple command authorities are involved, the incident may be led by a Unified Command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The Incident Commander may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.

The Incident Commander coordinates and communicates with members of the EOC, the President’s Executive Policy Group, and the field units (See page 267 Checklist 1B).

Public Information Officer (PIO)
The Public Information Officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources and other matters of interest associated with the emergency.

During an emergency, the PIO, with the assistance of the Human Resource Officer, will oversee establishment of a Media Center to provide rapid release of accurate emergency instructions and information to the public and campus community through all available means. The PIO is the point of contact for the public and news media, coordinating releases for the University and with other agencies and holding news conferences as necessary.

The PIO is responsible for establishing a Rumor Control Center responding to inquiries from relatives and friends outside the impacted area concerning the University and its students (See page 269 Checklist 1-C).

Liaison Officer
During an emergency, the Liaison Officer functions as the point of contact for supporting agencies and mutual aid agency representatives (particularly the county or city EOC). The Liaison Officer assists with intergovernmental communications and liaisons. This may include representatives from other law
enforcement agencies, fire services, emergency medical providers, Red Cross, Public Works, Coroner’s Office, Health Services, etc. (See page 271 Checklist 1-D).

**Safety Officer**

OSHA mandates that the Safety Officer function for all hazardous materials incidents. For all other incidents, the Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations, and developing measures for assuring personnel safety. On an incident deemed to be outside the scope of the incident action plan the Safety Officer has the authority to stop all unsafe activity (See page 273 Checklist 1-E).

**GENERAL STAFF**

**EOC Manager**

The EOC Manager has overall responsibility and authority for the operation of the EOC (manages the EOC not the Incident). He/she will assure that the EOC is staffed and operated at a level commensurate with the emergency. The EOC Manager will delegate authority as appropriate and necessary to members of the Command Staff in coordination with the Incident Commander, and to members of the General Staff.

The EOC Manager will:

- Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
- Provide assistance to the Incident Commander
- Help develop the Incident Action Plan (in conjunction with the Incident Commander and General Staff Section Chiefs when General Staff is activated).
- Managing the recovery process.

The EOC Manager has complete authority and responsibility for activating, directing and managing the EOC, establishing objectives and strategies, approving the action plans developed by EOC staff to implement the objectives and strategies, and approving requests for ordering or releasing resources through mutual aid.

The EOC Manager provides the Emergency Policy Executive (University President) with current information on the status of the emergency response. The EOC Manager assigns the personnel to essential activities and responsibilities and they assist the Incident Commander (see page275 Checklist_2 ).

**Operations**

The Operations Section is responsible for coordinating all operations in support of the emergency response and implementation of the action plan(s). This section includes the response teams, which are teams working toward reduction of the immediate hazard and establishing situation control and the restoration of normal conditions. The Operations Chief supervises the Operations Section. The chief oversees the operational response by functions or branches activated to deal with the emergency. Branches activated under Operations may include Public Safety, Communications Dispatcher, IR/Telecommunications, Search & Rescue, Medical, Health & Safety, Building & Utility, and IT/Telecommunications.
The Operations Section is the responsibility of the Operations Chief who directs the efforts of various operational branches: Law Enforcement, Communications, Search and Rescue, Medical, Health and Safety, and Building and Utility.

**Operations Chief**
The Operations Chief initiates intelligence gathering concerning casualties and damage, identifies immediate problems, focuses on the highest priorities (life & death), and controls problems. Based on information obtained and resources available, the Operations Chief will establish appropriate branches to deal with the emergency (see below). The Operations Chief is responsible for implementing and managing all Operational activities in accordance with the Plan and supervises the Operations Section. The Operations Chief supervises field tactics with other staff members, handles the request for or release of resources, makes situation changes to the Plan as necessary and reports such changes to the Incident Commander and EOC Manager (See page 277 Checklist 2-A).

**Operations Deputy**
The Operations Deputy is responsible for assisting the Operations Chief with the implementation and management of all operational plans (See page 280 Checklist 2A-1).

The structure of the NIMS Command allows for branches under Operations to effectively deal with the incident. The Operations Chief activates and supervises the following branches.

**Public Safety**
Public Safety will provide assistance with first priority (life-threatening) tasks: warnings, immediate evacuation of hazardous areas and rescue. In addition, Public Safety will provide for traffic control, access containment and property protection. Public Safety is responsible for providing traffic and crowd control in support of closure plans and protecting critical facilities and supplies. Public Safety assists with the search and closure of damaged buildings and the evacuation of the campus community. Public Safety will work with and coordinate with local law enforcement (See page 283 Checklist 2-B).

**Communications/Dispatch**
The Communications Dispatcher implements and operates an emergency communications network, handles emergency radio traffic, and makes priority emergency notifications. The Communications Dispatcher is responsible for managing, controlling and dispatching all tactical radio and data frequencies used in support of the emergency incident (See pages 289 Checklist 2-C and 291 2C(a)).

**Search and Rescue**
Search and Rescue is responsible for covering predetermined areas of the campus, in established patterns, rescuing any trapped or injured persons and extinguishing any small fires. Search and Rescue coordinates locating endangered, trapped, disabled and/or isolated persons; gains access to persons in need of assistance or rescue according to the established rescue plans; assists the injured to the First Aid Center or sends for help if the person cannot be safely moved (See page 293 Checklist 2-D).

**Medical**
Medical is responsible for setting up and staffing the First Aid Center, assisting the injured by providing first aid, and arranging for hospital transportation. Also, if required, Medical should establish a temporary morgue. The Medical Officer is the point of contact for coordinating the response and deployment of counseling and psychology personnel for critical incident stress management (See page 295 Checklist 2-E).
Health and Safety
Health and Safety quickly identifies hazardous material problems that will or could affect the emergency response. Health and Safety is responsible for coordinating the containment and cleanup of hazardous materials, identifying unsafe conditions for campus facilities, providing warnings and developing measures for assuring personnel safety (See page 299 Checklist 2-F).

Building and Utility
Building and Utility will focus on shutting off and/or restoring essential utilities reducing further hazards; assisting with closing off areas and streets; and clearing debris from roadways and essential areas for emergency equipment and building inspection. Building and Utility is responsible for making safety inspections of all damaged facilities, initially or later. In addition, they are responsible for handling emergency construction or repairs (See page 301 Checklist 2-G).

IT/Telecommunications
IT/Telecommunications will develop a recovery plan to maintain telephone communications and network connection at ISU. They will coordinate with the Operations Chief and Public Safety to ensure maintenance of essential telephone communications and network connection in an emergency, and In addition, IT/Telecommunications will recover and maintain essential computer connections and programs (See page 305 Checklist 2-H).

Planning
The Planning Chief supervises the Planning Section. The Planning Section is responsible for collecting, evaluating, processing and disseminating information; developing the action plan, in coordination with the other sections/functions/teams; and maintaining documentation. In addition, the section maintains information on current and forecast situations and on the status of resources. The functions under the Planning Section are Situation Status, Structural Damage Assessment and Infrastructure Damage Assessment.

Planning Chief
The Planning Chief is responsible for planning ongoing operations, supervising Situation Status and Damage Assessment (both structural and infrastructure). The Planning Chief provides information needed to understand the current situation, predicts probable course of incident events, assists in preparing alternative strategies, controls operations for the incident and coordinates with other staff members.

The Planning Chief directs the collection of information to determine the severity of damage caused by the disaster. The chief writes Action Plans for:

- Control and containment of the emergency
- Surveys of facilities and structures and inspections
- The shutdown and restoration of damaged structures

In addition, the Planning Chief writes After Action Reports, regularly briefs the Incident Commander and supervises the message flow and Emergency Operations Center (EOC) runners.

During the first few hours of an emergency, the President will determine if a state of emergency is warranted. In addition, The President will authorize the official request for assistance and notification to appropriate state and federal agencies.
The Planning Chief supports the management of emergency forces involved with the response to situations associated with emergency (See page 307 Checklist 3-A).

**Types of Intelligence Reporting**
During a disaster, there are three types of intelligence reporting. These types are listed under the Planning Chief's Checklist and are ranked in order of priority of collection.

**FLASH REPORTS**: This is the first series of reports submitted from the first responders and field units to the Emergency Operations Center. Generally, these are verbal via portable radios.

**SITUATION REPORTS**: These reports are more refined and have been confirmed. They provide a clearer picture of the total impact and are the basis for establishing priorities. These should be submitted through channels every two hours with updates.

**DETAILED REPORTS**: Following situation reports, the Emergency Management team at all levels will require a report with more detailed information, particularly resulting from damage estimates and analysis. These reports may be needed for city, county and state emergency operations centers.

**Planning Deputy**
The Planning Deputy is responsible for assisting the Planning Chief with the implementation and management of the Planning Section (See page 308 Checklist 3A-1).

The structure of the Incident Command allows for special support staff under each section, used to effectively deal with the incident. The following support staff positions could be activated and supervised under the Planning Chief.

**Situation Status**
Situation Status is responsible for collecting, verifying and processing all information and intelligence, evaluating and disseminating information throughout the Section and the EOC, and preparing the Situation Status Report and other reports, as requested. Situation Status maintains the status of all University buildings, facilities, operations and posts, and maintains status boards and other Command Center displays (See page 310 Checklist 3B).

**Structural Damage Assessment**
Structural Damage Assessment is responsible for coordinating with the Operations Section and the Building and Utility teams to make initial damage inspections, assess and document damage to buildings and facilities, prepare structural damage assessment reports, post and secure unsafe buildings, mark hazardous areas, and recommend building emergency repairs (See page 312 Checklist 3-C).

**Infrastructure Damage Assessment**
Infrastructure Damage Assessment is responsible for coordinating with the Operations Section and the Building and Utility teams to make initial damage inspections, assess and document damage to telephone and computer systems, prepare infrastructure assessment reports, and recommend emergency repairs or replacement. They will make plans for ongoing operations to include the expected duration and extent of the response effort and initiation of recovery activities and programs (See page 314 Checklist 3-D).

**Logistics**
The Logistics Section is responsible for providing support to the Operations Section. Logistics orders all resources from off-site locations and provides facilities, services, personnel, equipment and materials.
The Logistics section is supervised by the Logistics Chief. The functions under Logistics are Food Services, Facilities, Human Resources and Transportation.

An additional responsibility of the Logistics Section is to develop sources for obtaining material support from resources outside of the jurisdiction involved.

**Logistics Chief**
The Logistics Chief provides all resources and support for the response operation, including procurement, delivery arrangements, and deployment of the resources. Resources may include facilities, transportation supplies, equipment maintenance, food/water/shelter, staffing support, and any services and material in support of the incident.

The Logistics Chief ensures that all emergency expenses are tracked, by site, and that complete and accurate records are provided for Insurance/FEMA Documentation, using the accounting system specified by the Finance Chief. In smaller incidents the Logistics Chief may also be responsible for financial and cost analysis aspects of the incident (See page 317 Checklist 4-A).

**Logistics Deputy**
The Logistics Deputy is responsible for assisting the Logistics Chief with the implementation and management of the Logistics Section (See page 318 Checklist 4A-1).

The structure of Incident Command allows for special units under a section to be established to effectively deal with the incident. For the campus setting, the following units could be activated and supervised under the Logistics Chief.

**Food Services/Shelter**
The Food Services Officer provides food, water and other support for on-site workers and any shelters under the control of campus. Provides for the support of the Emergency Operations Center (EOC); sets up and manages a Rest Station for ISU staff and emergency workers (See page 321 Checklist 4-B).

**Facilities**
The Facility Officer is responsible for assisting the campus in finding facilities for use as student residences, classrooms or administrative space, if necessary, and for setting up and maintaining campus operational facilities. In addition, Facilities assists Food Services and Transportation with sites for rest and shelter areas (See page 323 Checklist 4-C).

**Human Resources**
The Human Resource Officer maintains and provides information to the Incident Commander regarding the status, location and availability of on- and off-duty personnel. The HR officer coordinates with the EOC command to determine staff recall needs, arranges for the recruitment and orientation of any temporary employees, registers, assigns all volunteer workers and technical experts and specialists, initiates, and maintains records on use of volunteers. Receives and processes injury reports, compensation claims and other personnel-related matters (See page 325 Checklist 4-D).

**Transportation**
The Transportation Officer provides transportation for emergency personnel, medical operations, and evacuation of the impaired. Also provides for the support of the Emergency Operations Center (EOC) (See page 328 Checklist 4-E).
Finance
The Finance Section is responsible for all accounting and financial aspects of the disaster and any other administrative requirements. The Finance Section is supervised by the Finance Chief. The functions under this section are Accounting, Insurance/FEMA Documentation and Procurement.

Finance Chief
The Finance Chief sets up the accounting system to be used for the emergency and oversees all accounting and financial aspects of the disaster. The Finance Chief is responsible for supervising Insurance/FEMA documentation as well as documenting the process for the disaster assistance application (See page 330 Checklist 5-A).

Finance Deputy
The Finance Deputy is responsible for assisting the Finance Chief with the implementation and management of the Finance Section (See page 332 Checklist 5A-1).

The structure of the Incident Command allows for special units under a section to be established to effectively deal with the incident. For the campus setting, the following units could be activated.

Accounting Unit
The Accounting Unit provides accounting documentation of all emergency expenses, audits all expenditures and records, and supports the Insurance/FEMA Documentation. This function keeps time records for all personnel involved in the disaster response, obtains, and records all damage cost information by site (See page 334 Checklist 5-B).

Insurance/FEMA Documentation
The Insurance/FEMA Documentation staff initiates, prepares and maintains a documentation package (or binder) that contains the documentation files and records supporting the application process for disaster assistance (See page 336 Checklist 5-C).

Procurement
The Procurement Officer orders, receives, stores, processes and allocates all disaster resources and supplies. Procurement conducts the supply process to ensure reimbursement, keeping careful and complete records according to the specified accounting system. Procurement assists with the deactivation process (See 337 Checklist 5-D).

UNIVERSITY MANAGEMENT & BUILDING COORDINATORS

Deans and Directors
University Management will consist of all directors and deans on campus (See Checklist 6A page Error! Bookmark not defined.)

Building Coordinators
An Administrator, Dean, or Department Head will appoint a specific person as Building Coordinator for every activity under their control.

Building Coordinators and Public Safety will prepare and distribute emergency and evacuation information for the respective buildings to all employees with follow-up discussions, on-the-job training, or further explanation as required. The University will allow time for training employees in emergency techniques such as fire extinguisher usage, fire drills and building evacuation procedures. All University employees are encouraged to obtain basic first aid and CPR training. Contact Public Safety for assistance.
The Building Coordinator will select floor monitors for each floor to assist in emergencies and building evacuations, and develop a building evacuation plan (See page 346 Checklist 6B).

**Information Collection, Analysis and Dissemination**

The Planning Chief provides information needed to understand the current situation, predicts probable course of incident events, assists in preparing alternative strategies, controls operations for the incident and coordinates with other staff members.

The Planning Chief directs the collection of information to determine the severity of damage caused by the disaster. The chief writes Action Plans for:

- Control and containment of the emergency
- Surveys of facilities and structures and inspections
- The shutdown and restoration of damaged structures

In addition, the Planning Chief writes After Action Reports, regularly briefs the Incident Commander and supervises the message flow and Emergency Operations Center (EOC) runners.

**Types of Intelligence Reporting**

During a disaster, there are three types of intelligence reporting. These types are listed under the Planning Chief's Checklist and are ranked in order of priority of collection.

**Flash Reports**

This is the first series of reports submitted from the first responders and field units to the Emergency Operations Center. Generally, these are verbal via portable radios.

**Situation Reports**

These reports are more refined and have been confirmed. They provide a clearer picture of the total impact and are the basis for establishing priorities. These should be submitted through channels every two hours with updates.

**Detailed Reports**

Following situation reports, the Emergency Management team at all levels will require a report with more detailed information, particularly resulting from damage estimates and analysis. These reports may be needed for city, county and state emergency operations centers.

The Public Information Officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources and other matters of interest associated with the emergency.

During an emergency the PIO, with the assistance of the Human Resource Officer, will oversee establishment of a Media Center to provide the rapid release of accurate emergency instructions and information to the general public and campus community through all available means. The PIO is the point of contact for the public and the news media, coordinating releases for the University and with other agencies and holding news conferences as necessary.
The PIO is also responsible for establishing a Rumor Control Center responding to inquiries from relatives and friends outside the impacted area concerning the University and its students.

During an emergency, the Liaison Officer functions as the point of contact for supporting agencies and mutual aid agency representatives (particularly the county/city EOC). The Liaison Officer assists with intergovernmental communications and liaisons. This may include representatives from other law enforcement agencies, fire services, emergency medical providers, Red Cross, Public Works, Coroner’s Office, Health Services, etc.

**Notification Procedures for All-Hazards Emergencies**

Notification of any serious incident taking place on campus will be initiated by senior University officials and implemented by Public Safety using the following methods:

Thru ISU Alerts Automated Notification System which uses the following methods:
- Landlines and cell phones
- E-mail
- Text messaging
- University homepage and the Public Safety homepage
- Campus-wide exterior and interior Public Address Systems
- Facebook and Twitter

By Other Methods As Needed:
- University closure phone line
- Using staff to make physical contact at each building
- Vehicle and hand held public address systems
- KISU radio (Station 91.1fm)
- Public and private television stations
- ISU campus information radio station (station 1610 am)

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

**Incident Action Plans**

Incident Action Plans (IAPs) ensure that everyone is working in concert toward the same goals set for that operational period by providing all incident supervisory personnel with direction for actions to be taken during the operational period identified in the plan. Incident Action Plans provide a coherent means of communicating the overall incident objectives for both operational and support activities. They include measurable strategic objectives to be achieved in a time frame called an Operational Period. They may be verbal or written except for hazardous material incidents where it must be written, and are prepared by the Planning Section in coordination with the Incident Commander and EOC Manager.

Equally important, the IAP facilitates dissemination of critical information about the status of response assets themselves. Because incident parameters evolve, action plans must be revised on a regular basis (at least once per operational period) to maintain consistent, up-to-date guidance across the system.

The following should be considered for inclusion in an IAP:
Incident goals (where the response system wants to be at the end of response)
Operational period objectives (major areas that must be addressed in the specified operational period to achieve the goals or control objectives)
Response strategies (priorities and the general approach to accomplish the objectives)
Response tactics (methods developed by Operations to achieve the objectives)
Organization list with ICS chart showing primary roles and relationships
Assignment list with specific tasks
Critical situation updates and assessments
Composite resource status updates
Health and safety plan (to prevent responder injury or illness)
Communications plan (how functional areas can exchange information)
Logistics plan (e.g., procedures to support Operations with equipment, supplies, etc.)
Responder medical plan (providing direction for care to responders)
Incident map (i.e., map of incident scene)
Additional component plans, as indicated by the incident.

After Action Reports

Requirements and Regulations

The completion of an After Action Report is part of the required ICS reporting process.

Functions of After Action Reports

An After Action Report serves the following important functions:
- Source for documentation of response to real world event and exercise activities.
- Identification of problems/successes during emergency or training operations.
- Analysis of the effectiveness of ICS components.
- Describes and defines a plan of action for implementing improvements.

Responsibility for After Action Reports

The University office in command (or designee) of the emergency or exercise will be responsible for completing the After Action Report. Other members of the ICS organization may also be required to complete reports respective to their assignment. The University official will distribute the report as needed.

Contents of After Action Reports

After Action Report Outline
- Introduction and Background.
- Type/location of event/drill/exercise.
- Description of event/drill/exercise.
- Chronological summary of event/drill/exercise.
- Response from outside emergency services (as appropriate): Include a summary, conclusions, the field response, and other local, operational area, regional, state or federal response.
- Interacting Systems, Agencies and Programs: Include mutual aid systems (law enforcement, fire/rescue, medical, etc.); cooperating agencies (utilities, Red Cross, University departments, etc.); telecommunications and media interactions.
- Improvements, Conclusions, Recommendations: As applicable, include a description of actions taken, assignments, associated costs or budget, timetable for completion or correction, and follow-up responsibility.
- Training needs.
- Recovery Activities (as applicable).
- References: Maps, charts, training materials, etc.

**After Action Report Supporting Documents**
Many types of documentation might be included. Some recommended types include the following:
- Action plans written during operational activities or training exercises.
- ICS/EOC Forms.
- Unit activity logs and journals.
- Written messages.
- Function and position checklists.
- Public information and media reports.
- FEMA-developed forms.
- Other forms or documents used during an emergency or training exercise.
Communications

Purpose
The purpose of the Communications Plan is to establish the procedure by which emergency communications will be conducted at ISU during emergencies and disasters. During a disaster ISU will establish an Emergency Operations Communication Center. The Center will establish and maintain communications with Pocatello Dispatch and/or the Pocatello and Bannock County EOC, and help maintain communications on campus.

Responsibilities

Public Safety
The Public Safety Department is responsible for the general oversight of emergency communications that may include:

Establishing an Emergency Operations Center;

Identifying the total number of portable radios available at the University;

Coordinating the assignment and use of radios and radio frequencies during an emergency;

Identifying the number of cellular phones available at the University;

Coordinating with Telecommunications to establish priority phones, to return the phone system to use and to maintain a UPS (uninterrupted power supply) for the phones;

Coordinate with Facilities Services electricians to use portable generators to maintain radio and telephone systems;

Coordinate with city, county, and state agencies to establish communication links and radio frequencies to be used during emergencies/disasters.

Telecommunications

1. Develop a recovery plan to maintain telephone communications at ISU;

2. Coordinate with Public Safety to ensure essential telephone communications is maintained in an emergency.

3. Radio Communications

   — ISU uses four radio frequencies that are serviced and maintained by the State of Idaho Communications Bureau.
— Public Safety has a repeater with a four-hour battery backup, the maintenance repeater does not.
— Public Safety has approximately 20 hand-held radios, 6 vehicle mobile radios and a base station.
— Public Safety has radio communications with the Pocatello Police and Fire on the 700 MHz frequency.
— Public Safety can communicate with Bannock County and the Idaho State Police.
— Facilities Services has approximately 10 hand-held portable radios and a base station.
— Holt Arena has 15 hand-held radios and Housing Maintenance has seven hand-held radios. The Student Union has approximately eight two-way radios.
— Bus Operations have their own radio system that operates on 800 MHz. They have 12 mobile radios and 5 hand-helds. The hand-helds have telephone interface.
— ISU has radios that have interface capability with the Pocatello Fire Department OPS Center and with the Bannock County EOC.

4. Cellular Phone

— Bus Operations, Facilities Services Maintenance, and Public Safety have a total of 19 cellular phones. Public Safety has three satellite phones.
— Telecommunications has three cellular "loaner" phones.

5. Mobile Emergency Operations Center

— There is no Mobile Emergency Operations Center, at this time. ISU Maintenance has a white tent with heat and electrical that we will utilize during an emergency.

6. Emergency Operations Center

— An Emergency Operations Center will be established as outlined on Page 29 of this Plan.

7. Inter-Agency Communication

— Public Safety will coordinate communications between ISU and the city, county, or state emergency command centers by radio and telephone.
Administration, Finance and Logistics

Administration
The President’s Executive Policy Group is responsible for providing policy and support to the Incident Commander with official executive actions, liaison to other agencies and representation to the community and elected officials, as practical. Members of the President’s Executive Policy Group will consist of The VP for University Advancement, the Provost and Vice President of Academic Affairs, the Financial VP, the VP for Student Affairs, VP for Research, the University Attorney, and the Director of Human Resources.

Finance
The Finance Section is responsible for all accounting and financial aspects of the disaster and any other administrative requirements. The Finance section is supervised by the Finance Chief. The functions under this section are Accounting, Insurance/FEMA Documentation and Procurement.

Logistics
The Logistics Section is responsible for providing support to the Operations Section. Logistics orders all resources from off-site locations and provides facilities, services, personnel, equipment and materials. The Logistics section is supervised by the Logistics Chief. The functions under Logistics are Food Services, Facilities, Human Resources and Transportation.

An additional responsibility of the Logistics Section is to develop sources for obtaining material support from resources outside of the jurisdiction involved.
Training and Exercise Program

Idaho State University’s Department of Public Safety has developed a training and exercise program to support the four mission areas of Prevent, Protect, Respond and Recover. This program has been developed to help ISU measure the effectiveness of our Emergency Response Plan and to support enhancing internal campus capabilities in both emergency management and incident response.

ISU’s Department of Public Safety will coordinate and provide appropriate levels of training to administration, faculty and staff to ensure that individuals, based on their campus roles and responsibilities, are adequately trained in emergency management and incident response concepts and principles thereby maintaining compliance with core national emergency response standards found in the National Incident Management System (NIMS).

ISU’s Training and Exercise Program will:

1. Meet National Incident Management System (NIMS) compliance requirements;

2. Provide NIMS core curriculum to ensure a NIMS/ICS baseline is established which provides a foundation for higher-level training as required.

3. Conduct an annual training and exercise needs assessment. At the beginning of every year an Exercise/Training Needs Assessment form will be distributed to the Safety Committee for completion. Using the results from the assessment tool, planners will identify any training requirements or requests to be conducted by ISU’s key response personnel. The assessment will also be used in developing a five year exercise calendar for ISU’s three main campuses (Pocatello, Idaho Falls and Meridian).

4. Include training and exercises provided through Local Emergency Planning Committees.

5. Utilizing the building block approach and based on goals and objectives, conduct discussion based or operational exercises across the institution to: 1) demonstrate new capabilities gained through training; 2) validate plans, policies and procedures; 3) demonstrate proficiency on equipment; 4) and to address improvement planning through application of lessons learned. Some type of exercise will be held at least annually, with full scale exercises held at least once every two to three years.

6. Ensure all exercises are Department of Homeland Security Exercise and Evaluation Program (HSEEP) compliant;

7. Address all-hazards threats through objective based exercises using directives found in the Core Capabilities List.

Training
Required basic training for all key emergency response personnel based on qualification guidance for individual positions to ensure they are adequately trained and capable of implementing core competencies:

**IS 100.b Introduction to Incident Command System**

**IS 700.a National Incident Management System (NIMS), an Introduction**

Suggested training for all key emergency response personnel and key ISU Administration (i.e., President, Vice Presidents, Deans, Chairs, Directors, etc.):

**AWR- 123 Homeland Security Planning for Campus Executives (when available, as needed)**

**IS 200.b ICS for Single Resources and Initial Action Incidents**

**IS 800.b National Response Framework, an Introduction**

**ICS 300 Intermediate ICS for Expanding Incidents**

**ICS 400 Advanced Incident Command**

Any on-line FEMA EMI courses: [http://training.fema.gov/IS/](http://training.fema.gov/IS/)


All training will be conducted by the following: FEMA’s EMI; or local, county, state and other federal agencies based on course requirements. In addition, ISU will utilize the Idaho’s Learning Management System (LMS) to maintain an awareness level of available course offerings appropriate to ISU’s key emergency response personnel, using the training and exercise calendar found on the LMS website.

Besides using the LMS website to identify training opportunities, ISU will use the system to assist in tracking and maintaining records of training taken by ISU emergency response personnel. ISU Public Safety will also maintain a set of records of all required training completed by key emergency response personnel.

ISU will maintain and retain the training records for each individual until they are terminated or resign plus three years (per the State Board of Education guidelines). Idaho’s LMS records will be kept according to the State’s retention schedule.

Any training deficiencies identified through real world events and/or exercises, as documented in After Action Report Improvement Plans, or through the Exercise/Training Needs Assessment forms will be addressed and scheduled, as needed.

**Exercises**

With assistance from ISU’s Department of Public Safety, ISU’s campus Safety Committee and utilizing the information obtained from the Exercise/Training Needs Assessment tool, the three ISU campuses (Pocatello, Idaho Falls and Meridian) will develop a five year exercise schedule to ensure each campus completes a minimum of one HSEEP compliant exercise per year. The schedule will be reviewed and updated every October to ensure the schedule is always looking five years into the future.

Based on the needs assessment tool and the five year schedule, exercises will be held annually with full-scale exercises held at least every two to three years. Each exercise will be HSEEP compliant and an After Action Report (AAR) along with an Improvement Action Plan (IAP) will be completed for each exercise using the HSEEP AAR/IAP template. The AAR/IAP will be distributed to key ISU personnel involved in the exercise along with any local partners/agencies involved in the exercise. Any training deficiencies found

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through the AAR’s Improvement Plan will be forwarded to ISU Public Safety to address and schedule the needed training.

**Plan Development and Maintenance**

The ISU Emergency Response Plan is designed for efficient update and additions. ISU’s Director of Public Safety has been assigned to review and update the plan and implement revisions on a continual basis. A thorough annual review will be completed during May and June to include the following items:

- Members of the Incident Command Team
- ISU Emergency Response Assignments List
- ESF’s

Once the annual review is completed, The Director of Public Safety will distribute the plan to stakeholders listed on Page 3 of this plan for their approval. All changes will be documented on the “Record of Changes” table located on Page 4 of this plan.

This plan supports and is integrated with site operations. Public Safety will update sections of the plan with minor modifications when there are changes to the ISU organization, systems, significant procedural changes and/or additional or new functional positions.

Individuals with emergency assignments are to review their procedures and related information any time the plan is activated, whether simulated drill or actual response. Public safety will then revise individual support function annexes as needed. As we add additional pages, they will only affect the "Part" they are in. The Parts are separate sections and can easily be updated and reprinted as changes occur. Additionally, individual users are encouraged to add supplemental materials to their support annex information to create complete "response ready" documents. Individuals will use their support annex checklist as worksheets. They can reprint the checklists at any time.
Authorities and References

This plan complies with the Governor’s Executive Order 2010-09 “Mitigation, Response and Recovery Functions.” Link: http://gov.idaho.gov/mediacenter/execorders/eo10/eo_2010_09.html

The following Idaho statutes specifically address aspects of emergency management and acts of terrorism:

- The Terrorist Control Act, Idaho Code §18-8101.
- Idaho Code 33-107(4)(c) Delegation of Authority to University Presidents by State Board of Education.
- ISU Policies and Procedures, Section II Organization; Section I State Board of Education Part A(6) and Section II Institutional Governance, Part A (1).

The following Federal laws specifically address aspects of emergency management and acts of terrorism:

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended, Public Law 93-288 as amended, and related authorities.
- The Post Katrina Regulations (CFR) 44, Emergency Management and Assistance.

ISU will stay informed of all federal, state and local regulations and codes applicable to emergency management and preparedness planning by maintaining subscriptions to various magazines, websites and email listservs (i.e., Federal Emergency Management Agency Daily Digest Bulletin, International Association of Campus Law Enforcement Administrators, Disaster Resilient Universities (dru), Campus Safety magazine, Security on Campus, First Responders.gov, ISU’s Government Relations Office, etc.).
II EMERGENCY SUPPORT FUNCTION (ESF) ANNEXES

ESF #1 – Transportation

Primary Agencies: ISU Transportation Services Department
Support Agencies: ISU Public Safety
Pocatello Transit
Bannock County Road & Bridge
Idaho Transportation Department (ITD)

Introduction

Purpose

The purpose of ESF 1 is to provide transportation for emergency personnel, medical operations, and evacuation. Also provides for the support of the Emergency Operations Center (EOC).

Scope

ESF 1 Transportation support includes

- Determine the needs of the EOC staff and field staff.
- Coordinate with the Procurement Officer to obtain and arrange for delivery and distribution of the needed resources.
- Provide information and recommendations to the Planning Chief.
- Take an inventory of ISU vehicle resources and fuel supplies.
- Be prepared to provide transportation, resources as requested. Be sure to include a licensed driver with buses and trucks.
- Provide for support for the EOC.
- Arrange for the use of ISU transportation vehicles and drivers.
- Compile personnel information for Insurance/FEMA documentation.
- Assist with the deactivation process.

Policies

ISU’s Transportation Services Department is the primary ESF 1 agency on campus. The Department will prepare and maintain call lists for department contact personnel, transportation services, repair equipment inventory, and local vendors. ESF 1 will keep the Planning Chief and EOC staff apprised of activities, actions, and status.

Situation and Assumptions

Disaster Condition
There are several emergencies that could require transportation support to include floods, earthquakes, severe storms, hazardous material spills, and bio-terrorism/bomb/terrorist/active shooter threats. A major disaster could severely damage transportation in the impact area. Local and campus transportation activities could be hampered by damaged facilities, equipment, and infrastructure, as well as by disrupted communications. At the same time, a disaster will create a significant demand on University resources to provide relief and recovery. Local, county and state assistance may be required to meet these demands for essential services, as well as clearing and restoring the transportation system on campus.

Planning Assumptions

- Spontaneous evacuation will occur when there is sufficient warning of a threat. Some of the people at risk will evacuate before being told to do so.
- Some people will refuse to evacuate no matter what the threat. Evacuation will be primarily by private vehicle.
- Public Transportation will also be required.
- Evacuation in emergency situations that occur with little or no warning will be implemented on an as needed basis. The individual responsible for implementing evacuation is the on-scene incident commander, with support arranged through the EOC as necessary. Evacuation instructions will be based on known or assumed health risks associated with the hazard.
- Roadways may be damaged making it difficult to evacuate areas at risk.
- Landslides may block evacuation routes.

Concept of Operations/Responsibilities

General

Transportation Services Shop Foreman, or designee, will head ESF 1. ESF 1 will provide transportation for emergency personnel, medical operations, and evacuation. In addition ESF 1 will provide for the support of ISU’s Emergency Operations Center (EOC).

Organization

- The ISU President, or his designee, will direct the EOC Manager to activate ESF1.
- At the direction of the EOC Manager and Logistics Section Chief, ESF 1 will be activated.
- ESF 1 will keep the EOC Manager and EOC Staff apprised of activities, actions and status.
- The Transportation Services Shop Foreman, as ESF 1 will, in coordination with the Logistics Section Chief and the EOC Manager, make recommendations on the need to relocate vulnerable populations, and will assist in maintaining evacuation routes by removing debris and conducting temporary repairs.
The Logistics Chief in coordination with the Incident Commander will coordinate all evacuation route repair work and relocation of residents and visitors with ESF1, ESF 3 Public Works, and ESF 6 Mass Care.

City, county and private agencies will assist with relocation of faculty, staff, students and visitors on campus, as requested by ESF 1 (at the direction of EOC).

Security, functioning as ESF 13, will provide traffic control during evacuee movement to mass care facilities.

ESF 15 External Affairs Public Information Officer, in coordination with ESF 1, will make public announcements about status of transportation on campus.

Notification

ESF 1 will be notified by the EOC Manager, Dispatch or Logistics Chief by any means available (i.e., phone, email, pager, etc.).

ESF 1 will notify support personnel on an as needed basis, if requested to do so.

Response Actions

Initial

Check in with the Logistics Chief.

Determine the needs of the EOC and Field Staff.

Coordinate with Purchasing Officer to obtain and arrange for delivery and distribution of the needed resources.

Develop an Action Plan for operation of Transportation Services. Provide information and recommendations to the Planning Chief.

Take an inventory of ISU vehicle resources and fuel supplies.

Be prepared to provide transportation resources as requested. Be sure to include a licensed driver with buses and trucks.

Continuous

Determine status and location of all campus owned vehicles and drivers.

Determine status of fuel storage pumps and determine if they are operable. If not, proceed to make necessary repairs, supply emergency power, etc.

Determine spare parts inventory and establish repair schedule for damaged vehicles.

Stage all available vehicles at a designated location.
• Determine probable requirement for vehicle use during the anticipated duration of the emergency.

• When directed by EOC, request additional transportation resources as necessary through city, county or private rental agencies.

• When directed by EOC, request through city, county or private concerns heavy-duty equipment as necessary, e.g.: earthmovers, forklifts, tractor-trailers, cranes.

• Provide equipment operators as needed.

• Have the Facility Officer arrange building for operations, place signs, etc.

• Dispatch vehicles and equipment as requested by the EOC. Ensure the Finance Chief is aware of any direct arrangements made with off campus vehicles and/or equipment providers.

• Keep a log of your activities. Support Insurance/FEMA Documentation files with video/photographs and source documents; time records, field notes, etc.

• Provide information and recommendations to Planning Chief for the After Action Report.

(See Checklist 4E for more information).
ESF #2 – Communications and Emergency Notification

Primary Agencies: ISU Department of Public Safety

Support Agencies: ISU Dispatch Center
ISU Information Technology Services
ISU Telecommunications Department
Pocatello Police Department Dispatch
Pocatello Operations Center
County 911 Center
Pocatello Fire Department

Introduction

Purpose

ESF 2 provides direction for establishing, maintaining, and augmenting communications and warning systems during emergency response operations on campus. During a disaster ISU will establish an Emergency Operations Communication Center. The Center will establish and maintain communications with Pocatello Dispatch and/or the Pocatello and Bannock County EOC, and help maintain communications on campus.

Scope

Communications are essential for adequate response to, and recovery from, emergency situations. ESF 2 describes the communications and warning systems that are available on campus for the uninterrupted flow of information during the response and recovery phase of a disaster.

Policies

ESF 2 will:

- Acquire, organize, coordinate, and deploy communications equipment, personnel, and resources to re-establish and/or restore communications/telecommunications capabilities on campus following a disaster impact. Critical campus facilities will be given priority service.

- Identify campus communications facilities, equipment, and personnel located in and outside the affected area(s) on campus that could be made available to support recovery efforts.

- Identify actual and planned actions of campus and local communications/telecommunications companies and providers to restore services.

Situation and Assumptions

Disaster Condition
There are several emergencies that could require communication and warning system activation to include floods, earthquakes, severe storms, hazardous material spills, and bio-terrorism, bomb/terrorist/active shooter threats.

Planning Assumptions

Communications
Communications needs during a disaster may exceed normal capabilities. Telephone service may be interrupted or terminated. Radio communication assistance may be available through city/county/public entities. Geographic and weather conditions can limit communications.

Radio Communications:

- ISU uses three radio frequencies that are serviced and maintained by the State of Idaho Communications Bureau.
- Public Safety has a repeater with a four-hour battery backup, the maintenance repeater does not.
- Public Safety has approximately 20 hand-held radios, 6 vehicle mobile radios and a base station.
- Public Safety has radio communications with the Pocatello Police on the Public Safety frequency and the PPD frequency.
- Public Safety can communicate with Bannock County and the Idaho State Police.
- Facilities Services has approximately 10 hand-held portable radios and a base station.
- Holt Arena has 15 hand-held radios and Housing Maintenance has seven hand-held radios. The Student Union has approximately eight two-way radios.
- Bus Operations have their own radio system that operates on 800 MHz. They have 12 mobile radios and 5 hand-held radios. The hand-held radios have telephone interface.
- ISU has radios that have interface capability with the Pocatello Fire.

Cellular Phone:

- Bus Operations, Facilities Services Maintenance, and Public Safety have a total of 19 cellular phones. Public Safety has three satellite phones.
- Telecommunications has three cellular “loaner” phones.

Mobile Command Center:

- ISU Public Safety has established a Mobile Command Center, equipped with radio and telephone communications.

Emergency Operations Center:

- Emergency Operations Centers (EOC) have been established on all three campuses. See the EOC Annex for more information.

Inter-Agency Communication:

- Public Safety will coordinate communications between ISU and the city, county, or state emergency command centers by radio and telephone.
**Emergency Notification**

- Time available for campus emergency notification may vary from ample to none.
- The extent of the warning is dependent on the scale of the emergency.

**Concept of Operations/Responsibilities**

**General**

During a disaster or emergency ISU will be established as a branch of the city disaster system and will establish a branch Emergency Operations Communication Center. The Center will establish and maintain communications with the Pocatello Operations Center and maintain communications on campus.

The ISU President, or his designee, will direct the EOC Manager to activate ESF2.

**Communications**

**Public Safety:** The Public Safety Department is responsible for the general oversight of emergency communications that may include:

- Establishing an Emergency Operations Center;
- Identifying the total number of portable radios available at the University;
- Coordinating the assignment and use of radios and radio frequencies during an emergency;
- Identifying the number of cellular phones available at the University;
- Coordinating with Telecommunications to establish priority phones, to return the phone system to use and to maintain a UPS (uninterrupted power supply) for the phones;
- Coordinate with Facilities Services electricians to use portable generators to maintain radio and telephone systems;
- Coordinate with city, county, and state agencies to establish communication links and radio frequencies to be used during emergencies/disasters.

**Telecommunications**

- Develop a plan to maintain telephone communications at ISU;
- Coordinate with Public Safety to ensure essential telephone communications is maintained in an emergency.

**Emergency Notification**

Notification of any serious incident taking place on campus will be initiated by senior University officials and implemented by Public Safety using the following methods:
By campus-wide exterior and interior Emergency Notification Systems
By the automated telephone message system
by phone tree
by e-mail
by University homepage and the Public Safety homepage
by the University closure phone line
by using staff to make physical contact at each building
by vehicle and hand held public address systems
by using KISU radio (Station 91.1fm)
by using public and private television stations
by using the ISU campus information radio station (station 1610 am)
through Facebook and Twitter

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

Organization

- The ISU President, or his designee, will direct the EOC Manager to activate ESF2.
- At the direction of the EOC Manager and in coordination with the Operations Section Chief, ESF 2 will be activated.
- The Public Safety Management Assistant is responsible for the general oversight of the emergency communications section of the EOC and supervises the personnel assigned to it.
- The Chief Information Officer for ISU's Information Technology and the Manager for Networking and Telecommunications will be responsible for general oversight of the IT/Telecommunications section of the EOC and supervise the personnel assigned to it.
- The Communications Dispatcher implements and operates an emergency communications network, handles emergency radio traffic, and makes priority emergency notifications. The Communications Dispatcher is responsible for managing, controlling and dispatching all tactical radio and data frequencies used in support of the emergency incident.
- IT/Telecommunications will develop a recovery plan to maintain telephone communications and network connection at ISU. They will coordinate with the Operations Chief and Public Safety to ensure maintenance of essential telephone communications and network connection in an emergency, and In addition, IT/Telecommunications will recover and maintain essential computer connections and programs.
- ESF 2 will establish and maintain liaison with the other ESF’s.
- ESF 2 will coordinate communications and emergency notification activities with federal, state, county and/or local EOCs.

Notification

- Upon receipt of notification of any disaster or emergency, dispatch will immediately notify the Officer on Duty, the Incident Commander and/or the EOC Manager. All other notifications will be directed by the Incident Commander and EOC Manager.
Manager will work with University officials to determine the need to sound any warning systems or activate any other notification systems.

- If communications with the Incident Commander and/or EOC Manager cannot be established, the Associate VP of Facilities Services or his designee will determine whether emergency notification is necessary and give the authorization to begin emergency notification.

**Response Actions**

**Initial**

**Communications:**

- Make contact with the Operations Chief with a list of team members and obtain equipment and assignments.

- Immediately assess the communication capabilities (telephone, radio, CCTV, computer networks, etc.) and set up the emergency communications system.

- Initiate Priority Notifications:
  - Incident Commander
  - Key emergency managers and administrators
  - Additional Public Safety staff

- Establish a priority communication network with any Field Command Post that has been established.

- Develop an Action Plan for operation of the Communication Center. The plan should have contingencies for:
  - Separating radio operations and telephone operations.
  - Maintaining status boards of staging areas, medical operations, and evacuation assembly sites.
  - Tracking the use of radio equipment.
  - Long-term operations.

- Provide information and recommendations to the Planning Chief.

- Receive and forward to the Logistics Chief information such as notifications, warnings, and other communications.

- Assist with staff recall, as needed.

- When advised, establish and maintain communications with other agencies, as appropriate, beginning with the Operational Area EOC (county).

- Assign and distribute communications equipment, as available.

- Assist departments and organizations with communications, as possible.

- Estimate the duration of the response and develop plans for replacing human and physical resources.
IT/Telecommunications:

- Determine the number of personnel available to respond.
- Make contact with the Operations Chief with the list of team members and to obtain equipment and assignments.
- Develop an Action Plan to establish telecommunications and network connectivity. Provide information and recommendations to the Planning Chief.

Emergency Notification:

- Notification of any serious incident taking place on campus will be initiated by senior University officials and implemented by Public Safety.
- The ENS Chief, in conjunction with the Incident Commander, will activate the outdoor and indoor emergency notification systems and the automated telephone message system.
- Public Safety personnel, in coordination with the EOC Manager, will activate other notifications systems, as necessary, to include:
  - By campus-wide exterior and interior Emergency Notification Systems
  - By the automated telephone message system
  - by phone tree
  - by e-mail
  - by University homepage and the Public Safety homepage
  - by the University closure phone line
  - by using staff to make physical contact at each building
  - by vehicle and hand held public address systems
  - by using KISU radio (Station 91.1fm)
  - by using public and private television stations
  - by using the ISU campus information radio station (station 1610 am)
  - through Facebook and Twitter

Continuous Communications:

- Serve as the central point for receiving and sending communications.
- Assist with staff recall.
- Assess communication capabilities and make recommendations.
- Assign and distribute communications equipment.
- Provide the EOC with communications, including runners, and establish communication links with other agencies.
- Assist the campus with communications.
• Keep a log of your activities. Support Insurance/FEMA Documentation files with video/photographs and source documents; time records, field notes, etc.

• Provide information and recommendations to Planning Chief for the After Action Report.

**IT/Telecommunications:**

• Coordinate with the Operations Chief and Public Safety to ensure/maintain essential computer programs/connectivity is available. Keep the Operations Chief briefed.

• Keep a log of your activities. Support Insurance/FEMA Documentation files with photographs and source documents; time records, field notes, etc.

• Provide information and recommendations to Planning Chief for the After Action Report.

**Emergency Notification:**

• ESF 2 will coordinate with the ESF 15 External Affairs Public Information Officer to ensure pertinent warning information is provided to the media.

• All Task Departments/General Staff Sections will alert employees.

See pages 289 [Checklist 2C](#) and 291 [2C(a)](#) for Dispatch Communications and 305 [2H](#) IT/Telecommunications).
**ESF #3 – Public Works and Engineering**

**Primary Agencies:** Facilities Services, M&O Supervisor/Shops Supervisor

**Support Agencies:** Public Safety  
Other Entities within Facilities Services  
Purchasing  
Finance  
Technical Safety Officer  
Risk Management  
City/County Road and Bridge Departments  
City/County Planning and Zoning Departments

**Introduction**

**Purpose**

Building and Utility will focus on shutting off and/or restoring essential utilities reducing further hazards; assisting with closing off areas and streets; and clearing debris from roadways and essential areas for emergency equipment and building inspection. Building and Utility is responsible for making safety inspections of all damaged facilities, initially or later. In addition, they are responsible for handling emergency construction or repairs.

**Scope**

ESF 3 will:

- Inspect and document damage to facilities, in accordance with Structural Damage Assessment.
- Inspect utility systems and turn off utilities, when necessary.
- Assist with closing off areas and streets, debris clearance for emergency equipment, and building inspection.
- Assist Search and Rescue with the securing of utilities and initial inspection for structural integrity.

**Policies**

Facilities Services is the primary ESF 3 agency. The department will prepare and maintain lists for contact personnel, and equipment inventory. All other supporting agencies will assist the Facilities Services personnel within ESF 3. ESF 3 will keep the Operations Chief and the EOC Manager apprised of activities, actions, and status.

The ESF Support Groups will provide extra personnel and vehicles and help establish a facility that is essential to their operation for emergency use, including pre-positioning resources.
Situation and Assumptions

Disaster Condition

- A major or catastrophic disaster will cause unprecedented property damage to campus buildings, housing units, roads, etc. Many may have to be destroyed or reinforced, demolished or isolated, to ensure safety. Parking lots, streets and other forms of transportation will be damaged or unusable, with significant quantities of debris hindering recovery efforts. Utilities will be damaged and may be partially or fully inoperable.

- In the event of a disaster, many response personnel will be unable to perform their prescribed emergency duties. Equipment in the immediate disaster area may be damaged or inaccessible. Resources may be limited in the immediate disaster area.

- Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure a timely, efficient and effective response, and that efforts do not conflict.

Planning Assumptions

- Assistance may be needed in clearing debris, performing damage assessments, structural evaluations, emergency repairs to campus facilities and housing units, and meeting basic human health needs for campus community.

- Roads into the campus, campus roads and parking lots must be cleared to allow access to any affected areas on campus.

- Conducting preliminary needs and damage assessments of the affected area(s) on campus will be necessary to determine potential workload.

- Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities.

- ESF 3 (Facilities Services) will provide an inventory of available vehicles, personnel and materials located at Facilities Services that can be access during an emergency, to ESF 5 Emergency Management (Public Safety) on an annual basis.

- Each agency is responsible for 24 hour staffing for the duration of the event.

Concept of Operations/Responsibilities

General

The M&O Supervisor, along with the Shops Supervisor, of Facilities Services will head ESF 3. This person or persons will identify which support agencies for ESF 3 is needed. ESF 3 will respond to campus
requests for public works and engineering assistance. The representatives will respond to the ISU EOC to assume ESF 3 responsibilities.

**Organization**

- The ISU President, or his designee, will direct the EOC Manager to activate ESF3.

- At the direction of the ISU EOC Manager and in coordination with the Operations Section Chief, ESF 3 will be activated.

- The primary department for ESF 3 is Facilities Services. ESF 3 will coordinate with supporting departments and agencies, conduct damage assessments, orchestrate debris removal, and restore access and infrastructure. ESF 3 and its supporting agencies will provide, as requested by the ISU EOC, personnel, engineers, equipment, operators, and materials.

- ESF 3 will work with city/county planning and zoning agencies to identify damaged facilities that may be designated as immediate hazards to public health and safety, alert the campus and surround community of unsafe facilities on campus, and provide input on the appropriateness of demolition or stabilization of damaged University facilities.

**Notification**

- ESF 3 will be notified by the EOC Manager, Dispatch or Operations Chief by any means available (i.e., phone, email, pager, etc.).

- ESF 1 will notify support personnel on an as needed basis, if requested to do so.

**Response Actions**

*Initial*

- Make contact with the Operations Chief with the list of team members and to obtain equipment and assignments.

- Establish communications with their appropriate field personnel to determine the number of personnel available to response and to ensure they are ready for timely response.

- Coordinate with support departments and agencies to establish priorities and develop strategies for initial response.

- Coordinate with support departments and agencies to identify available resources, personnel and equipment.

- Assist Search & Rescue Officer with the securing of utilities and initial inspection for structural integrity.

- Develop an Action Plan for Building & Utility operations. Provide information and recommendations to the Planning Chief. The plan should have contingencies for: Shutting off gas, power and broken water lines.
Restoring utilities to emergency operations.
Providing protective equipment and clothing.
Sanitation issues.
Clearing streets and areas for emergency vehicles and equipment.
Inspection of buildings.
Installing lighting for night operations.
Emergency construction to sustain the emergency operation.
Implementing construction and engineering mutual aid.

- In the event of a disaster such as an earthquake, all ISU buildings will need to be inspected for damage. Safety assessment forms will need to be completed and turned in to the Emergency Operations Center (EOC), ISU branch. Whether or not there is damage, each building should be posted with inspection stickers, available from the ISU branch EOC.

- Sanitation will be directed via the chain of command to provide adequate stations based on the extent of the damage to the campus in relation to the surrounding community and the campus population at the time.

- On-Call Maintenance will have and maintain a current list of contacts.

**Procedure for Building Inspection**

- Examine the entire outside of the structure. Check the ground in the general area of the structure for fissures, bulged ground, or signs of slope movement.

- Ordinarily, enter a building only if the structure cannot be viewed sufficiently from the outside or when there is suspected or reported problem such as gross non-structure distress (e.g., fallen ceiling or badly damaged partitions visible from the outside). **Do not enter obviously unsafe structures.**

- Evaluate the structure using criteria on the INITIAL (Rapid) *Safety Assessment Form*. When a building’s structure is questionable, it should be scheduled for a more detailed evaluation, using the DETAILED *Safety Assessment Form*.

- Post a Building Inspection Sticker. Do this even on undamaged buildings so that those who wish to enter will see that it is safe to do so. There are three types of stickers: Inspected Safe to Enter (green), Limited Entry (yellow), and Unsafe (red). **Make sure exits are clear.**

**Continuous**

- Keep the Operations Chief briefed.

- Keep a log of your activities. Support Insurance/FEMA Documentation files with video/photographs and source documents; time records, field notes, etc.

- Inspect and document damage to facilities, in accordance with Structural Damage Assessment.

- Report the results of assignment operations to the Situation Status Officer under the Planning Section (injuries, deaths, etc.).

- Inspect utility systems and turn off utilities, as necessary.

10/06/2014
• Check for chemical and electrical hazards.

• Assist with closing off areas and streets, debris clearance for emergency equipment, and building inspection.

• Review initial reports on facility damage and recommend action required to the EOC to evacuate severely damaged areas. Report what repairs are necessary to remaining facilities.

• Report:
  - Any damage/hazards and general conditions on campus to the EOC.
  - Roads that are impassable.
  - Alternate routes that are available.
  - Buildings that are safe for usage.
  - Buildings that are unsafe for usage.
  - Parking lots, fields that can be used as holding areas for supplies, people, etc.

• Request information regarding damage or debris problems.

• Report injuries to the EOC.

• Keep Planning advised of information reported from field personnel.

• Determine resources required for emergency repair and debris clearance:
  - City/County
  - Local contractors
  - Local school system
  - Other universities/colleges in the area
  - ISU’s Engineering Department

• Track resources committed to specific missions for possible redeployment if necessary.

• Arrange for contractor assistance through Logistics Chief.

• If closure is ordered, implement closure procedures.

• Provide Finance Chief with estimated damage/loss costs to facilities, roads, and other property.

• Provide information and recommendations to Planning Chief for the After Action Report.

• See Pages 301 2G Building & Utility; 312 3C Structural Damage Assessment; and page 314 3D Infrastructure Damage Assessment for disaster specific actions.

NOTE: ESF 3 will use the following criteria to determine road clearance priorities:

Primary consideration will be clearing roads for life safety needs, i.e., enable teams to conduct search and rescue, medical support, and assess critical facilities.
Second, clearing roadways and debris removal, provided access for outside assistance including resource staging areas, Disaster Recovery Centers, and so forth. Third, return to normalcy.

**Recovery Actions**

ESP 3 will:

- Review restoration and recovery actions and activities to ensure recovery and restoration strategies remain current.
- Evaluate debris removal activities, and open roadways and parking lots on campus.
- Contact city/county officials regarding temporary landfill sites to determine where to take debris.
**ESF #4 – Firefighting**

**Primary Agencies:** ISU Public Safety  
ISU Technical Safety Officer  
ISU Facilities Services  

**Support Agencies:**  
Pocatello Fire Department  
Chubbuck Fire Department  
Inkom Fire District  
Lava Fire District  
McCammon Fire District  
Pocatello Valley Fire Department  
Downey Fire Department  
Bureau of Land Management  
U.S. Forest Service  

**Introduction**

**Purpose**

Directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during an emergency.

**Scope**

ESF #4 manages and coordinates firefighting activities including the detection and suppression of fires, and provides personnel, equipment, and supplies to support to the agencies involved in the firefighting operations.

Firefighting support for the campus involves:

- Managing and coordinating firefighting resources at each campus
- Detection and suppression of fires on our campuses.
- Mobilizing and coordinating personnel, equipment and supplies at each campus.
- Interface with ESF 9 Search & Rescue and ESF 10 Hazardous Materials for each campus.

**Policies**

- Priority is given to, the public, institution, firefighter safety and protecting property (in that order).
- For efficient and effective fire suppression mutual aid may be required from various local firefighting agencies to aid in the institution’s emergency response. This requires the use of the Incident Command System together with compatible equipment and communications.
- Personnel will stay up to date with procedures through education and training.
• All firefighting operations at each campus location shall be conducted according to existing standard operating procedures and formal agreements with the corresponding Fire District.

• The fire department having jurisdiction over the fire scene at each campus location is the primary ESF 4 agency.

• All fire departments will operate within their legal jurisdictions unless responding to mutual aid.

• Request of out of county non-formal automatic aid or mutual assistance for each campus will be coordinated through the ISU EOC in cooperation with the county EOC where each campus is located. The request must be approved by the ISU President through the Incident Commander and by appropriate elected officials at each campus location.

• All requests for state and or federal assistance will be coordinated through the ISU EOC and directed to the Idaho Bureau of Homeland Security Southeast Idaho Area Field Officer.

**Situation and Assumptions**

**Disaster Condition**

There are several emergency conditions that could require firefighting support to our ISU campuses, to include, structure fires (i.e., academic buildings, housing units, recreational facilities), wildfires from lands surrounding the University, floods/dam failures, earthquakes, hazardous material spills and severe storms that affect the campus communities.

**Planning Assumptions**

• Wild land fires are common in the rural areas surrounding the ISU campus. Although the majority of the larger fires are on public lands, the universities structures, and faculty, staff, students and visitors to campus can be damaged. ISU Public Safety first responders and city/county fire departments face increased threats to combined structural and wild land fire response and firefighting.

• The Bannock County EOP states that the local Fire Department is trained at Fire Fighter Level 1.

• The county also provides EMS services to the campus community.

• Bannock County has Mutual and Automatic Aid Agreements to provide manpower, equipment, and supplies to address structural and wild land fires within most areas of Bannock County, to include the ISU campus.

**Concept of Operations/Responsibilities**

**General**

ISU will contact the Pocatello Fire Department if resources are needed to handle the situation, and be prepared to have the Fire Department assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. Fire department personnel who are not otherwise
engaged in emergency response operations may assist the University in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

When ESF 4 is activated all requests for firefighting support, in most cases, are submitted through ISU Dispatch Center for coordination, validation, and/or action.

The University’s EOC Manager and/or designee will determine the need to evacuate and issue orders for evacuation or other protective action as needed. Depending on the level of emergency, the incident commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary in order to safeguard lives and property. Warning and instructions will be communicated through the appropriate means. ESF 4 will utilize Public Safety, and if needed ISU will ask for assistance from the local law enforcement to aid in the evacuation.

In addition, EOC Manager may use all means of emergency notification as covered in ESF #2.

Organization

- Response areas are clearly defined and identified.
- The senior firefighter on scene assumes the role of Incident Commander until relieved as identified in existing procedures and agreements at the city/county level.
- The ISU President, or his designee, will direct the EOC Manager to activate ESF4, as necessary.
- At the direction of the EOC Manager and in coordination with the Operations Section Chief, ESF 4 will be activated when necessary.
- ISU Public Safety responds as a support function to ESF 4 to help with evacuation and other duties as assigned by the Incident Commander.
- Other ISU departments (i.e., Facilities Services) may be called upon as a Support function to ESF 4 to help with duties assigned by the Incident Commander.

Notification

- Public Safety Dispatch is connected to a central alarm station and receives fire alarms for ISU buildings that are tied into the central alarm station. Public Safety Dispatch notifies local dispatch for each campus location whenever they receive a fire alarm or are advised of a fire/fire alarm by an individual on campus.
- Firefighting capability within each county is notified and dispatched by the County 911 Dispatch Center where each campus is located.
- The EOC Manager will activate ESF 4 upon activation of a county EOC, or as requested in the respective jurisdictions.

Response Actions

- ISU Public Safety will respond to all fire alarms on campus and will provide support to the responding fire agency. ISU Public Safety will provide evacuation support and any other support
as requested by the responding fire agency. All other responding ISU department will provide support as requested by the responding fire agency.

- Develop and maintain plans and procedures to provide fire and rescue services in time of emergency;

- Document expenses and continue for the duration of the emergency;

- Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

- Check fire fighting and communications equipment;

- Fire department personnel may be asked to assist with warning and alerting, evacuating, communications, and emergency medical transport;

- Follow established procedures in responding to fires and hazardous materials incidents and provide rescue services, as requested;

- Request mutual aid from neighboring jurisdictions.

- Some of the above listed actions may be given to ISU Public Safety to assist ESF 4. ISU Public Safety will:
  - Keep a log of activities. Support Insurance/FEMA Documentation files with photographs and source documents; time records, field notes, etc.
  - Provide information and recommendations to Planning Chief for the After Action Report.
  - Complete an Exercise/Evacuation Report form.
**ESF #5 – Emergency Management**

**Primary Agencies:**
- ISU Department of Public Safety
- ISU President’s Executive Policy Group
- ISU Incident Command Personnel
- ISU Safety Committee

**Support Agencies:**
- Bannock County Local Emergency Planning Committee
- Region 5 Local Emergency Planning Committee
- Southeast District Health Department
- Idaho BHS Southeast Idaho Area Field Officer

**Introduction**

**Purpose**

- ESF 5 will ensure the effective management of emergency efforts involved in preparing for, responding to, and recovering from situations associated with emergencies.

- ESF 5 provides for the development and coordination of the ISU Emergency Response and Recovery Plan including interface with local and county jurisdictions and the Idaho Bureau of Homeland Security.

**Scope**

ESF 5 is responsible for overall emergency policy, direction and coordination of the emergency response effort either at the EOC or an alternate command center.

**Policies**

- ISU has assigned the Director of Public Safety to update and review the ISU Emergency Response Plan, and coordinate preparedness activities, training, exercises and equipment acquisition. ISU’s Department of Public Safety provides for overall development and coordination of the program. Together we will ensure the effective management of emergency efforts involved in preparing for, responding to and recovering from situations associated with emergencies.

- In the event of a disaster, Idaho State University would like to be self-sustaining for at least 72 hours to meet our responsibility for the safety and welfare of our 12,000+ students and hundreds of teachers, staff, and employees.

- The EOC Manager, in coordination with the President’s Executive Policy Group will establish and equip, and during emergency situations, activate and man the ISU Emergency Operations Center.

- The President’s Executive Policy Group, Incident Commander and EOC Manager will work together to provide a coordinated emergency response, including interface with local/county jurisdictions and the Idaho Bureau of Homeland Security.
- Ongoing public education programs will be provided by ESF 5 Emergency Management, to increase awareness of hazards that the campus community is particularly vulnerable to, and the mitigation, preparedness, response, and recover activities associated with those hazards.

**Situation and Assumptions**

**Disaster Condition**

There are several emergencies that could require emergency planning and preparedness on campus to include floods/dam failures, earthquakes, hazardous materials spills, active shooter, bio-terrorism, terrorism, bomb threats, and severe storms.

**Planning Assumptions**

- In the event of a disaster, Idaho State University would like to be self-sustaining for at least 72 hours to meet our responsibility for the safety and welfare of our 12,000+ students and hundreds of teachers, staff, and employees. Most disasters may allow little or no warning time.

- The type and magnitude of the emergency will dictate the University’s partial or total response. Generally, response to a major emergency will progress from local, to regional, to state, to federal involvement.

- There is a significant chance that an emergency such as those envisioned by the Plan may occur before or after regular University business hours, or on a holiday or weekend when the University is closed.

- While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources and personnel until we notify officials. Until that time, however, the individuals assuming the most responsibility may be members of the Public Safety Department.

- The University President, Incident Commander or EOC Manager may need to immediately appoint available individuals, with appropriate skills, to fill each of the Emergency Operations Center positions: Operations, Planning, Logistics, and Finance, if those already assigned to ISU’s Incident Command Structure are not available.

- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems.

- Public safety services such as fire departments, police, and full medical facilities may not be available. Major roads and local streets may be damaged.

- Buildings and structures, including homes, may be damaged.

- The receipt, analysis, and dissemination of accurate disaster information is necessary to provide ISU officials, local, state, and federal governments with a basis for determining priorities, needs, and the availability of resources.
Early in an incident little information will be available and initial information received may be vague or inaccurate.

Communications outages may hamper the collection and dissemination of accurate disaster information.

If operational, communications systems may be overloaded. Public Safety/Facilities Services personnel may need to make personal contact with EOC members or their office where possible.

Idaho State University may be unable to satisfy all emergency resource requests during a major emergency or disaster.

Concept of Operations/Responsibilities

General

The Incident Commander or Unified Command are the on-scene command structures. The Command Staff and General Staff are responsible for overall emergency policy, direction and coordination of the emergency response.

In accordance with standard emergency management system planning, Idaho State University has established the ISU Emergency Operations Center (EOC). As outlined in this plan, the EOC will serve as the center for emergency management and support for response operations.

Organization

- The ISU EOC follows the NIMS/ICS structure and consists of the President’s Executive Policy Group, EOC Management Staff and EOC General Staff.
- The Command Staff consists of the President’s Executive Policy Group, the Incident Commander, Public Information Officer, Safety Officer and Liaison Officer.
- The General Staff consists of the EOC Manager and Operations Section, Planning Section, Logistics Section and Finance/Administration Section.
- The ISU President, or his designee, will direct the Incident Commander to activate the Command Staff as needed, and the EOC Manager to activate the EOC and full or partial General Staff Sections, if necessary.

Notification

Public Safety Dispatch will work to make notification by phone to all EOC personnel. EOC personnel are also requested to call in to determine if they need to respond. Public Safety/Facilities Services personnel may need to make personal contact with EOC members or their office where possible.

Response Actions

The overall objective is to ensure the effective management of emergency efforts involved in preparing for and responding to situations associated with emergencies. Specifically this will include:

- Overall managing and coordinating of emergency operations includes on-scene Incident management;
• Coordinating or maintaining liaison with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations;
• Requesting and allocating resources and other related support;
• Establishing priorities, and adjudicating conflicting demands for support;
• Coordinating inter-jurisdictional mutual aid;
• Activating and using communication systems;
• Preparing and disseminating emergency public information;
• Disseminating community warnings and alerts;
• Managing the movement and reception of persons in the event an evacuation is ordered;
• Responding to requests for resources and other support;
• Collecting, evaluating and disseminating damage information and other essential data;
• Ensure all sections keep a log of activities and support Insurance/FEMA Documentation files with photographs and source documents; time records, field notes, etc.;
• Ensure all sections develop an Action Plan for operation of Transportation Services and provide information and recommendations to the Planning Chief;
• Ensure all sections provide information and recommendations to Planning Chief for the After Action Report;
• Restoring essential services.
• Keeping a log of your activities. Supporting Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services

Primary Agencies:
- ISU Housing and ISU Director of Student Union Buildings
- ISU SUB Food Services (Chartwells)

Support Agencies:
- ISU Public Safety
- ISU Transportation Services
- ISU Student Health Center
- ISU Human Resources
- ISU Facilities Services
- Bannock County Emergency Services
- Municipal Law Enforcement
- Southeast District Health Department
- Idaho Department of Health & Welfare
- American Red Cross
- Religious and Community Volunteer Organizations
- Idaho VOAD (Volunteer Organization Active in Disasters) through Idaho BHS

Introduction

Purpose

Follow ESF 6 procedures to ensure disaster responders and victims receive temporary shelter, food, water, clothing, medical care, and essential life support needs.

Scope

ESF 6 has a broad scope of responsibilities including the following:

- ESF 6 will coordinate all sheltering activities on campus during a disaster.
- ESF 6 will identify campus food and water needs following a disaster or emergency, and attempt to obtain and/or arrange for these resources, including transportation if necessary.
- ESF 6 will coordinate with on campus relief efforts provided by local, county, state, federal and volunteer organizations assisting in mass care functions.
- ESF 6 will coordinate the establishment of a system to provide on-campus shelter registration data to appropriate authorities.
- Coordinate the provision of on-campus emergency first aid in shelters and fixed feeding sites.
- Coordinate with ESF 13 Law Enforcement/Public Safety to provide on-campus shelter security.
- Coordinate with ESF 2 Communications & Warning to ensure each shelter on campus has a working communications system.
- Request assistance from ESF 12 Energy to provide electricity and heat to each on-campus shelter locations as necessary.
• Food supplies obtained and distributed by ESF 6 will be dispensed to disaster victims and responders. However, it is expected that departments, housing facilities and other locations on campus be prepared for a minimum of 36 hours of total self-sufficiency, including food and water.

**Policies**

• Upon notification of imminent disaster, emergency service efforts will be directed to assisting the movement of people and essential supplies to mass care facilities.

• ISU through ESF 6 and Logistics will support the provision of Idaho State University facilities for Red Cross Shelter sites, as directed by the EOC Manager.

• In coordination with Building and Utilities, ESF 6 will establish mass care shelters in buildings/areas on campus.

• In coordination with Chartwells, ESF 6 will provide emergency food rations and potable water for mass care shelters and EOC personnel.

• In coordination with ESF 8 Health and Medical Services, ESF 6 will establish first aid stations so that ESF 8 can provide medical care for the campus community and emergency workers.

• In coordination with Facilities Services ESF 6 will coordinate and provide essential emergency supplies, as directed and approved by the EOC Manager.

• Sanitation will be directed via the chain of command to provide adequate stations based on the extent of the damage to the campus in relation to the surrounding community and the campus population at the time. On-Call Maintenance will have and maintain a current list of contacts.

• ESF 6 and supporting departments will provide staff as required in the EOC on a 24-hour basis, for the duration of ESF 6 activation.

• ESF 6 will support the provision of ISU resources for local and county agencies, as directed by the EOC Manager.

• Any additional mass care resources required, which is beyond the campus’s capability, will be coordinated through ESF 6, as directed by the EOC Manager. Additional mass care resources must be requested and coordinated through the county ESF 6 operations and/or mutual aid agreements.

• Requests for state assistance will be coordinated and directed by the EOC Manager, through the Bannock County EOC and directed to the Idaho Bureau of Homeland Security Area Field Officer.

• **IF SOME RESIDENCE HALLS AND APARTMENTS CANNOT BE INHABITED:** Should this be the case, the affected students will be moved in with students who live in buildings unaffected by the disaster.
• IF NO RESIDENCE HALLS AND APARTMENTS CAN BE INHABITED: Should this occur, residents will be relocated into the following facilities until it is safe to move back into their residences:
  ◦ Reed Gym
  ◦ Pond Student Union Bldg.
  ◦ Holt Arena

• NO BUILDINGS ON CAMPUS CAN BE INHABITED: in this situation, we will use the ISU Commuter bus fleet to provide shelter until buildings become inhabitable. Blankets, pillows, linen, mobile homes and tents will be used.

• ESF 6 will coordinate with ESF 15 External Affairs to release public information regarding mass care activities. Certain elements of mass care activities require confidentiality; therefore, FERPA (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) and Red Cross Disaster Welfare Inquiry guidelines will be followed.

Evacuation/Relocation of ISU Housing Residents

Priorities in utilizing evacuation/relocation space are as follows:
1. Availability
2. Proximity
3. Ability to Secure
4. Functionality

SHORT TERM EVACUATIONS (1-24 Hours)
1. Students moved to the nearest safe residence hall lounge.
2. Students moved to the nearest safe non-residence hall lounge (Pond Student Union, SPAC, etc.).
3. Students will be moved to the nearest large auxiliary space (Holt Arena or Reed Gym).
4. Auxiliary support services (emergency food, showers, medical or disability related needs, etc.) to be arranged as needed with other campus and public services.
5. In the event that cots are needed to temporarily house students, the American Red Cross or National Guard will be contacted.

MEDIUM TERM EVACUATIONS (1-10 Days)
1. Students will be assigned to a lounge and other public area spaces that can be satisfactorily established and secured.
2. Students will be assigned to vacant spaces in other residence halls.
3. Students will be assigned to occupied spaces in the residence halls (double and triple occupancy).
4. Students will be assigned to rental spaces obtained and identified by the University. Necessary support services will be arranged in cooperation with other campus and public services.
5. In the event that cots are needed to temporarily house students, the American Red Cross or National Guard will be contacted.

LONG TERM EVACUATIONS
1. All items (1-5) noted immediately above would be initiated.
2. Affected students desiring non-University housing will be assisted by University Housing and staff to relocate in community housing.
3. When deemed necessary, University Housing will obtain housing for displaced residence hall students. Transportation and dining arrangements will be included in the plan if necessary.
Off-Campus Relocation
In the event that housing is needed at off-campus locations, ISU will:

1. Work with local hotels and lodges to make accommodations for students.
2. Contact the American Red Cross to make housing assignments.
3. Contact Central Staff on Duty (per duty schedule).
4. If possible/necessary, send non-essential personnel and students home.

RESOURCES AVAILABLE
1. All linens, blankets, and pillows are stored in Turner Hall and South Complex. These can be accessed by Public Safety or University Housing.
2. When communication is not available via the campus telephone system or cell phones, hand-held radios will be distributed to each residence hall and any areas being utilized as temporary housing.

Situation and Assumptions

Disaster Condition
There are several emergencies that could require mass care on campus to include floods/dam failures, earthquakes, hazardous materials spills, bio-terrorism, terrorism, and severe storms.

Planning Assumptions

- The University's Purchasing Office has a procedure for the emergency authorization of funds to purchase equipment and supplies in a disaster.
- Responding medical agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.
- Some incidents could extend several hours or days. ESF 6 must determine continued availability of staff and resources and arrange for replacements.
- To provide drinking water for disaster recovery first response crews, the Emergency Operations Center will request that the Bannock County Emergency Services Department provide water trailers containing a three-day water supply to the Campus Emergency Operations Center.
- The food service is provided by Chartwells and operates out of two facilities on campus. Food supplies located on campus are adequate for taking care of the needs of the resident student population and any authorized emergency relief workers at either location should one of the other not be available.
- The food supplies on hand would be sufficient for 72 hours. With several hours’ notice, additional supplies can be en route from any of our major contracted suppliers. Contracted suppliers are located in Pocatello, Boise, Portland, Seattle, Kent, Spokane, Denver, Billings, or Salt Lake.
- About 70% of our on campus student residents have a primary domicile within two hours of Pocatello. It is expected, that should a disaster occur, a very large number of those students would go home.
• We estimate that even in a complete disaster where all buildings are condemned, we will have to provide shelter for 400 to 500 residents.

• We will be able to provide 400 mattresses within 24 hours; 500 blankets and linen will be available immediately.

• In the event of an earthquake, walls may be damaged or collapse, power lines may collapse, and various utility lines, i.e., gas, oil, and power, may be severed or severely interrupted.

• Security needs for shelters, storage and distribution sites and resources for night operations will need to be implemented.

• The campus may become a reception point for outside victims. If necessary ISU has an agreement with Red Cross to use Holt Arena as a temporary shelter during an emergency.

• Mass care operations will continue until the emergency needs of the disaster survivors have been met, or alternative measures have been implemented.

Concept of Operations/Responsibilities

General

• Upon official request from the EOC Manager, ESF 6 will activate mass care facilities, providing housing, food, potable water, medical care and other assistance to disaster victims on campus.

• ISU through ESF 6 and Logistics will support the provision of Idaho State University facilities for Red Cross Shelter sites, as directed by the EOC Manager.

• Under ESF 6, The Logistics Section is responsible for providing support to the Operations Section.

• ESF 6 orders and provides resources to include food/water/shelter, staffing support, and any services and material in support of the incident.

Organization

The ISU President will direct the EOC Manager to activate ESF 6.

• ISU’s EOC Manager, in conjunction with the Logistics Chief, is responsible for coordinating ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.

• Under ESF 6, the Logistics Section is supervised by the Logistics Chief. The functions under Logistics are Food Services/Shelter, Facilities, Human Resources, and Transportation.

• The EOC Manager will coordinate with the Logistics Chief to prepare for the provision of food/shelter, mass care, housing and human services resources for the operation.

• The Food Services Unit Leader provides food, water and other support for on-site workers and any shelters under the control of campus; provides for the support of the Emergency Operations
Center (EOC); sets up and manages a Rest Station for ISU staff and emergency workers. Checklist 4-B).

- The Facilities Unit Leader is responsible for assisting the campus in finding facilities for use as student residences, classrooms or administrative space, if necessary, and for setting up and maintaining campus operational facilities. In addition, Facilities assists Food Services and Transportation with sites for rest and shelter areas (Checklist 4-C).

- ESF 11 Transportation provides transportation for emergency personnel, medical operations, and evacuation of the impaired. Also provides for the support of the Emergency Operations Center (EOC) (Checklist 4E).

- ESF 13 Public Safety and Security will provide traffic control during evacuee movement to mass care facilities, security at facilities (i.e., mass care facilities, rest areas, first aid stations, storage and distributions sites), and maintain order.

- ESF 11 Transportation will provide support to ESF 6 and the EOC with vehicles for transporting people and supplies to mass care facilities.

- ESF 8 Public Health and Medical Services will provide support to ESF 6 and the EOC by staffing and managing first aid stations.

Notification

Public Safety Dispatch will work to make notification by phone to all EOC personnel. EOC personnel are also requested to call in to determine if they need to respond. Public Safety/Facilities Services personnel may need to make personal contact with EOC members or their office where possible.

Coordination of mass care facilities with agencies off campus will be coordinated by the Logistics Chief as requested by the EOC Manager. The EOC Manager will make arrangements through the Bannock County EOC and request assistance from the Red Cross as necessary.

Response Actions

Initial

The Logistics Chief under ESF 6 will work with his team to:

- Assess the situation, and if possible, in coordination with Bannock County Emergency Services and Red Cross, determine the number and locations of mass care facilities that can be opened on campus, based upon the following:
  - Location, extent, and nature of the hazard or disaster.
  - Locations in relation to evacuation routes.
  - Services available in the facilities.
  - Input from ISU EOC staff.

- Develop an Action Plan for operations. Provide information and recommendations to the Planning Chief.
• Work with Counseling & Testing to prepare a Mental Health Plan (Mental Health Annex).

• Work with the Special Needs Unit Leader and EOC Manager to identify and coordinate assistance for any special needs populations on campus that need help before, during or after an emergency or disaster (Special Needs Annex).

• Make recommendations to the EOC Manager on the number and locations of mass care facilities that can be opened on campus.

• Support the provision of ISU facilities for Red Cross Shelter sites, as directed by the EOC Manager.

• Activate mass care facilities on campus, based on the above.

• Coordinate with ESF 15 External Affairs to facilitate dissemination of information to the campus and surrounding communities, on both the location of mass care facilities, and directions to them.

By direction of the Logistics Chief, the Food Service/Facility Unit Leaders (Director, Pond SUB & Director of Housing) will:

• Open any facilities on campus, receive evacuees, and provide for their health and welfare.
  ◦ Operate the facility(s) as long as necessary.
  ◦ Implement registration procedures for all evacuees that enter the facility(s).
  ◦ If tasked, provide the Logistics Chief or Logistics Deputy with names and other appropriate information about people sheltered in the facility(s), in response to family inquiries.
  ◦ Ensure that individual and family support services are provided at each mass care facility.

• Setup and manage a Rest Station for ISU employees and emergency workers that are secure from public view and access.

• Provide food and potable water to ISU employees, emergency workers and evacuees.
• Coordinate with the Procurement Unit Leader to obtain and arrange for delivery and distribution of the needed resources for food services and shelter.

• If Bannock County does not have a clean water supply, at least ten filled water cans are to be brought to campus from Idaho Falls by members of the Transportation Office. Cans are to be procured from the open market in Idaho Falls (See emergency vendors list).

• If temporary educational buildings are used to put the University into operation, water trailers from the National Guard and Chartwells Trailer from Salt Lake City, or other temporary water supply systems will be set up near these buildings to provide drinking water. Five-gallon water cans and hand soap will be made available near all portable toilet facilities.

• The five-gallon water containers will be modified with addition of a spigot inserted in the bottom side of the can.
ESF 13 Law Enforcement will:

- Provide traffic control on campus during evacuee movement to mass care facilities.

Continuous

ESF 6 will:

- Establish and maintain liaison with state, private, and volunteer support services (i.e., Red Cross, Salvation Army, campus religious centers) for provisions and personnel required to augment staff.

- Determine what numbers of campus community members (faculty, staff, students) and emergency workers will require food services.

- Have the Facility Unit Leader arrange building(s) for operations, place signs, etc.

- Determine which designated facilities will be needed for emergency food services.

- Coordinate actions with the following campus organizations: Housing, Purchasing, Financial Services, ISU Foundation, Facilities Services, and Public Safety.

- Contact Human Resources Unit for Volunteer Staff.

- Have Human Resources Unit alert basic staff (e.g., administrators, building chiefs) to recruit additional volunteers, if necessary.

- Obtain and provide necessary food supplies, equipment and supplies to operate mass care facilities.

- ESF 13 Law Enforcement/Public Safety Unit will provide security and maintain order for on-campus mass care facilities.

- Coordinate communications with ESF 2 Communications & Warning to link on-campus mass care facilities to the ISU EOC.

- Coordinate with ESF 3 Public Works & Engineering and ESF 12 Energy to provide power, water, and sanitary services to on-campus mass care facilities during emergency conditions.

- Setup Registration & Inquiry desk.

- Provide the Logistics Chief or Logistics Deputy with names and other appropriate information about people sheltered in the facility(s), in response to family inquiries, on a daily basis.

- Ensure procedures are in effect to link Registration and Inquiry operations at different care centers on campus with ISU’s EOC.

- Ensure that individual and family support services are provided at mass care facilities on campus, on a daily basis.
• Coordinate with ESF 11 Agriculture and Natural Resources to ensure that space is provided for service animals that belong to people with disabilities.

• Report the following to the Logistics Chief on a daily basis:
  ◦ The number of people staying in each facility.
  ◦ The status of supplies.
  ◦ The condition of the facility and any problems.
  ◦ Request for specific support.

• Maintain records of expended supplies and provide to Logistics Chief for coordination with ESF 7 Resource Support.

• Provide regular meals daily in on-campus mass care facilities and through mobile feeding facilities, as feasible.

• Arrange for transportation of evacuees to their homes, or to temporary housing through ESF 1 Transportation.

• Coordinate with state, county and local jurisdictions for care of students if evacuation of campus is required, and for any other resources needed.

• Evacuate and relocate any mass care facilities on campus that becomes endangered by any hazardous conditions (coordinate with Incident Commander, EOC Manager and county/local agencies).

• Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

• Assist with FEMA documentation.

• Develop plans to close down on campus mass care facilities as the emergency stabilizes or other temporary housing becomes available.

• Assist with de-activation process.

• Provide information and recommendations to Planning Chief for the After Action Report.
**ESF #7 – Logistics Management and Resource Support**

**Primary Agencies:** Logistics Chief ISU Transportation Services

**Support Agencies:**
- ISU Student Union Services
- ISU Housing
- ISU Facilities Services
- ISU Human Resources
- ISU Transportation Services
- ISU Public Safety
- ISU Purchasing Department
- Bannock County Emergency Services
- Municipal Law Enforcement
- Southeast District Health Department
- Idaho Department of Health & Welfare
- American Red Cross
- Religious and Community Volunteer Organizations

**Introduction**

**Purpose**

The purpose of ESF 7 is to provide logistical and resource support to the response and recovery operations. Logistics orders all resources from off-site locations and provides facilities, services, personnel, equipment and materials. The functions under ESF 7 (Logistics) are Food Services, Facilities, Human Resources and Transportation.

**Scope**

ESF 7 is responsible for providing direct and active support to emergency response and recovery efforts on campus during the initial response phase, and initial recovery phase, following a disaster. This support includes locating, procuring, and issuing resources such as supplies, office/academic space, office/academic equipment, fuel, communications, contracting services, personnel, heavy equipment, and transportation.

**Policies**

- ESF 7 is responsible for planning, coordinating and managing resource support in all phases of response to and recovery from a major disaster or catastrophe.

- Resource requests will be filled from on-campus inventories first. As resources are drawn down, county sources and local vendor sources will be used. The following list of source preferences will be used, if practical:
  - County/Local government resources.
  - Contracted suppliers/vendors.
  - Other local commercial vendors.
  - Other jurisdiction sources, to include Idaho Bureau of Homeland Security.
• ESF 7 will request resources from support agencies mentioned above, as needed, to support ESF 7 requirements.

• Normal practices and procedures will be continued under emergency conditions to the extent possible.

• Communications with ISU’s Primary Disaster Vendors as to their disaster planning status does not present a contractual or bid problem. A minimum inventory of some critical items have been identified and stocked in the Stores Warehouse above normal sales justification.

• ISU’s Purchasing Office has a procedure for the emergency authorization of funds to purchase equipment and supplies in a disaster. This is through issuing checks, p-cards and purchase orders, which are outside the normal channels and would only be used in an emergency.

• Clear exceptions to purchasing procedures are provided for in the Idaho Code in cases where safety, health, and life are threatened.

• Volunteers and donations will be utilized when available.

• Every effort will be made to track all emergency expenses, maintain complete records and using the specified accounting system.

• No administrative process will be permitted to interfere with operations essential to preventing injury.

**Situation and Assumptions**

**Disaster Condition**

There are several emergencies that could require mass care/resource support on campus to include floods/dam failures, earthquakes, hazardous materials spills, bio-terrorism, terrorism, and severe storms.

If a disaster is declared on campus or in the surrounding area, such an event may have an immediate and serious impact on campus and local resources. Supplies/Resources must be procured and delivered in the affected areas. Crucial shortages may exist.

**Planning Assumptions**

• In the event of a disaster, Idaho State University would like to be self-sustaining for at least 72 hours to meet our responsibility for the safety and welfare of our students, faculty, staff and visitors on campus.

• Basic life safety resources have first priority.

• Resources restoring essential services have priority once life safety issues are satisfied.

• Recovery resources have priority once essential services are satisfied.
• Logistical operations may be required. Transportation, staging, and marshaling operations may be established to orchestrate resource support to the affected area(s).

• Communications with primary disaster vendors (see Attachment 2 under ESF 7) as to their disaster planning status does not present a contractual or bid problem. A minimum inventory of some critical items have been identified and stocked in the Stores Warehouse and Shops buildings above normal sales justifications (see Attachment 1 under ESF 7).

• Should the computer be involved in the disaster, backup may not be available. It will be difficult to print vendor checks and payroll. Further planning and policy should be affected at the central administrative level.

• Shortages in vital resources may occur quickly during major disasters.

• Resources outside the affected area on campus may need to be requested to meet any unmet needs on campus.

• A local or campus disaster declaration may obviate normal purchasing procedures.

**Concept of Operations/Responsibilities**

**General**

Campus resources, supplies and material will be allocated and coordinated by ESF 7. The primary source of equipment, supplies, and personnel will be made from on-campus sources. This will include pre-designated staging areas, campus buildings/facilities, and agency contacts. Support that cannot be provided from on-campus sources will be requested from and provided by local/county sources and emergency vendors. Resources will be inventoried.

ESF 7 will provide a complete picture of resources available, maintain a resource inventory of locally available resources and should be aware of resources available through mutual aid agreements.

ESF 7 actions will be governed by the emergency situation. Support departments/agencies may be alerted as developments and circumstances dictate.

Each unit under ESF & will:


- Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

- Provide information and recommendations to Planning Chief for the After Action Report.

**Organization**

- The ISU President, or his designee, will direct the EOC Manager to activate ESF7.

- ISU’s EOC Manager, in conjunction with the Logistics Chief, is responsible for coordinating ESF 7 resources and support activities.
• The structure of Incident Command allows for special units under the Logistics Section to be established to effectively deal with resources for an incident.

• ESF 7 will coordinate with ESF#5 Mass Care, ESF #13 Law Enforcement/Public Safety and ESF 15 Public Affairs.

**Logistics Chief/Logistic Deputy**

• Under ESF 7 the Logistics Chief, along with the Logistics Deputy provides all resources and support for response and recover operations during an emergency. The Logistics Chief ensures all emergency expenses incurred by the Logistics Section are tracked and that complete and accurate records are provided for Insurance/FEMA Documentation (See page 317 Checklist 4A).

**Food Services/Shelter**

• Under ESF 7 the Food Services Unit Leader may be activated and will provide food, water and other support for on-site workers and any shelters under the control of campus, and will setup and manage Rest Stations for ISU staff and emergency workers (See page 321 Checklist 4B).

**Facilities**

• Under ESF 7 the Facilities Unit Leader may be activated and is responsible for assisting the campus in finding facilities for use as mass care facilities, classrooms or administrative space, if necessary, and for setting up and maintaining campus operational facilities. In addition, Facilities assists Food Services and Transportation with sites for rest and mass care facilities (See page 323 Checklist 4C).

**Human Resources**

• The Human Resource Unit Leader maintains and provides information to the EOC Manager and Logistics Chief regarding the status, location and availability of on- and off-duty personnel. The HR Officer coordinates with the EOC command to determine staff recall needs, arranges for the recruitment and orientation of any temporary employees, registers and assigns all volunteer workers, technical experts and specialists, initiates and maintains records on use of volunteers. Receives and processes injury reports, compensation claims and other personnel-related matters (See page 325 Checklist 4D).

**Transportation (in conjunction with ESF 1)**

• The Transportation Unit Leader provides transportation for emergency personnel, medical operations, and evacuation of the impaired. Transportation also provides for the support of the Emergency Operations Center (EOC) (See page 328 Checklist 4E).

• Supporting on-campus departments will render assistance, provide resources lists, internal procurement process, agency location and hours of operations, and provide goods and materials as needed.

• ESF 7 will establish and maintain liaison with the other ESFs.

• ISU’s Purchasing Department has a procedure for the emergency authorization of funds to purchase equipment and supplies, when needed, in a disaster. This is through issuing checks, p-cards and purchase orders, which are outside the normal channels and would only be used in an emergency.
• ESF 13 Law Enforcement/Public Safety, if needed, will provide escort and security for delivery, storage, and distribution of resources.

• The ISU Supply Team will consist of Purchasing, Receiving, and Stores members whose primary responsibility will be to furnish rescue and restoration teams with material and tools necessary in response, and in both the short term and long term recovery process should a disaster occur.

Notification

• The ISU EOC and/or ISU Dispatch will notify the Logistics Chief to report as necessary.

• The Logistics Chief will work with ISU Dispatch to notify other ESF 7 personnel as necessary.

• ESF 7 personnel will respond as directed and be placed on standby as appropriate.

Response Actions

Initial

Logistics Chief/Logistics Deputy will:
Setup and organize the Logistics Section and function as the Logistics Section head.

• Conduct an assessment with the Operations and Planning Chiefs to identify resources that will be needed.

• Arrange for the inventory and distribution of available resources and equipment.

• Prepare for the provision of all resources for response and recovery operations, including procurement and delivery arrangements for the following possibilities:
  ○ Facilities
  ○ Staging areas
  ○ Transportation vehicles and supplies
  ○ Equipment maintenance
  ○ Food/water/shelter supplies and facilities
  ○ Communications equipment and personnel
  ○ Personnel support

• Prepare to arrange emergency service contracts.

• Make all logistical arrangements for procurement, delivery, payment and site contact of resources.

• Contact the city/county to request mutual aid resources.

• Advise the city/county if any ISU resources are used for mutual aid.

• Prepare to order resources needed from off-site locations/vendors.

• Provide resources to the campus, as requested and approved by the EOC Manager.
• Support the provision of Idaho State University facilities for Red Cross Shelter sites, as directed by the EOC Manager.

**Food Services/Shelter will:**
- Check in with Logistics Chief. Will determine the needs of EOC staff and field staff.
- Set up a Rest Area for ISU workers and emergency responders that is secure from public view and access.
- Coordinate with the Procurement Unit Leader to obtain and arrange for delivery and distribution of the needed resources.
- Coordinate with Planning Chief to determine the expected duration of the emergency response and the need for food and water.
- Provide emergency food and water for each site.
- Arrange support for on-site shelter, if needed.

**Facilities will:**
Check in with the Logistics Chief. Coordinate with the ISU EOC to determine facilities needs of the campus.

- Provide information and recommendations to the Planning Chief for facilities and locations (playing fields, parking lots, etc.) that can be used for emergency operations and staging areas.
- Set up any emergency operations facilities as requested. These might include:
  - An alternate Emergency Operations Center
  - First Aid Stations
  - An alternate communications dispatch center
  - Assembly locations for evacuations
  - Staging Areas
  - Rest Areas for ISU and outside agency emergency workers
- Coordinate with Building and Utilities Unit to verify sites that are safe for occupancy.
- Assist Shelter Unit and ESF #6 Mass Care with establishing temporary campus rest areas and shelter sites as needed. Provide information on available locations.
- Coordinate with the ISU EOC to determine if there is an anticipated need for temporary shelter to be provided on the ISU campus for the surrounding community.
- Check with the EOC Manager for sheltering requests.
- **REMINDER! If the Red Cross selects ISU for shelter use, they are responsible for all shelter support.**
- If shelter needs are anticipated, in coordination with ESF #6 Mass Care, make arrangements for resources, beginning with contacting the Red Cross. It is expected these resources will only be
needed on a short-term basis, as every effort will be made to remove everyone to more suitable sites.

- Provide temporary lodging and other support for responding agencies and others as requested by the EOC Manager.

**The Human Resource Unit Leader will:**

- Check in with the Logistics Chief.

- Coordinate with the EOC and other faculty/staff to determine the status of all ISU faculty, staff and students.

- Provide information to the Logistics Chief regarding available staff.

- Coordinate with ISU EOC to determine staffing needs and provide staff as available.

- Assist Operations Chief with determining policy for overtime hours, extended workdays and special duty assignments.

- Receive (from Medical Unit Leader under ESF #8) and keep on file, records of all injuries and casualties. Handle notifications and family messages for employees.

- Compile overtime costs and provide, along with other personnel information, to Insurance/FEMA Documentation Section.

- Arrange for recruitment and orientation of any temporary employees.

- Register and maintain records on any volunteers that are used.

**Continuous**

**The Logistics Chief/Logistics Deputy will:**

- Ensure that information is maintained regarding the status of all ISU personnel, members of the public, visitors and contractors on ISU property, and coordinate with the EOC.

- Track all emergency expenses, maintaining complete records and using the specified accounting system.

- Establish a property tracking system and maintain records for all properties loaned in support of the EOC by local, county, state or federal government.

- Manage compensation claims and related matters.

- Assist the Finance/Administration Section with the collection of documentation and records.

- Support Operations Section with identifying mutual aid resources.

- Perimeter security needs for storage and distribution sites and resources for night operations.

- Will the campus become a reception point for outside victims?
• Some incidents could extend for several hours or days. Logistics must determine continued availability of staff and resources and arrange for replacements.

• Manage the de-activation process, tracking the return of equipment and supplies that are borrowed or leased, the cessation of services when jobs are completed, and shutting down of temporary operations as the emergency subsides.

• Provide information and recommendations to the Planning Chief for the After Action Report.

**Food Services/Shelter will:**
Determine what numbers of campus community members (faculty, staff and students) will require food services.

• Determine which designated campus facilities will be needed for emergency food services. Contact the Facility Unit Leader for this information.

• Coordinate actions with the following campus organizations: Housing, Purchasing, Financial Services, ISU Foundation, Human Resources, etc.

• Contact Human Resources Unit for volunteer staff.

• Request assistance from the Red Cross (through the EOC), if necessary.

• In coordination with ESF#6 Mass Care, activate campus care facilities, as needed. Activation sequence should be:
  ○ Have Human Resources alert basic staff (i.e., administrators, building coordinators, etc.)
  ○ Have the Facilities Officer arrange buildings for operations, place signs, etc.
  ○ Obtain required supplies.
  ○ Arrange food service for shelters.
  ○ Setup Registration and Inquiry Desk.

• In coordination with ESF #6 Mass Care, use the following as emergency food service guidelines when normal water and sanitation are not available:
  ○ 1 toilet per 40 persons, 40 square feet sleeping space (5’x8’) per person, 1 quart of drinking water (minimum per person, per day).
  ○ Five (5) gallons of water per person per day (all uses), 2500 calories per person per day (approximately 3-1/2 lbs. unprepared food).

• Provide communications, where needed, to link mass care facilities to the EOC.

• In coordination with ESF #6 Mass Care request necessary food supplies, equipment and supplies to operate care facilities.

• Coordinate with neighboring jurisdictions for care of students if evacuation is required.

• In coordination with ESF #6 Mass Care, evacuate and relocate any mass care facilities which become endangered by any hazardous conditions.
• Work with ESF #6 Mass Care to coordinate efforts with Bannock County Services, Red Cross, Salvation Army, campus religious centers and other emergency welfare agencies.

• Ensure procedures are in effect to link Registration and Inquiry operations at different care facilities with the ISU EOC.

• Assist with Insurance/FEMA documentation.

• Assist with de-activation process.

• Develop plans to close down the care facilities as the emergency stabilizes or other temporary housing become available.

• Provide information and recommendations to the Planning Chief for the After Action Report.

**Facilities Unit (in coordination with ESF#6 Mass Care) will:**

• Assist with finding temporary facilities.

• Setup and maintain emergency facilities.

• Assist ESF#6 Mass Care with establishing temporary campus rest areas and shelter sites as needed.

• Coordinate perimeter security needs and resources for night operations.

• Some incidents could extend for several hours or several days. Determine continued availability of staff and resources and arrange for replacements.

• Provide information and recommendations to the Planning Chief for the After Action Report.

**The Human Resource Unit will:**

• Determine the status and location of all personnel.
• Provide information about available staff.
• Register and assign all volunteer workers.
• Assist in determination of staff recall needs.
• Receive and process injury reports, compensation claims and other personnel related matters.
• Make family notifications, as needed.
• Compile personnel information for Insurance/FEMA documentation.
• Estimate the duration of the response and develop plans for replacing human and physical resources.
• Coordinate with Logistics staff and ESF #13 Public Safety & Security for perimeter security needs for storage and distribution sites and resources for night operations.
• Provide information and recommendations to the Planning Chief for the After Action Report.

See ESF #1 for Transportation Services assignments and responsibilities.
## Attachment 1 – An On-Campus Emergency Supplies & Equipment List

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ax, pick head, fire, 6 lb. with handles</td>
<td>4 ea*</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Bag, plastic, 33 gallon</td>
<td>45 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Bar, wrecking, 30”</td>
<td>5 ea</td>
<td>Shop #22</td>
</tr>
<tr>
<td>Battery, AA</td>
<td>24 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Battery, 6 volt for hand-held light</td>
<td>12 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Battery, D cell</td>
<td>24 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Blankets</td>
<td>500 ea</td>
<td>Housing</td>
</tr>
<tr>
<td>Bolt cutter</td>
<td>2 ea</td>
<td>Public Safety #27</td>
</tr>
<tr>
<td>Garaventa Evac Chair</td>
<td>1 ea</td>
<td>Public Safety #27</td>
</tr>
<tr>
<td>Evac+ Evac Chair</td>
<td>1 ea</td>
<td>Public Safety #27</td>
</tr>
<tr>
<td>Broom, 14”</td>
<td>4 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Bucket, plastic, 5 gallon</td>
<td>4 ea</td>
<td>Paint Shop #22</td>
</tr>
<tr>
<td>Bulb, 300 watt, incandescent</td>
<td>12 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Cable, wire, 1 ton, 100 feet, 5/11”</td>
<td>1 ea</td>
<td>Shop #22</td>
</tr>
<tr>
<td>Camera, Polaroid with flash, 24 exposure</td>
<td>10 ea</td>
<td>Facilities Services</td>
</tr>
<tr>
<td>Chain saw, medium size w/carrying case</td>
<td>1 ea</td>
<td>Grounds #19</td>
</tr>
<tr>
<td>Chain, ratchet lever hoist/puller, 6 ton capacity</td>
<td>1 ea</td>
<td>Welding Shop #24</td>
</tr>
<tr>
<td>Chain, ratchet lever hoist/puller, 6 ton capacity</td>
<td>1 ea</td>
<td>Bus Garage #21</td>
</tr>
<tr>
<td>Day pack with straps</td>
<td>10 ea*</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Dust masks</td>
<td>1 ea</td>
<td>Shop #22</td>
</tr>
<tr>
<td>Extension ladder, 12’</td>
<td>1 ea</td>
<td>Shop #22</td>
</tr>
<tr>
<td>Extension ladder, 15’</td>
<td>1 ea</td>
<td>Shop #22</td>
</tr>
<tr>
<td>Extension ladder, 25’</td>
<td>1 ea</td>
<td>Shop #22</td>
</tr>
<tr>
<td>Flashlight, heavy duty, 2 D cell</td>
<td>12 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Gasoline, 5 gallons in sealed cans</td>
<td>2 ea</td>
<td>Grounds #19</td>
</tr>
<tr>
<td>Generator, portable, 5 KW, gasoline</td>
<td>2 ea</td>
<td>Plumbing Shop #24</td>
</tr>
<tr>
<td>Gloves, work, extra large</td>
<td>6 pr*</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Gloves, work, large</td>
<td>6 pr</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Goggles, safety, visor type</td>
<td>4 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Hammer, sledge, 10# head</td>
<td>2 ea</td>
<td>Shop #22</td>
</tr>
<tr>
<td>Hard hats, white</td>
<td>10 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Hose adapter, fire hydrant to ¾”</td>
<td>2 ea*</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Hose, rubber, water, ¾” w/nozzle, 100’</td>
<td>4 ea</td>
<td>Grounds #19</td>
</tr>
<tr>
<td>Jack, hydraulic, 5 ton</td>
<td>4 ea</td>
<td>Bus Garage #21</td>
</tr>
<tr>
<td>Light, hand-held, 6 volt w/battery</td>
<td>4 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Lumber: 2 x 4 x 4’</td>
<td>4 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>4 x 4 x 2’</td>
<td>4 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>4 x 4 x 4’</td>
<td>12 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Nails, common, 4D, 10D, 12D, 16D, 20 lbs each</td>
<td>1 ea</td>
<td>Shop #22</td>
</tr>
<tr>
<td>Wheelchair</td>
<td>1 ea</td>
<td>Student Health #31</td>
</tr>
<tr>
<td>Padlock with 2 keys</td>
<td>4 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Plywood, ½”, 4’ x 8’</td>
<td>4 sheets</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Plywood, ¾”, 4’ x 8’</td>
<td>4 sheets</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Polyethylene plastic, Visqueen, 12 ft wide</td>
<td>2 rolls</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Portable lights, 110 V, 300 W, incandescent</td>
<td>8 ea*</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Portable radio, AM/FM</td>
<td>1 ea*</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Power cord, 50’ w/adapter plugs</td>
<td>12 ea</td>
<td>Stores #23 &amp; Shop #22</td>
</tr>
<tr>
<td>Power cord, 100’ w/adapter plugs</td>
<td>12 ea</td>
<td>Stores #23 &amp; Shop #22</td>
</tr>
<tr>
<td>Power strip, 6 receptacles with switch</td>
<td>6 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Protective clothing, coveralls, extra large</td>
<td>6 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Protective clothing, coveralls, large</td>
<td>6 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Rope, nylon, ½”, 100’</td>
<td>1 ea</td>
<td>Stores #23</td>
</tr>
<tr>
<td>Saws</td>
<td>4 ea</td>
<td>Grounds #19</td>
</tr>
<tr>
<td>Sturdy boxes</td>
<td>6 ea</td>
<td>Stores #23</td>
</tr>
</tbody>
</table>

* to be purchased in the event of a disaster
<table>
<thead>
<tr>
<th>Resource</th>
<th>Description/Amount</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dump Truck</td>
<td>Chevy 1 ton – 1 ea</td>
<td>Grounds</td>
</tr>
<tr>
<td>Dump Truck</td>
<td>Ford 1 ton – 1 ea</td>
<td>Grounds</td>
</tr>
<tr>
<td>Dump Truck</td>
<td>Ford F Series – 1 ea</td>
<td>Grounds</td>
</tr>
<tr>
<td>Dump Trucks</td>
<td>2 ea</td>
<td>Transportation Services</td>
</tr>
<tr>
<td>Loader</td>
<td>Dresser 510B – 1 ea</td>
<td>Grounds</td>
</tr>
<tr>
<td>Small Loader</td>
<td>John Deere 430 – 1 ea</td>
<td>Grounds</td>
</tr>
<tr>
<td>Small Loader w/backhoe</td>
<td>John Deere 430 – 1 ea</td>
<td>Grounds</td>
</tr>
<tr>
<td>Small Loader w/backhoe</td>
<td>Power Trac – 1 ea</td>
<td>Grounds</td>
</tr>
<tr>
<td>Front End Loader</td>
<td>1 ea</td>
<td>Transportation Services</td>
</tr>
<tr>
<td>Backhoe</td>
<td>1 ea</td>
<td>Transportation Services</td>
</tr>
<tr>
<td>Water Truck</td>
<td>GMC 3000 gal. – 1 ea</td>
<td>Grounds</td>
</tr>
<tr>
<td>Fork Lift</td>
<td>Hyster 80 – 1 ea</td>
<td>Grounds</td>
</tr>
<tr>
<td>Fork lifts</td>
<td>2 ea</td>
<td>Transportation Services</td>
</tr>
<tr>
<td>SUV’s (if available)</td>
<td>Public Safety Vehicles – 8 ea</td>
<td>Public Safety</td>
</tr>
<tr>
<td>2 motorcycles (if available)</td>
<td>Public Safety Vehicles – 2 ea</td>
<td>Public Safety</td>
</tr>
<tr>
<td>47 passenger Buses</td>
<td>13 ea</td>
<td>Transportation Services</td>
</tr>
<tr>
<td>9 Passenger Yukons</td>
<td>15 ea</td>
<td>Transportation Services</td>
</tr>
<tr>
<td>Portable Gensets</td>
<td>2 ea</td>
<td>Transportation Services</td>
</tr>
<tr>
<td>Flatbed Trailers</td>
<td>3 ea</td>
<td>Transportation Services</td>
</tr>
<tr>
<td>In-closed trailers</td>
<td>3 ea</td>
<td>Transportation Services</td>
</tr>
<tr>
<td>ATV Kawasaki Mules</td>
<td>6 ea</td>
<td>Transportation Services</td>
</tr>
<tr>
<td>Ambulance</td>
<td>1 ea</td>
<td>College of Technology</td>
</tr>
<tr>
<td>Large White Event Tent</td>
<td>1 ea</td>
<td>Facilities Services</td>
</tr>
</tbody>
</table>
Attachment 2: Primary Disaster Vendors

**Hardware:**
Ace Hardware  
222 South 5th Ave.  
Pocatello, Idaho 83201  
(208) 478-6810  
Contact: Store Manager, Juan Elizarrara

**Plumbing:**  
Fergusson Enterprises  
1063 W. Alameda Road  
Pocatello, Idaho 83201  
(208) 238-1091  
Contact: Bill Bullock 317-4509  
Jeff Hollaway 241-9603  
Casey Standley 241-6463

Robertson Supply  
695 West Maple  
Pocatello, Idaho 83201  
(208) 234-4600  
Contact: Craig Norby or Robert Dean  
234-4600; after hours: 851-1192/571-7294

Pocatello Windustrial  
5018 Rainbow Lane  
Chubbuck, ID 83202  
(208) 238-6214  
Contact: Vern Combs 221-6214  
Tom Belcher 221-8314

Silver Creek Supply  
2055 Garrett Way  
Pocatello, Idaho  
(208) 637-0727  
Contact: Paul Smith 313-5711  
Dan Menousek 709-6384  
Hal Wright 243-2506

**Electrical:**  
Electrical Wholesale  
220 W. Maple  
Pocatello, Idaho 83201  
(208) 233-1362  
Contact Person: John Sargent, (cel) 241-2902  
(h) 237-5246  
J.J. Riesberg (h) 238-9775

D&S Electrical Supply  
363 W. Chubbuck Road  
Pocatello, Idaho 83206  
(208) 237-8200  
Contact: Andy Akers 251-6048  
Cory Ytuarte 220-0137

Platt Electric Supply  
2815 Garrett Way, #A  
Pocatello, Idaho 83201  
(208) 233-2002  
Contact: Mark Steed 346-1038; Scott Johnson 709-4570; Travis Prather 244-1213; Mike Sutorius 220-2734

**Medical:**  
Maag Prescription & Medical Supply  
333 W. Center Street  
Pocatello, Idaho 83204  
(208) 233-6224  
Contact: Kathi Warr 233-2063 or 221-3451

Shaver Pharmacy  
235 So. 4th Avenue  
Pocatello, Idaho 83201  
(208) 233-3341 or 232-7750  
Contact: Lorri or Tori Shaver  
406-3187, 406-1024
## ESF #8 – Public Health and Medical Services

**Primary Agencies:** ISU Student Health Services

**Support Agencies:**
- ISU Public Safety
- ISU Department of Nursing
- ISU Family Medicine
- ISU Counseling & Testing
- ISU Psychology Clinic
- ISU Physician’s Assistant Program
- ISU College of Technology
- Bannock County Ambulance Service
- Bannock County Emergency Services
- Southeastern Idaho District Health
- Idaho Department of Health & Welfare
- Portneuf Medical Center
- American Red Cross of Greater Idaho

### Introduction

#### Purpose

ESF 8 describes the policies and procedures for mobilizing and managing health and medical services on campus during an emergency or disaster.

#### Scope

Our main goal and plan is to help triage in emergency overflow in case of a disaster due to the probable overflow of Portneuf Medical Center in Pocatello.

ESF 8 applies primarily to large-scale emergencies that would cause sufficient casualties or fatalities on-campus and in the surrounding community to overwhelm local medical health and mortuary services, thus requiring coordination and effective use of on-campus resources.

### Policies

ESF 8 will be implemented upon request from the Operations Section Chief, in coordination with the EOC Manager. This will be following or prior to expectation of the occurrence of a significant natural disaster or manmade event on campus.

- ESF 8 will coordinate all resources related to health and medical issues and shall monitor field deployment of medical personnel and resources.
- Each ESF 8 support organization will retain full control over its own resources and personnel.
- ESF 8 will not release medical information on individual patients to the general public to ensure patient confidentiality protection pursuant to Health Information Privacy Protection Act (HIPPA) guidelines and Family Educational Rights and Privacy Act (FERPA) guidelines.
• Appropriate non-specific information on casualties/patients will be provided to ESF 15 External Affairs and the American Red Cross (in coordination with ESF 15) for information releases.

**Situation and Assumptions**

**Disaster Condition**

There are several emergencies that could require health and medical services on campus to include floods/dam failures, earthquakes, hazardous materials spills, bio-terrorism, terrorism, and severe storms.

**Planning Assumptions**

During disaster situations that produce mass casualties and tax or overwhelm campus medical resources, it may be necessary to use unusual techniques to provide the most effective aid. Under such conditions, the rule of “the greatest good for the greatest number” will be the guiding principle.

• Although ISU would like to remain self-sustaining for at least the first 72 hours, emergency measures to protect life and health after a disaster may depend upon off-campus local, county, state and/or federal resources.

• There is one hospital in Bannock County, Portneuf Medical Center.

• There are five (5) mortuaries in Bannock County.

• Off-campus public and private medical, health and mortuary service resources may be available for use during a disaster. However, many of these resources may themselves be impacted by the disaster.

• Responding medical agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.

• ESF 8 may need to establish a temporary morgue on campus.

• A potential problem could be structural damage to the Student Health Center. Temporary structures and alternate locations have been identified (the Pond Student Union Building and the Rendezvous Center). However, these locations may also be impacted by the disaster.

• It may be necessary to relocate health/medical facilities under austere conditions to field hospitals or other buildings that will provide patients and medical staff adequate protection from the effects of the disaster.

• Some incidents could extend for several hours or days. ESF 8 must determine continued availability of staff and resources and arrange for replacements.

• Following a disaster, ESF 8 will coordinate with the Southeastern Idaho Health District to implement measures to identify and prevent the spread of disease on campus from contaminated water supplies, malfunctioning septic systems, spoiled or contaminated foods, and lack of functional sanitary facilities.
Concept of Operations/Responsibilities

General

ESF 8 applies primarily to large-scale emergencies that would cause sufficient casualties or fatalities on-campus and in the surrounding community to overwhelm local medical health and mortuary services, thus requiring coordination and effective use of on-campus resources.

- The Student Health Center will provide a Medical Officer to fill the ESF 8 Health and Medical Services post with the responsibility to coordinate with local emergency medical services (EMS), hospitals, public health, mental health and mortuary services disaster planning and response actions.

- ESF 8 is responsible for setting up and staffing First Aid Centers, providing first aid to the injured, arranging for hospital transportation, and establishing a temporary morgue, if necessary.

Organization

- The ISU President, or his designee, will direct the EOC Manager to activate ESF8.

- At the direction of the ISU EOC Manager and in coordination with the Operations Section Chief, ESF 8 will be activated.

- The ISU Student Health Center will provide a Medical Unit Leader to fill the ESF 8 Health and Medical Services post with the responsibility to coordinate with local emergency medical services (EMS), hospitals, public health, mental health and mortuary services disaster planning and response actions (See Checklist 2E Medical).

- The ISU Communications Dispatcher will request an EMS response through the Police Dispatch Center. Information will be provided on the number of casualties, conditions, and any special hazards.

- In an area-wide emergency that results in casualties on campus and delays or reduces the county EMS system’s ability to respond, the campus medical response, or ESF 8, will be managed by the Medical Branch under the Operations Section.

- ISU Public Safety units responding to the scene will establish a perimeter and, as feasible, initiate rescue and provide first aid to the victims.

- ISU Nursing will send additional staff in case of an emergency, as needed.

- If required, ESF 8 will establish a temporary morgue, and will work in coordination with the local/county coroner and mortuary services.

- ESF 8 will ensure that during mass fatality incidents, they help by taking care of patients who are triaged by the Student Health Center or local EMS and felt stable enough for evaluation here.

- Student Health Services is the primary unit for supporting coroner operations on campus.
The county coroner has support responsibility for coroner operations county-wide including the campus.

Local mortuaries and morticians will provide personnel and facilities for handling fatalities.

The Medical Unit Leader under ESF 8 will be the point of contact for coordinating the response and deployment of counseling and psychology personnel for critical incident stress management.

Other departments that can provide support are Family Medicine, the Physicians Assistance Program and College of Technology.

College of Technology will be able to provide an ambulance for transportation purposes.

**Notification**

At the direction of the ISU EOC Manager and in coordination with the Operations Section Chief, the ISU Dispatch Center will notify ESF 8.

ESF 8 Medical Unit Leader will notify support personnel and departments.

ESF 8 personnel will respond as directed and be placed on standby as appropriate.

**Response Actions**

**Initial**

The EOC Manager in coordination with the Operations Section Chief will request the ESF 8 Medical Unit Leader to report to or send a representative to, the ISU EOC when notified of an emergency situation.

ESF 8 will report to the ISU EOC, or alternate EOC location, when requested and:

- Make contact with the Operations Section Chief with a list of team members and obtain equipment and assignments.
- Determine the number of personnel available to respond.
- Develop an Action Plan for medical operations that should have contingencies for:
  1. Emergency First Aid Stations for the campus community & emergency workers.
  2. Transportation for the critically injured to medical facilities.
  3. Setting up triage operations at specific locations for mass injuries.
  4. Implementing medical mutual aid.
  5. Implementing a coroner operation and temporary morgue.
- Provide information and recommendations to the Planning Chief.
- Report the results of assignment operations to the Situation Status Unit Leader under the Planning Section (injuries, deaths, etc.).
- Keep the Operations Chief briefed.

Coordinate with the medical command post at the disaster scene.

Work with Counseling & Testing to prepare a Mental Health Plan (See Mental Health Annex).
• Work with the Special Needs Unit Leader and EOC Manager to identify and coordinate assistance for any special needs populations on campus that need help before, during or after an emergency or disaster.

**Continuous**

ESF 8 will:

• Request that field teams report persons needing medical assistance.
• Determine number and location of persons requiring medical attention.
• Report information to the ISU EOC.
• Assign staff until local/county responders arrive.
• Request medical staff be sent to the site or transport victims to the Student Health Center or other established medical site or first aid station.
• Establish and maintain field communications and coordination with ISU and local responding emergency teams and radio or telephone contact with area hospitals.
• Provide assistance to the ISU EOC in accordance with the County Medical Casualty Incident Procedures.
• Obtain information on identity of victims and destination of transported casualties.
• Coordinate with area hospitals and local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical, radiological, or bacterial contamination.
• Coordinate with local and neighboring community health and medical organizations and with state and federal officials on matters related to assistance from other jurisdictions.
• Coordinate all public health issues with the Southeastern Idaho Health District.
• Provide information, through ESF 15 External Affairs, to the news media on the number of injuries, deaths, etc.
• Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.
• Provide information and recommendations to Planning Chief for the After Action Report.

If county medical units cannot respond sufficiently under extreme emergency, consider the following actions as appropriate:

• Establish contact with the ISU EOC and determine condition of local hospitals.
• Request the EOC contact outside public and private medical organizations to determine the availability of personnel and services.

• Work with the EOC to determine which facilities will be used to support the Medical Operation.

• Allocate staff to the following locations: 1) Casualty Collection Point, 2) Student Health Center (in the event the Student Health Center is compromised, the primary alternative will be the Pond Student Union Building. The secondary alternative will be the Rendezvous Complex), 3) Transport of injured, 4) Staging location of medical support, and 5) Location of temporary morgue.

• Mobilize and brief volunteer medical personnel. Assign volunteer medical staff to medical care sites.

• Ensure that briefings for staff and volunteers include: 1) Triage; 2) Arrest of significant bleeding; 3) Use of intravenous solution; 4) Pain relief; 5) Tagging injured; 6) Patient tracking; and 7) Identification and handling of facilities.

• Ensure that injured that require supplemental treatment are taken to the Casualty Collection Point site.

• Determine the following support needs and request from the EOC: 1) Medical Supplies; 2) Portable generators; 3) Emergency radio net; 4) Transportation for victims to other medical facilities; and 5) Food and water.

**MEDICAL SUPPORT: DISASTER TRIAGE PROCEDURES**

During disaster situations that produce mass casualties and tax or overwhelm available campus medical resources, it may be necessary to use unusual techniques to provide the most effective aid. Under such conditions, the rule of “the greatest good for the greatest number” will be the guiding principle.

• The disaster medical-care triage procedure initiated at campus disaster sites and disaster medical care facilities should be in accordance with the following guidelines:
  
  ° **Priority I** - Immediate transport. First priority casualties are those that have life threatening injuries that are readily correctable. For purposes of priority for transport to a hospital, a second sorting or review may be necessary so only those "transportable" cases are taken first. Some may require extensive stabilization at the scene before transport.
  
  ° **Priority II** - Delayed transport of casualties are all those whose therapy may be delayed without significant threat to life or limb and those for whom extensive or highly sophisticated procedures are necessary to sustain life.

• Casualties requiring minimal care will not be tagged or registered. They will not be given professional level care and will not be admitted to hospitals. They will be sent from the incident scene in order to reduce confusion unless they are needed to assist as litter bearers or first aid staff.

• The dead will be identified by an "X" on the forehead or covered with marked material. Professional opinion will be sought where needed. They will be completely covered with a sheet, blanket or other available opaque material. They should be moved out of the immediate casualty sorting area by the Coroner team as soon as practicable.
• Panic-stricken or psychologically disturbed persons, who might interfere with casualty handling, should be isolated from the incident scene as soon as possible.

MEDICAL SUPPORT: MULTIPLE CASUALTY INCIDENT PLAN

• Emergency Medical Services (EMS) are normally provided to the campus through an EMS system administered by the county. The EMS system has detailed procedures for responding to multiple casualty incidents.

• Multiple casualty incidents may occur on campus as a result of events such as fire, explosion, vehicle accident, or hazardous materials release. If a major incident occurs on campus, the Local Emergency Operations Center may be activated.

• The Communications Dispatcher will contact the local Police Department at 234-6100.

• In an area-wide emergency that results in casualties on campus and delays or reduces the county EMS system’s ability to respond, the campus medical response will be managed by the Medical Branch under the Operations Section.

• The response of campus personnel to the incident will be governed by the following guidelines:
  ◦ The Communications Dispatcher will request an EMS response through the Police Communication Center. Information will be provided on the number of casualties, conditions, and any special hazards.
  ◦ Public Safety units will escort ambulances to the site and will assist ambulance personnel in establishing an ambulance staging area.
  ◦ Public Safety personnel responding to the scene will establish a perimeter and, as feasible, initiate rescue and provide first aid to the victims.
  ◦ Student Health Services will be notified and placed on standby. A campus medical team will respond to the scene if the incident is a major medical emergency or larger incident, or if ambulance response is unduly delayed. Any medical personnel on scene will identify themselves to the on-scene Incident Commander or medical supervisor and provide assistance as requested.

CORONER OPERATION: SUPPORT

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

Student Health Services is the primary unit for supporting coroner operations on campus.

• The county coroner has support responsibility for coroner operations county-wide including the campus.

• Local mortuaries and morticians will provide personnel and facilities for handling fatalities.

CORONER OPERATION: RESPONSE

• Determine the impact of the incident and have the EOC contact the county coroner.

• Make recommendations to the EOC for sites that would be suitable as a temporary morgue.
• Refer all inquiries concerning number of the deceased to the EOC.

• Determine the number of personnel immediately available for assistance.

• Ensure personnel assisting the recovery teams understand the county coroner policies and procedures.

If the county coroner/Medical Examiner cannot be contacted under extreme emergencies, consider the following actions as appropriate:

• Designate Fatality Recovery Teams and prioritize assignments.

• Check condition of critical equipment and supplies. Obtain body bags, tags, gloves, masks and other support items.

• Assign staff for the following functions as needed: 1) Recovery teams; 2) Identification records; and 3) Morgue.

• Assign a person to handle records and personal effects.

• Establish a communication system between the temporary morgue and EOC.

• Check with Operations before using or entering a damaged facility. Ensure staff have adequate protective clothing and equipment.

• Coordinate activities with ESF 13 Law Enforcement/Public Safety, ESF 4 Firefighting, and ESF 9 Search and Rescue.

• Observe assigned staff carefully for indications of stress.

• Evaluate the need for security of the temporary morgue.

• Advise ESF 1 Transportation of the coroner transport needs.

MORGUE

Due to the lack of a county morgue and inadequate facilities at the hospitals, provisions must be made on an ad hoc basis.

• Facilities that have been proposed include the National Guard Armory, Holt Arena at ISU, and tents could be raised and equipment located at Davis Field, adjoining the Maintenance and Operations Building. (NOTE: State Disaster response calls for use of armories normally support efforts of local emergencies; therefore, the armory may not be available. Coordinate with local/county jurisdictions).

• Weather will be a prime factor: stoves for attendants if the season is cold and air conditioning units if summer is at hand. Medical supplies and communication capabilities will be required as well.
Bannock Regional Medical Center can only “accommodate” two bodies at any one time. Much improvisation will be required.
**ESF #9 – Search and Rescue**

**Primary Agencies:** ISU Department of Public Safety

**Support Agencies:** ISU Facilities Services
ISU faculty/staff from Engineering
City and County Fire Departments
City and County Search and Rescue Teams

**Introduction**

**Purpose**

ESF 9 outlines roles and responsibilities for Search and Rescue on the ISU Campuses.

**Scope**

- ESF 9 is responsible for covering pre-determined areas of the campus(es), in established patterns, rescuing any trapped or injured persons and extinguishing any small fires.

- ESF 9 coordinates locating endangered, trapped, disabled and/or isolated persons; gains access to persons in need of assistance or rescue according to the established rescue plans; assists the injured to First Aid Centers or sends for help if the person cannot be safely moved.

**Policies**

- The Jurisdiction Having Authority for ISU campuses will be the lead agency for search and rescue on campus.

- Due to their familiarity with the campuses, ISU Public Safety, as ESF 9, will coordinate and assist with search and rescue efforts on ISU campuses with the lead agency.

- If local/county search and rescue teams are not available, ISU Public Safety will be the lead agency for search and rescue on ISU campuses.

- Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.

**Situation and Assumptions**

**Disaster Condition**

There are several emergencies that could require search and rescue services on campus to include floods/dam failures, earthquakes, hazardous materials spills, bio-terrorism, terrorism, and severe storms.
Planning Assumptions

- A severe earthquake, flood/dam failure, winter storm, or explosion could damage campus areas and buildings, and could trap faculty, staff, students or visitors on campus.

- Major damage could occur to housing units, academic buildings, event centers, clinics, and transportation routes.

- Emergency measures to protect the life and health of faculty, staff, students and visitors on campus during the first 72 hours after a disaster in all likelihood will depend on on-campus resources.

- Some incidents could extend for several hours or days. Search and Rescue must determine continued availability of staff and resources and arrange for replacements.

- It is important the ESF 9 closely monitor the use and release of outside resources. Outside agencies are not familiar with the campus and should be either thoroughly brief or assisted by a member of the campus.

Concept of Operations/Responsibilities

General

Search and Rescue on campus will be conducted according to existing Standard Operating Procedures, any Mutual Aid Agreements with local, county or state Search and Rescue teams, and other formal directives.

ISU Public Safety will maintain the capability to perform Search and Rescue on campus, as needed.

ESF 9 will establish an understanding with search and rescue units outside of Bannock County that they will assist ISU in a disaster when other sources are unavailable to the campus.

Organization

The ISU President, or his designee, will direct the EOC Manager to activate ESF9.

- The ISU Incident Commander will be the lead for search and rescue on campus.

- ESF 9 will be under the Operations Section and coordinate its actions with the Operations Section Chief (See page 293 Checklist 2D).

- ESF 9 on campus will be led by an ISU Public Safety Officer or his designee.

- Unified Command may be necessary to direct specialized skills established by fire departments and other search and rescue units.

- ESF 1 Transportation will provide transportation services as directed.

- ESF 3 Public Works and Engineering and the Damage Assessment Unit will perform building inspections and remove debris.
• ESF 6 Mass Care & ESF 7 Resource Support will open and maintain mass care facilities and provide food and water to the responders and mass care facilities.

• ESF 8 Health and Medical Services will provide medical triage and support.

• ESF 13 Law Enforcement/Public Safety will maintain order and security at the incident scene(s) and mass care facilities, and help in search and rescue efforts.

• Under ESF 9 Public Safety will:
  ◦ Coordinate with the Bannock County Search and Rescue to establish a cooperative agreement with other Search and Rescue teams.
  ◦ Coordinate with Bonneville and Power Counties Search and Rescue to establish a cooperative agreement to assist ISU in the event of a disaster in which the Bannock County Search and Rescue cannot assist.
  ◦ Coordinate with the Pocatello Fire Department Operations Center to utilize Search and Rescue Services.

• ESF 15 External Affairs will provide public information briefings on search and rescue efforts to the media.

• Bannock County Search and Rescue and other units outside of Bannock County will:
  ◦ Provide personnel to check facilities and property for injured persons.
  ◦ Provide personnel to help secure facilities and property.
  ◦ Provide personnel to assist ISU in other agreed-upon duties.

Notification

The EOC Manager, in coordination with the Operation Section Chief, will request the Dispatch Center to notify ESF 9.

• ESF 9 will notify support personnel and agencies.

• ESF 9 personnel will respond as directed and be placed on standby as appropriate.

Response Actions

Initial

ESF 9 will:

• Make contact with the Operations Chief with a list of team members and obtain equipment and assignments.

• Determine the threat to rescuers.

• Develop an Action Plan for Search and Rescue Operations. Provide information and recommendations to the Planning Chief. The Plan should have contingencies for:
  ◦ Safety instruction for emergency team members.
  ◦ Protective equipment and clothing.
Identifying structural damage to buildings or severe hazards that would require specialized equipment and personnel to successfully rescue a victim without further harm to team members and/or the victim.

Establish a lookout and accountability system for rescuers before entering scene.

Implementing Search & Rescue Mutual Aid agreements.

- Conduct rescue operations according to standard operating procedures.

- Report the results of assignment operations to the Situation Status Unit under the Planning Section (deaths, injuries, etc.).

- Work with the Special Needs Unit Leader and EOC Manager to identify and coordinate assistance for any special needs populations on campus that need help before, during or after an emergency or disaster.

**Continuous**

Primary Responsibilities:

- Search the campus.
- Assist and rescue victims.
- Evacuate and remove persons trapped or injured.

- Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

- Keep the Operations Chief briefed.

- Keep ESF 15 External Affairs briefed on search and rescue operations information that the can release to the media.

- Coordinate support activities for the ESF 9 rescue mission with ESF 3 Public Works and Engineering, ESF 6 Mass Care, ESF 7 Logistics and Resource Support, ESF 8 Health and medical Services, and ESF 15 External Affairs, as necessary.

- Request additional local, county, state and federal assistance if needed.

- Provide information and recommendations to Planning Chief for the After Action Report.

See Attachment 1 – List of Surrounding county Search and Rescue Teams
*Attachment 1 – List of Surrounding County Search and Rescue Teams

A. Bannock County Search and Rescue
   (a) Sheriff LOREN NIELSEN                     236-7111
   (b) Commander PAUL NAPPER                   236-7111

B. Bonneville County Search and Rescue
   (a) Sheriff PAUL J. WILDE                    529-1200
   (b) Commander JAMIE CASE                    529-1200

C. Power County Search and Rescue
   (a) Sheriff JIM JEFFRIES                    226-2311
   (b) Commander PETE WILLIAMS                 226-5257

D. Bingham County Search and Rescue
   (a) Commander JOHN KLUVERS                  782-3850
   (c) Dispatch                                785-1234
   (d) Liaison Officer ROBERT SOBIESKI         782-3045

*NOTE: Local SAR units may be requested through the County Sheriff’s Department since their charter and authority extends from the Office of the Sheriff.
ESF #10 – Hazardous Materials

Primary Agencies: ISU Safety Officer, Facilities Services
ISU Technical Safety Office
Pocatello Fire Department & Hazmat Team
Southeast Idaho Regional Hazardous Material Response Team

Support Agencies: ISU Public Safety
Bannock County Emergency Services
Bannock County Sheriff’s Office
Municipal Law Enforcement
Bannock County EMS
Portneuf Medical Center
INL State Oversight Program
Idaho State Police Hazmat Officers
DOE RAP Team

Introduction

Purpose

ESF 10 describes the organization and procedures ISU will follow to respond to an incident involving transportation, use, and storage or processing of hazardous materials.

Scope

- ESF 10 covers all hazardous materials incidents on campus, and establishes roles and responsibilities among campus departments that may be brought to bear in response actions.

- ESF 10 may be activated in response to a natural or other disaster with the potential for a hazardous materials impact on campus, or in anticipation of a natural or other disaster that is expected to result in an impact to hazardous materials facilities and/or transporters, or technological disasters on campus.

Policies

- The Safety Officer and ISU’s Technical Safety Officer (TSO) are the primary ESF 10 responders for the ISU campus.

- The campus must be self-sufficient and responsible for its own initial hazardous materials response capabilities.

- The Pocatello Fire Department and Hazmat Team have the primary responsibility for response to these incidents when needed. The ISU Technical Safety Officer will provide support and assistance at their direction, and secure the area along with ISU Public Safety until they arrive on scene.

- The Southeast Regional hazardous Material Response Team will be called upon to deal with more demanding situations.
• The State Hazardous Materials On-Scene Command and Control Support Plan is the legal guiding document for hazmat response management. The Plan requires the on-scene Incident Commander to initiate a bridge call via StateComm in order to activate the team.

• The Hazmat Users list will be reviewed and updated annually by the Technical Safety Officer. The list is not published. However, a copy of the list can be requested from ISU Public Safety, as needed.

**Situation and Assumptions**

**Disaster Conditions**

There are four basic hazard categories that are present at Idaho State University. These include:

- Chemical hazards
- Biological Hazards
- Radiation Hazards
- Pesticide Hazards

• Chemical hazards at ISU exist as solids, liquids or gases, and can be broken down into flammables, corrosives, toxins, and reactives. Some of these materials are considered human carcinogens, mutagens, or tertiogens. Both acute and chronic effects in human health and the environment can be anticipated in the event of uncontrolled release during or subsequent to a disaster.

• Under the biological hazards, dangers of infection, disease, and exposure to carcinogens, mutagens, and teratogens by pathogenic organisms clearly exist.

• Radiation release in the event of a disaster would be minimal, with the possible exceptions of the Engineering Reactor and the Radiation Source Vault in the Physical Sciences Building basement, Pharmacy, RISE Complex, Idaho Accelerator Center, Biology, CAES, and the storage shed behind Public Safety that holds the waste.

• Pesticides would present a danger to human health, both acute and chronic, if they were released in the event of a fire or strong wind.

• Hazardous materials incidents on campus may occur as a result of natural disasters, human error, or accidents.

**Planning Assumptions**

• It must be assumed that hazardous materials are a factor in every emergency response situation.

• The amount of time available to determine the scope and magnitude of the incident impacts protective action recommendations.

• A serious hazardous materials incident could exceed the response capabilities of on-campus departments.
• The Pocatello Fire Department (PFD) and Hazmat Team have the capability to respond to a hazardous materials response on campus, as necessary.

• Within the City of Pocatello, the RRT (Rapid Response Team) responds as a PFD asset until “activated as a State Response Asset. As State asset they report to and work for the local Incident Commander. They may render safe, but do not do cleanup. Contract hazmat cleaning may be warranted.

• The Southeast Regional Hazardous Materials Response Team may be called upon to deal with more demanding situations.

• TSO’s primary responders may suffer many limitations in their response to any natural disaster on campus. Areas that have been identified are:
  o Experience – Most of these individuals have not had to respond to serious emergencies with any frequency, but would be available to provide assistance in any emergency operations under the direction of those with more experience or training. In addition, there have not been many drills to test the skills or training.
  o Equipment – In the event of a disaster and subsequent release of hazardous materials, the ISU TSO would provide a minimum of one team with two members each to respond. To provide this support, a minimum of two sets of personal protection equipment (PPE) would be required to allow one member to be working while the second member was preparing to respond. It is assumed these individuals would have the additional equipment and training.
  o Training – The levels of training needed to adequately respond to the hazards identified above has in many cases been provided to the TSO personnel, however, there have been few opportunities to practice in actual emergency response situations. For training-or a plan-to be effective, it must be utilized and revised, as more is learned through these kinds of hands-on activities than any other way.
  o Communications – Responding to an emergency requires access to information and data between people, computers, and equipment. In situations where loss of power is to be expected, an emergency communication system between responders and outside agencies has been established at Public Safety.

• Responding outside agencies have protocols that are specific to their agency and communications must be established and maintained to ensure that efforts do not conflict.

• Hazard Assessment - This activity is composed of evaluation the potential hazards based on what is known to be present in the building, structure, or area under consideration. This would be performed by first responders on the scene, and would play a role in dictating the type of response to be undertaken (if any) by those in a position to respond. It would include matching visual evidence of stress and/or disruption against the known hazards and their potential for secondary destruction or human injury. Input to other emergency responders would also be provided.

• Hazard Identification - This activity involves using the instruments and information resources available to make a probable or positive identification of hazardous material(s) present in an unconfined state. These activities would be limited by the type and number of detection equipment available, people able to respond, and the time needed to perform the testing required at various sites. Priority would be given to those situations that involve the potential
loss of life, both on the campus and in the surrounding communities. These activities would be performed inside and outside structures that were damaged or under obvious stress.

- The TSO has the following equipment and resources that could be used to respond to natural disasters and the subsequent events:
  - Full-face SCBA respirators 2 each
  - Scott air packs 2 each
  - Chemical gloves (Neoprene) 6 pairs
  - Chemical boots (Neoprene) 4 pairs
  - Chemical suits (Tyvek) 4 each
  - Spill resource kits 30 each
  - pH meter 1 each
  - Reference text
    - Emergency Response Guide 2 each
    - NIOSH Manual 2 each
    - Merck Index 1 each
    - CRC Handbook of Chemistry 1 each
    - Technical Safety Manual several

- In addition, the following are available:
  - Air sampling meter (M&O) 1 each
  - Air sampling tubes (phenol, formalin) 2 each

- The University would need much more equipment than currently exists to respond to the chemical and biological hazards that are present on the campus. The follow is a partial list of the minimum addition items required beyond what we already have:
  - Full face respirators 6 each
  - Scott air packs 2 each
  - Chemical response suits (Class 1) 4 each
  - Air sampling equipment 1 each
  - Explosive atmosphere meters 2 each
  - Air sampling tubes several
  - Air tank refilling capability 1 each

- Additional Items We Need To Have
  In the event of a natural disaster and subsequent potential release of hazardous materials, the TSO would provide a minimum of two teams with two members each to respond to situations where these chemical, biological, radiological, and/or pesticide materials were involved. To provide this support, a minimum of four sets of personal protection equipment (PPE) would be required to allow one team to be working while the second team was preparing to respond. It is assumed these individuals would have the additional equipment and training that is identified in this report.

**Concept of Operations/Responsibilities**

**General**

- ESF 10 quickly identifies hazardous material problems that will or could affect the emergency response.
ESF 10 is responsible for coordinating the containment and cleanup of hazardous materials, identifying unsafe conditions for campus facilities, providing warnings and developing measures for assuring personnel safety.

**Organization**

The ISU President, or his designee, will direct the EOC Manager to activate ESF 10.

- The ISU EOC Manager will be the lead for hazardous materials response on campus.
- ESF 10 will be under the Operations Section and coordinate its actions with the Operations Section Chief.
- ESF 10 on campus will be led by the Safety Officer from Facilities Services and by the Director of the ISU Technical Safety Office.
- Unified Command may be necessary to direct specialized skills established by fire departments and other hazardous materials teams.
- ESF 13 Law Enforcement/Public Safety will maintain order and security at the hazmat incident scene(s).
- ESF 15 External Affairs will provide public information briefings on hazmat efforts to the media.

**Notification**

Hazardous material incidents on campus should be reported to the Technical Safety Officer and Public Safety.

- If a serious hazardous materials incident exceeds the response capabilities of on-campus departments, ISU Dispatch will be requested to notify the Pocatello Fire Department to respond.
- If an incident requires activation of the EOC, the EOC Manager, in coordination with the Operations Section Chief will request the activation of ESF 10.
- ESF 10 in coordination with the Operations Section Chief will notify other departments and personnel to respond, as necessary.

**Response Actions**

**Initial**

At the request of the President, the EOC Manager will:

- Request ESF 10 to report to the EOC when notified of an emergency situation.

ESF 10 will report to the EOC upon activation and will:

- Make contact with the Operation Section Chief with a list of team members and to obtain equipment and assignments.
• Determine the number of personnel available to respond.

• Coordinate with the Operations Section Chief and EOC Manager to ensure local, county and/or state agencies have been notified and the incident has been classified, and determine if ISU can handle the situation or if outside agencies are needed.

• Develop an Action Plan for ESF 10 Operations. Provide information and recommendations to the Planning Chief. The plan should have contingencies for:
  ○ Safety instruction for emergency workers.
  ○ Providing protective equipment and clothing.
  ○ Providing critical information to fire fighters concerning hazardous materials contained inside buildings.
  ○ Analyzing building HazMat conditions for rescue work, repair operations, and building inspection (i.e., estimates of areas affected, recommendations for shelter in place or evacuation,
  ○ Preparing a sanitation plan.
  ○ Implementing any Hazardous Materials mutual aid.

• Report the results of assignment operations to the Situation Status Officer under the Planning Section (injuries, deaths, etc.).

• Match visual evidence of stress and/or disruption against the known hazards and their potential for secondary destruction or human injury. Input to other emergency responders will also be provided.

Continuous

ESF 10 will work in conjunction with local and county hazmat units to:

• Identify, control, and contain chemical, biological, and radiological hazards that impact emergency response on campus.

• Provide emergency workers with appropriate safety instructions and protective clothing to safely carry out their mission.

• Provide and implement a sanitation plan for emergency operations.

• Assist ISU Search & Rescue and Building & Utilities with identifying chemical, biological, and radiological hazards in buildings they are conducting searches in, or in buildings they want to use for operations.

• Use the instruments and information resources available to make a probable or positive identification of hazardous material(s) present in an unconfined state. Give priority to situations that involve the potential loss of life, both on the campus and in the surrounding communities. Perform these activities inside and outside structures that were damaged or under obvious stress.
• If a serious hazardous materials incident exceeds the response capabilities of on-campus department, The Pocatello Fire Department and Hazmat Team have the primary responsibility for response to these incidents when needed. The ISU Technical Safety Officer will provide support and assistance at their direction, and secure the area along with ISU Public Safety until they arrive on scene.

• Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

• Provide information and recommendations to Planning Chief for the After Action Report.
ESF #11 – Agriculture and Natural Resources

Primary Agencies:  
ISU Facilities Services, Safety Officer  
ISU SUB Food Services (Chartwells)  
ISU Office of Research  
ISU Animal Welfare Department  
ISU Animal Care Facilities  
ISU Biological Sciences  
ISU Facilities Services Architectural Department  
ISU Engineering

Support Agencies:  
ISU Public Safety  
ISU Student Health Services  
ISU Museum of Natural History  
Local Animal Shelter  
Bannock County Emergency Services  
Bannock County Historical Society  
Idaho State Historical Society  
Southeastern District Health Department  
Idaho Department of Agriculture  
USDA

Introduction

Purpose

ESF 11 works to:

- Address emergency issues associated with sources of food and water, to include nutritional sources and ensure the safety and security of the campus food supply.

- Address emergency issues associated with control and eradication of an outbreak of a highly contagious or economically devastating animal disease, a highly infective exotic plant disease, or economically devastating plant pest infestation, on campus and in the surrounding community.

- Assistance with food safety and food defense.

- Assistance during an emergency affecting animals and terrestrial wildlife on campus and in the surrounding community.

- Protect natural and cultural resources and historic properties resources on its campuses.

Scope

In regards to the ISU campus, ESF 11 will provide assistance for the following:

- ESF 11 will identify, secure, and distribute food, bottled beverages, and supplies, and support the provision of sanitary food storage, distribution, and preparation during an emergency.
• ESF 11 will provide for mitigation, response and recovery to emergencies or disasters affecting animals in the Animal Care Facilities and other animals or pets on campus.

• ESF 11 will assist other agencies in an outbreak of a highly infectious/contagious or economically devastating animal/zoonotic disease, or a highly infective exotic plant disease or an economically devastating plant infestation.

• ESF 11 will coordinate with ESF 8 Public Health and Medical Services to ensure that animal/veterinary and wildlife issues are supported.

• ESF 11 will help to conserve, rehabilitate, recover, and restore natural, cultural and historic properties resources on campus and in the surrounding campus community.

**Policies**

ESF 11 will be activated upon notification of a potential or actual incident on campus that requires a coordinated response and support to help one or more of the following:

• The availability and delivery of food products (in coordination with ESF 6 Mass Care).

• Food safety.

• Food supplies secured and delivered are suitable either for distribution to housing units or for mass meal service as appropriate for the incident.

• ESF 11 encourages the use of mass feeding as the primary outlet for disaster food supplies.

• ESF 11 personnel will coordinate with and support ISU departments and outside agencies responsible for ESF 6 Mass Care that may be involved in mass feeding.

• Appropriate response to animal or plant disease or pest outbreak on campus.

• Protection of natural and cultural resources and historic properties on campus.

• The safety and well-being of any animals in the Animal Care Facilities and other animals or pets on campus.

• Animal and plant disease and/or pet responses will be conducted in collaboration with county and state officials to ensure continued human nutrition and animal, plant and environmental security.

• When addressing animal diseases, all animal depopulation will be conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized.

• Disposal methods for infected or potentially infected carcasses and plant host material will be chosen for the effectiveness in stopping pathogen spread and for their minimal impact on the environment.
• Under ESF 11 actions initiated to protect, preserve, conserve, rehabilitate, recover and restore natural, cultural and historic properties resources on campus and in the surrounding campus community, will be guided by existing internal policies and procedures of the University and outside agencies providing support for an incident.

**Situation and Assumptions**

**Disaster Conditions**

There are several emergencies that could require ESF 11 activation on campus to include floods/dam failures, earthquakes, hazardous materials spills, bio-terrorism, terrorism, a plant or animal disease outbreak, and severe storms.

**Planning Assumptions**

• Providing safe food and water during an emergency may overwhelm the social service agencies in the surrounding communities.

• Idaho State University may need to be self-sustaining for at least 72 hours to meet our responsibility for the safety and welfare of our students, faculty, staff, and any visitors who may be on campus at the time of the emergency.

• Pet evacuation and sheltering should be conducted in conjunction with human evacuation and sheltering efforts. Pets should be sheltered near their owners to the extent possible.

• In response to a bio-hazardous event on campus, the decontamination and/or destruction of animals and plants, as well as associated facilities (animal care facilities, equipment, etc.) may be required. Activities will be conducted within University capabilities.

• The ISU Animal Welfare Department in conjunction with the Animal Care Facilities will be expected to have contingency plans in place for research animals in their facilities, in the event of a disaster or emergency.

• The risk of infection with West Nile Virus (WNV) from dead animal contact is small.

• The risk of infection with H5N1 (any pandemic type flu or communicable disease) from handling dead animals is difficult to quantify and is likely to vary with each situation. Risk is related to the nature of the work environment, the number of animals to be collected, and the potential for aerosolization of animal feces, body fluids, or other tissues. The most important factor that will influence the degree of infection risk from handling wild animals is whether any pandemic type flu or communicable disease has been reported in the area. Local public health officials will be consulted to help in selecting the most appropriate PPE for the situation.

**Concept of Operations/Responsibilities**

**General**

To the extent possible, ESF 11 will provide safe food and water for University victims of emergencies. ESF 11 will coordinate with the Bannock County Emergency Services office for assistance with
emergencies that deplete its capacity to feed faculty, staff and students, and emergency workers on campus.

- To the extent possible, ESF 11 will provide response to plant and animal disease for the lands and animals on campus, that are in their care, custody and control (i.e., Animal Care Facilities, pets, etc.).
- ESF 11 will coordinate with local agencies in the identification and response to plant and animal disease.
- ESF 11 will protect, preserve, conserve, rehabilitate, recover and restore natural, cultural and historic properties resources on campus and in the surrounding campus community.

Organization

The ISU President, or his designee, will direct the EOC Manager to activate ESF 11.

- The EOC Manager in conjunction with the Operations Section Chief will activate ESF 11 if/when necessary.
- The Facilities Services Safety Officer in conjunction with the Operations Section Chief will coordinate all ESF 11 operations.
- On-Campus support for ESF 11 will come from Pond SUB Food Services, Animal Welfare (from the Office of Research), the Animal Care Facilities personnel, Biological Sciences faculty and staff as identified.
- ESF 6 Mass Care will work with ESF 11 in food safety and distribution, and coordinating any outside agency support as necessary.
- ESF 13 Law Enforcement/Public Safety will support ESF 11 with security of food and water supplies, and response in an animal or plant health emergency, including removal of any carcasses, as necessary.
- The ISU Technical Safety Officer will coordinate with ESF 11 in response actions in an animal health emergency.
- ESF 11 will coordinate with the ISU History Department, the ISU Alumni Association and ISU Biological Sciences to facilitate the delivery of services, technical assistance, expertise, and other support for the protection, preservation, conservation, rehabilitation, recovery and restoration of natural, cultural and historic properties resources on campus and in the surrounding campus community.
- ESF 11, working with ESF 15 External Affairs, will provide food safety, pet safety/relocation information, animal/plant disease control information, and information on natural, cultural and historic properties resources on campus and in the surrounding campus community, to the general public.
- ESF 11 will coordinate with the Southeastern District Health Department and Idaho Department of Health and Welfare concerning food safety and inspection.
• ESF 11 and its support departments will coordinate with the Southeastern District Health Department, Idaho Fish and Game and other outside agencies for response actions in an animal or plant health emergency.

• ESF 11 and its support departments will coordinate with the Animal Control Officer in the relocation of pets on campus.

**Notification**

• If an incident requires activation of ESF, the EOC Manager, in coordination with the Operations Section Chief will request the activation.

• ESF 10 in coordination with the Operations Section Chief will notify other departments and personnel to respond, as necessary.

**Response Actions**

**Initial**

Nutrition Assistance/Food Safety & Security – In coordination with ESF 6 Mass Care, ESF 11 will:

• Develop an Action Plan for operations. Provide information and recommendations to the Planning Chief.

• Determine the critical needs of the campus population in terms of numbers of people, their location, and usable food preparation facilities for congregate feeding.

• Identify and locate geographically available food resources, transportation, and equipment, storage, and distribution facilities for food resources on campus.

• Ensure that all identified food and water located on campus is fit for consumption.

• Assess operating status of food facilities on campus.

• Coordinate with ESF 6 for shipment of food and to staging areas within the affected areas on campus.

• Initiate direct market procurement of critical food supplies that are unavailable from existing inventories on campus.

**Animal and Plant Disease and Pest Response – ESF 11 will:**

• Develop an Action Plan for operations. Provide information and recommendations to the Planning Chief.

• Address the potential for outbreaks on campus.

• If a possible pathogen or pest release is reported on campus, ESF 11 will immediately notify Bannock County Emergency Services and the Southeastern District Health Department.
• Within their capabilities ESF 11 provides appropriate services and/or support to include inspection, quarantine enforcement, fumigation, disinfection, sanitation, pest extermination, and destruction of animals or articles found to be so infected or contaminated as to be sources of dangerous infection to human beings on campus, and takes other such measures as necessary.

Protection of Natural, Cultural and Historical Resources on Campus – ESF 11 will:

Develop an Action Plan for operation. Provide information and recommendations to the Planning Chief.

• Determine the critical needs and resources available to preserve, conserve, rehabilitate, recover, and restore natural, cultural and historical resources on campus.

• Coordinate provision of necessary assistance within the affected area(s) on campus.

Safety and Well Being of Animals in the Animal Care Facilities and Any Pets on Campus – ESF 11 will:

Develop an Action Plan for operation. Provide information and recommendations to the Planning Chief.

• Conduct situation assessments to determine critical needs of any animals in the Animal Care Facilities or pets on campus.

• If established Animal Care Facilities cannot be utilized after a disaster, establish a relocation center for them.

• Establish pet relocation centers for any pets on campus, as needed.

• Coordinate an adequate food and water supply for relocated animals/pets with ESF 6 Mass Care.

• The ISU Animal Welfare Department in conjunction with the Animal Care Facilities will be expected to have contingency plans in place for research animals in their facilities, in the event of a disaster or emergency.

Continuous

Nutrition Assistance/Food Safety & Security – In conjunction with ESF 5 Mass Care - ESF 11 will:

Continue to monitor and respond to food and water needs on campus.

• Establish links with long-term congregate meal services, if necessary.

• Coordinate with local, county and voluntary organizations to determine the extent to which food and water resources are needed and can be provided.

• In coordination with ESF 13 Law Enforcement/Public Safety, engage in surveillance of food safety/security-related illness, injury and other complaints from people on campus.

• Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.
• Provide information and recommendations to Planning Chief for the After Action Report.

**Animal and Plant Disease and Pest Response – ESF 11 will:**

• Continue to monitor animal and plant health on the campus as needed.

• Continue to provide information and recommendations for incidents involving an outbreak of a highly contagious animal/zoonotic disease or an outbreak of a plant pest disease, either of which could require quarantine actions.

• Coordinate assignment of veterinary personnel to assist in delivering animal health care to injured or abandoned animals and performing veterinary preventive medicine activities, including the conducting of field investigations and the provision of technical assistance and consultation as requested.

• Keep a log of your activities. Support Insurance/FEMA Documentation files with photographs and source documents; time records, field notes, etc.

• Provide information and recommendations to Planning Chief for the After Action Report.

**Natural, Cultural and Historical (NCH) Resources Protection – ESF 11 will:**

• Provide scientific/technical advice, information, and assistance to help prevent or minimize injury to NCH resources on campus.

• Provide scientific/technical advice, information, and assistance for long-term recovery, restoration, preservation, protection, conservation, stabilization, or rehabilitation of NCH resources on campus.

• Utilize the national network of information and expertise on cultural and historic resources represented by the Heritage Emergency National Task Force.

• Utilize the national network of resources represented by the National Archives and Records Administration on issues relating to government records and historical documents.

• Establish logistical and communications links with organizations involved in long-term NCH resources protection, preservation, conservation, rehabilitation, recovery, stabilization, and restoration.

• Address long-term recovery activities carried out under ESF #14 that involve NCH issues.

• Keep a log of your activities. Support Insurance/FEMA Documentation files with photographs and source documents; time records, field notes, etc.

• Provide information and recommendations to Planning Chief for the After Action Report.

**Safety and Well-Being of Pets or Other Animals On Campus – ESF 11 will:**

• Expedite requests for emergency assistance, as needed.
• Supply technical assistance and subject-matter expertise to provide for the safety and well-being of any pets or animals on campus.

• Request resources to feed and shelter domestic pets from ESF 7 Resource Support and ESF 6 Mass Care.

• Communicate with ESF 6 Mass care on status of relocated domestic pets.

• Provide status briefings to the Operations Section Chief and EOC Manager.

• ESF 15 External Affairs will provide public information through media channels regarding Nutrition Assistance/Food Safety & Security, Animal and Plant Disease and Pest Response, Natural, Cultural and Historical (NCH) Resources Protection, and the Safety and Well-Being of Pets or Other Animals On Campus.

• Keep a log of your activities. Support Insurance/FEMA Documentation files with photographs and source documents; time records, field notes, etc.

• Provide information and recommendations to Planning Chief for the After Action Report.
ESF #12 – Energy

Primary Agencies: ISU M&O Supervisor & Shops Supervisor, Facilities Services

Support Agencies: ISU Public Safety
ISU Technical Safety Office
Bannock County Emergency Services
Municipal Public Works Departments
Idaho Power
Intermountain Gas

Introduction

Purpose

To provide for the effective use of available electric power, natural gas and petroleum products required to meet essential needs on campus, and to facilitate restoration of energy systems on campus affected by an emergency or disaster.

Scope

ESF 12 involves coordinating the on-campus provision of emergency energy supplies, transporting and delivering fuel on-campus, and the provision of emergency power on campus to support immediate response operations, as well as restoring power to normalize campus community functioning.

ESF 12 will work closely with local, state and federal agencies including energy offices, energy suppliers, and distributors, as necessary.

Policies

ESF 12 will be activated upon notification of a potential for, or occurrence of, a major disaster or emergency that affects the critical infrastructure energy systems on our campuses.

- The ISU President, in coordination with the Incident Commander, shall have authority to declare an emergency, with or without notice, upon finding that an inadequacy or insufficiency of electric power and energy, or natural or manufactured gas threatens the health, safety, and welfare of any ISU campus community.

- During a declared emergency or disaster, ESF 12 will work with Bannock County Emergency Services and any responding outside agencies/entities to ensure restoration of services to respond to the scope of anticipated needs during an energy shortage/outage (i.e., fuel, gasoline, natural gas, propane, electric generation, water lines, etc.).

Situation and Assumptions

Disaster Condition

There are several emergencies that could require ESF 12 activation on campus to include floods/dam failures, fire, earthquakes, bio-terrorism, terrorism, and severe storms.
Planning Assumptions

- Energy emergencies can include acute shortages caused by power outages and fuel flow disruptions. Power outages and fuel shortages may be widespread and possibly prolonged. The need to quickly and effectively respond to a specific energy shortage condition on campus and restore equilibrium of supply as expeditiously as possible will be required.

- In the event of an earthquake, walls may be damaged or collapse, power lines may collapse, and various utility lines, i.e., gas, oil, and power, may be severed or severely interrupted. This may result from the shocks, falling debris, or severe stress. In this event, personnel must be dispatched to inspect, examine, or shut off valves controlling gas, water, or power.

- In the event of an emergency affecting electric or natural gas utilities on campus, the affected utility may implement their own emergency response/curtailment plans.

- National and/or State-wide energy rationing or strict energy conservation measures may be implemented.

- The ability to adequately inform the public of the nature, extent, and duration of an energy emergency will be required in order to gain public response acceptance and cooperation.

- Prolonged energy shortages could cause economic hardships for ISU campuses.

- Some incidents could extend for several hours or days. Building & Utility must determine continued availability of these resources and arrange for long-term operations.

Concept of Operations/Responsibilities

General

- Building and Utility, under ESF 12 will focus on shutting off and/or restoring essential utilities reducing further hazards (See page 301 Checklist 2G).

- ESF 12 will use the Building Shut-off Binder to initiate shut-off of utilities on campus, as necessary. The Binder is kept the Dispatch Center and a copy will be kept at Facilities Services.

- ESF 12 will coordinate efforts with Bannock County Emergency Services and private energy suppliers to remove debris and restore power to campus as efficiently as possible during an emergency.

- Private energy suppliers will restore power and gas services based on their existing response procedures.

- ESF 12 resources will be used to assist with emergency efforts to provide fuel and power and other resources on campus, as necessary.

Organization

The ISU President, or his designee, will direct the EOC Manager to activate ESF12.
• The EOC Manager in conjunction with the Operations Section Chief will activate ESF 12 if/when necessary.

• ESF 12 is led by Building & Utilities under the Operations Section and will coordinate all ESF 12 operations.

• On-Campus support for ESF 12 will come from Facilities Services, Purchasing, the Technical Safety Officer and Public Safety whenever necessary.

• ESF 12 will coordinate with ESF 6 Mass Care to identify emergency shelter electricity status/needs.

• ESF 13 Law Enforcement/Public Safety will support ESF 12 with facility security and checking electrical hazards and damage.

• ESF 12 will coordinate telephone utility requirements with ESF 2 Communications.

• The ISU Technical Safety Officer will coordinate with ESF 12 to provide expert advice as requested.

• ESF 12, working with ESF 15 External Affairs, will provide information to the campus community on status/needs of energy supplies.

• ESF 12 will work with energy supplies, such as Idaho Power and Intermountain Gas for restoration of services on campus.

• Other suppliers of energy products, such as diesel fuel, gasoline, propane, will coordinate with ESF 12 to manage the available resources during a declared disaster/emergency.

Notification

• The EOC and the ISU Dispatch Center will notify ESF 12.

• ESF 12 will notify support personnel.

• ESF 12 personnel will respond as directed and be placed on standby as appropriate.

Response Action

Initial

ESF 12 will:

• Make contact with the Operations Section Chief with the list of team members and to obtain equipment and assignments.

• Determine the number of personnel available to respond.

• Develop an Action Plan for operations. Provide information and recommendations to the Planning Chief. The Plan should include contingencies for:
  ° Shutting off gas, power and broken water lines.
○ Restoring utilities to emergency operations.
○ Installing lighting for night operations.

- Coordinate with other ISU ESF Functions to establish priorities and develop strategies for the initial response.

- Inspect utility systems and turn off utilities where electrical hazards are present.

- Contact electric, gas, water and other utilities serving the campus to obtain information about damage and/or assistance needed in their areas of operation.

- Following the disaster, conduct the first response inspection of the campus to see if broken water lines are active and causing damage.

  1. Broken water lines will be identified as belonging to ISU or the City of Pocatello.
  2. Broken water lines belonging to ISU should be turned off if there is no indication of fire in or near the building or if the water line is so badly broken that it serves no useful function.

- Report broken water lines to the campus command center as soon as they are found.

  1. The EOC will attempt to establish contact with the city water department at 234-6182 or by personal contact at 306 West Pine Street.
  2. The water department will be informed of the problems. If they are able to respond, they will be asked to take care of city water line problems. If they are not able to respond, they will be asked for advice. **City water lines will not be deactivated by ISU personnel unless told to do so by the fire department or other city officials.**

- The Emergency Operations Center will stay advised of the water system status and will provide University support to the city water department as needed.

- As water systems are brought back into service, maintenance personnel will flush the building water lines and make sure building systems are operational.

**Continuous**

- Review initial reports on utility outages and problems and make recommendations to the EOC Manager and Operations Section Chief regarding necessary action to restore service.

- Report to the Operations Section Chief any dangerous areas or hazards:
  ○ Transformer leaks.
  ○ Broken high voltage electrical lines.
  ○ Electrical substation damage.
  ○ Ruptured gas lines.
  ○ Ruptured water lines.
  ○ Ruptured sewage lines.

- Request assistance from ISU support personnel (Public Safety, Facilities Services) to remove debris blocking restoration access to power and gas lines, and other utilities.
• Coordinate telephone utility requirements with ESF 2 Communications and telephone services.

• Energy Suppliers will coordinate service restoration with ESF 1. Communicate with and monitor utility response actions.

• Act as point of contact for information flow between EOC and utility companies on problems and report progress.

• Schedule all utility repairs as directed by the EOC.

• Update ESF 15 External Affairs with accurate assessments of energy supply/demand, and requirements to repair or restore energy systems.

• Provide information to ESF 15 External Affairs regarding the schedule for utility services restoration.

• Keep a log of your activities. Support Insurance/FEMA Documentation files with video photographs and source documents; time records, field notes, etc.

• Provide information and recommendations to Planning Chief for the After Action Report.
ESF #13 – Public Safety and Security

Primary Agencies: ISU Department of Public Safety

Support Agencies: ISU Facilities Services
Pocatello & Chubbuck Police Departments
Bannock County Sheriff’s Department
Idaho State Police

Introduction

Purpose

ESF 13 coordinates all law enforcement activities during a disaster or emergency on campus, including interfacing with local, county, state and federal law enforcement agencies and private security firms.

Scope

ESF 13 will provide assistance with first priority (life-threatening) tasks: warnings, immediate evacuation of hazardous areas and search and rescue. In addition, ESF 13 will provide for traffic control, access containment and property protection. ESF 13 is responsible for providing traffic and crowd control in support of closure plans and protecting critical facilities and supplies. Public Safety assists with the search and closure of damaged buildings and the evacuation of the campus community. Public Safety will work with and coordinate with local law enforcement.

Policies

- ISU Public Safety Officers are on duty 24 hours a day, seven days a week. They are responsible for the enforcement of University rules and regulations, and are authorized to make citizen's arrests when necessary or at the direction of a police officer and to detain subjects for the police.

AUTHORITY

- Idaho Code 33-3716(3)
  No person shall willfully refuse or fail to leave the property of, or any building or other facility owned, operated, or controlled by the governing board of any such institution of higher education upon being requested to do so by the chief administrative officer, his designee charged with maintaining order on the campus and in its facilities, or a dean of such college or University, if such person is committing, threatens to commit, or incites others to commit, any act which would disrupt, impair, interfere with, or obstruct the lawful missions, processes, procedures, or functions of the Institution.

- Idaho Code 33-3716(5)
  Any person who violates any of the provisions of this section shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed five hundred dollars ($500), or imprisoned in the county jail for a period not to exceed one (1) year, or by both such fine and imprisonment.
• The policy of the State of Idaho is that county sheriffs and police chiefs are responsible for law enforcement within their jurisdictions.

• ESF 13 resources reporting to an incident scene will join the existing incident command structure on the incident scene if formal command has been established.

**Situation and Assumptions**

**Disaster Condition**

There are several emergencies that could require ESF 13 Law Enforcement/Public Safety activation on campus to include floods/dam failures, earthquakes, hazardous materials spills, bio-terrorism, terrorism, bomb threats, active shooter situations, a plant or animal disease outbreak, and severe storms.

**Planning Assumptions**

In the event of a disaster, Idaho State University would like to be self-sustaining for at least 72 hours to meet our responsibility for the safety and welfare of students, faculty, staff, and visitors.

Even in cases of large-scale disasters, ISU Public Safety will be the primary enforcement agency on campus.

Large scale or statewide disasters will necessitate the coordination of all law enforcement and other emergency response agencies in order to expedite assistance to agencies and departments of government in affected areas, including ISU campuses.

For information and resource management purposes, requests for outside agency law enforcement assistance by Public Safety should be coordinated through local and county law enforcement agencies and the Idaho Emergency Operations Center (IDEOC).

In extended response operations, law enforcement logistical support (vehicles and equipment) as well as personnel, may be required to serve or be used in cases of excessive use, extended stress, and hazardous conditions.

Additional law enforcement support will be needed for the maintenance, control and support of evacuation traffic control patterns, community reception and care facilities and other such institutions on campus.

In cooperation with federal, state and local law enforcement organizations ISU Public Safety’s established chain of command will be prepared to integrate and coordinate law enforcement activities within and between these organizations during an emergency.

Major disasters and other emergencies which exceed local capabilities have and will continue to occur in Idaho.

Terrorism events may result in mass casualties and damage. Because these are crime scenes, there may be the need for additional law enforcement resources for security and investigations.

ESF 13’s successful law enforcement operations during an emergency will require organized, interagency cooperation at all levels of government.
A disaster or emergency incident will require an immediate and continuous demand for ESF 13. The demand may eventually exceed the capabilities of Public Safety. Therefore, local government should consider how to augment on-campus forces during large-scale disasters.

Neighboring communities will assist the various ISU campuses under mutual aid agreements.

**Concept of Operations/Responsibilities**

**General**

Disaster emergency operations on campus should be directed using the Incident Command System and the Unified Command as appropriate.

For information and resource management purposes, requests for outside agency law enforcement assistance by Public Safety should be coordinated through ISU Emergency Operations Center, who in turn will coordinate with local and county officials.

**Organization**

The ISU President, or his designee, will direct the EOC Manager to activate ESF13.

- The ISU Incident Commander will be the lead for Public Safety on scene. The Captain or other Public Safety Representative will be the ESF 13 Unit Leader at the EOC.

- ESF 13 will be under the Operations Section and coordinate its actions with the Operations Section Chief (See page 283 Checklist 2B).

- ESF 13 on campus will be led by an ISU Public Safety Officer or his designee.

- Unified Command may be necessary to direct specialized skills established by local and county law enforcement agencies.

- The Bannock County Sheriff’s Department is responsible for coordinating all county-wide law enforcement activities in support of a declared disaster, and to ensure that jurisdictional standard operating procedures for implementation of this ESF are compatible.

- ISU Public Safety, and the Pocatello and Chubbuck Police Departments are responsible for cooperative communicating, planning and preparing with the Bannock County Sheriff’s Department to ensure that the law enforcement requirements of the Bannock County Emergency Operations Plan and supporting ESF and Annexes can be implemented.

- ISU Public Safety and the municipal law enforcement agencies assist ESF 13 as described in the Bannock County Basic Plan.

**Notification**

- Public Safety is notified and dispatched by ISU’s Dispatch Center. County and city law enforcement agencies are dispatched by their respective dispatch centers.
• ESF 13 (ISU Public Safety) will be activated upon activation of the ISU Emergency Operations Plan, or as requested by the ISU President or EOC Manager, in conjunction with the Chief Operations Chief.

Response Actions

Initial

Contact the Operations Section Chief with a list of team members and obtain equipment and assignments.

• Determine the number of personnel available to respond.

• Develop an Action Plan for the assignment. Provide information and recommendations to the Planning Chief.

• Keep local law enforcement informed and coordinate actions.

• Advise Situation Status officer of the Public Safety mission and assignment(s).

• Work with the Special Needs Unit Leader and EOC Manager to identify and coordinate assistance for any special needs populations on campus that need help before, during or after an emergency or disaster.

Continuous

Provide a rapid warning to the campus community of hazards or dangers.

• Evaluate need for and establish a Field Command Post.

• Assist with clearing and closing buildings, when necessary.

• Evacuate people from potential or existing danger.

• Close off areas and control access (limited or no access).

• Traffic control.

• Protect property.

• Search for or assist person(s) injured or trapped.

• Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

• Provide information and recommendations to Planning Chief for the After Action Report.

• Keep the Operations Section Chief briefed.
ESF #14 – Long-Term Community Recovery

Primary Agencies: ISU Incident Command Staff
ISU General Staff

Support Agencies: All ESF Functions
Bannock County Emergency Services
Idaho BHS Southeast Idaho Area Field Officer
Idaho BHS Response & Recovery Directorate
Southeastern Idaho Health District
Volunteer Agencies
Bonneville & Ada County Agencies (where applicable)

Introduction

Purpose

Once immediate response missions and life-saving activities conclude, the emphasis shifts to recovery operations, and if applicable, hazard mitigation.

ESF #14 will capture and compile data for the delivery of local, state and federal assistance to the University.

ESF #14 will facilitate the development of long-range recovery and re-development plans; review and analyze the University’s mitigation program following an emergency/disaster.

Scope

The University will take appropriate steps to evaluate and facilitate a rapid and thorough recovery from an emergency situation in order that normal University functions can be resumed.

ESF 14 provides direction and priority focusing recovery efforts to receive and administer disaster aid and programs on campus.

Policies

Recovery from isolated events is usually within the capability of the University and local/county governments.

The ISU President and the President’s Executive Policy Group are responsible for all recovery policy decisions on campus.

Any required off campus assistance will be requested by the President or his designee, or the EOC Manager, if requested to do so.

All ESF #14 activities and services will be provided without regard to economic status, racial, religious, political, ethnic, disability, or other affiliation.
All ESF #14 activities and services will be provided in accordance with existing state and federal statutes, rules, and regulations.

When campus resources are insufficient to cope with the disaster and recovery, Bannock County Emergency Services and/or the Idaho Bureau of Homeland Security may provide assistance, as requested either by the EOC Manager or the President’s Executive Policy Group.

Support provided under ESF #14 will typically be based on the results of a preliminary damage assessment survey and the impact to the campus and will vary depending on the magnitude and type of event, and the scale of the response and recovery effort.

**Situation and Assumptions**

**Disaster Condition**

Major hazard events such as severe weather, floods, landslides, earthquakes, fires, terrorism/bioterrorism may cause disruption of the transportation infrastructure and the delivery of services on campus, loss of life, injury, and damage to property and critical infrastructure on campus. These events have the potential to negatively the campus community, faculty/staff and students, and visitors to our campus.

ESF14 is to be implemented when:

- A major disaster/emergency occurs that threatens life, property, and/or critical Infrastructure on our campus(es);
- A federal disaster has been declared; and/or
- As directed by the Idaho Emergency Operations Center (IDEOC) Manager.

**Planning Assumptions**

Successful on campus recovery and mitigation operations begin during the response phase of disaster operations. These activities will not interfere with life safety, incident stabilization, or property/environmental conservation operations, but are done in coordination with these activities.

- Campus recovery issues in the wake of a disaster or emergency event are categorized as either short-term recovery (up to three months) or long-term recovery (over three months) issues.

- In the event of a disaster, Idaho State University would like to be self-sustaining for at least 72 hours to meet our responsibility for the safety and welfare of students, faculty, staff, and visitors.

- Many critical post-disaster concerns on campus will be addressed following a disaster. A coordinated campus, local, county, state, and federal effort may be required to resolve these concerns.

- In the event of a major disaster, ISU may need to rely on services of adjacent institutions for recovery.

- During the recovery period, some of the issues that may need to be handled are:
  - Behavioral/mental health assessment;
○ Preliminary damage assessment;
○ Gradual resumption of normal business activities, including conducting classes;
○ Long-term recovery;
○ Cleanup and restoration of campus facilities, business facilities on campus, and housing units for students;
○ Re-establishment of habitats and prevention of subsequent damage to natural resources; and
○ Protection of cultural and historical/archeological resources during other recovery operations.

Concept of Operations/Responsibilities

General

ESF 14 will:

- Assess the social and economic consequences in the impacted area on campus and coordinate efforts to address long-term campus recovery issues resulting from an Incident of Critical Significance.
- Advise on the long-term recovery implications of response activities on campus and coordinate the transition from response to recovery in field operations.
- Work with municipal governments; non-governmental organizations; and private-sector organizations to conduct comprehensive market disruption and loss analysis and develop a comprehensive long-term recovery plan for the campus community.
- Identify appropriate state and federal programs and agencies to support implementation of the long-term campus recovery plan, ensure coordination, and identify gaps in resources available.
- Determine/identify responsibilities for campus recovery activities, and provide a vehicle to maintain continuity in program delivery among departments and agencies, and with municipal governments and other involved parties, to ensure follow-through of campus recovery and hazard mitigation efforts.
- Develop on-campus coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
- Establish procedures for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts on campus.
- Facilitate recovery decision making with all other campus ESFs. Also facilitate awareness of post incident digital mapping and pre-incident county and municipal hazard mitigation and recovery planning that pertains to the University, across ESFs.

Organization

- The President’s Executive Policy Group will provide direction and vision to the University and the University EOC for the recovery of programs and post-event plans of restoration.
• The EOC Manager and Planning Section Chief will work in conjunction with the President’s Executive Policy Group to manage campus recovery efforts.

• The Situation Status group under the Planning Section will create and distribute a Situation Status Report for the EOC Manager and the President’s Executive Policy Group to help in the recovery efforts.

• ESF 3 Public Works and Engineering, and Structural Damage Assessment & Infrastructure Damage Assessment, under the Planning Section will contribute recovery information for the Situation Status Report.

• Other ESF Functions will coordinate recovery efforts with the Incident Commander and EOC Manager.

• The EOC Manager will coordinate recovery efforts with Bannock County Emergency Services, as needed.

Notification

ESF 14 will be activated by the EOC Manager, in coordination with the President’s Executive Policy Group and the Planning Section, as needed to manage and support campus recovery.

Response Actions

President’s Executive Policy Group

• Issue executive policies to direct and support the recovery services and programs.

Incident Commander/Command Staff and EOC Manager/General Staff

• Plan for the transfer of response operations to normal procedures.

• Assign staff to the Recovery Team.

• Develop a transition and recovery plan, which allows for the resumption of normal operations and business support in University facilities. If these services are not available, plan for resuming critical programs at alternate locations.

• The Command Staff and General Staff will receive and review damage assessment reports to determine the magnitude of the event.

• Include a Communications Plan for full implementation of the University Recovery Plan.

• Provide all documentation to the Insurance/FEMA Documentation position for Disaster Assistance Program applications.

• Provide necessary documentation to the Insurance/FEMA documentation position for claims on insured properties.
• The EOC Manager will lead the Command and General Staff in post-incident debriefing meetings to identify areas of improvement for EOC Operations.

• Shut down the EOC and forward all logs and reports to the Situation Status position for documentation.

**Liaison Officer**

• Support the transition of recovery by communicating and coordinating with campus departments.

• Support the transition to recovery as needed by communicating with the external agencies.

• Should a disaster occur during the working day, a team of five persons will be assigned specific families of Emergency Response Personnel to contact and keep them informed of the employee’s status.

• Communication between the team of five will be maintained to keep each informed of their progress.

• If telephone use is limited or unavailable, the team of five will drive to the homes of their specified employee list as needed.

• If one of the team is not available, their list will be divided among the remaining team as determined by the Liaison Officer.

• Should a disaster occur during other than working hours, the liaison team will respond as needed and determined by the command office.

• Persons assigned to the liaison team are:

  Region 3
  Donna Bell, Region 1   x4086   233-6691   1430 E Clark
  Linda Tobias, Region 2   x3525   237-2563   1350 Willard
  Carol Prescott, Inkom and South  x2426   233-3792   4865 Navajo
  Blackfoot & North

• Public Safety will continually update all lists. A map of Pocatello and surrounding area will be provided to the team members.

**PIO & ESF 15 External Affairs**

• Support the Recovery Team with a communications plan to disseminate information regarding:
  ° The resumption of research programs.
  ° The resumption of academic programs and classes.
  ° Work locations (if changed).
  ° Status of University business departments.
  ° Letters and communications to key constituents and stakeholders in University program.
**Operations Section**

- Plan for the transition of operations to University department management.
- Coordinate and direct the cleanup, salvage and repair efforts for all facilities.
- Provide all documentation to the Insurance/FEMA documentation staff for FEMA Disaster Assistance Program applications.
- Provide necessary documentation to Insurance/FEMA for claims on insured properties.
- Participate in recovery planning and implementation.
- Assist with cleanup, salvage and repair efforts for all facilities.
- Begin/Coordinate immediate repairs to electricity, gas, water and sewer lines and stations.
- Provide lists of personnel on duty and any preliminary information on personnel matters or claims to Human Resources.
- Coordinate protection of unsecured buildings on campus during recovery operations.
- Provide traffic and crowd control to assure campus security during recovery operations.
- Assist with identification of injured or deceased individuals as needed.
- Assist with local, state and federal investigations as necessary.
- ITS/Telecommunications will develop a recovery plan to maintain telephone communications and network connection at ISU.
- Participate in the Operations Section in post-incident debriefing meetings to identify areas of improvement for EOC Operations and coordination of emergency field operations.

**Planning Section**

- Develop a recovery plan for emergency repair jobs and emergency construction projects.
- Determine the primary needs, operations directives for emergency response, status of resources and capability for sustained response and recovery, and primary issues involved in restoring normal operations.
- Plan and estimate the transition to normal operations and programs. Include forecasts of weather and the impact of regional issues including utilities, transportation, safety, restricted access, scarce resources and the ability of the University to re-occupy essential buildings and restore essential services.
- Provide updates to this analysis as conditions change and the emergency subsides.
• Plan for the transition of emergency projects and programs to transfer to University department management.

• Provide all documentation to the Insurance/FEMA documentation position for FEMA Disaster Assistance Program applications and claims on insured properties.

• Be prepared to continue to provide support and updates to the recovery plan throughout the recovery phase.

_Situation Status_

Provide information to Structural Damage Assessment for use in compiling damage cost estimates.

• Maintain the current status of all ISU buildings, facilities and operations.

• Provide information and recommendations to the Planning Chief for the After Action Report.

_Damage/Infrastructure Assessment_

• Assess infrastructure and determine viability of re-entry.

• Damage/Infrastructure Assessment positions will provide damage assessment and analysis support.

• Assess repair and restoration costs; provide assessments to the Planning Section Chief; update as more information is received.

• Maintain complete records of all damage and losses, by site location.

• Assist ESF 15 External Affairs with damage assessment information.

• Assist the Insurance/FEMA application process.

• Support the recovery and resumption of critical University programs and operations.

_Logistics Section_

• Manage the transition process of transferring all reports, files, claims and investigations, open contracts, purchases or other transactions to normal operations and the appropriate departments for follow-up, final payments, and resolution.

• Assist Finance/Administration with the collection of documentation and records.

• Transition the management of contracts and services to the appropriate departments when the EOC is de-activated.

• As requested, provide support and communication to vendors assisting with invoicing and payment procedures.
• Provide all documentation to the Insurance/FEMA documentation position for FEMA Disaster Assistance Program applications and claims on insured properties.

**Finance/Administration Section**

• Finance/Administration will determine dollar cost damage and mapping as damage information is received.

• Track the return of equipment and supplies, the cessation of services, and shut down of temporary services.

• Prepare periodic budget reports for the EOC Manager containing estimated damage amounts (coordinated with Structural and Infrastructure Damage Assessment) and estimated emergency expenditures (coordinated with Planning and Logistics).

• Assist the Structural Damage Assessment Unit Leader with the preparation of reports and damage estimates.

• Ensure that Insurance/FEMA documentation files for each major facility are initiated and expenses tracked by site, in preparation for state and federal disaster assistance eligibility requirements.

• Make an assessment of the value of relief recovery compared to the cost of continuing insurance premiums.

• Provide a summary report of the estimated total cost recovery anticipated from insurance and FEMA disaster assistance.

• Finance/Administration will assist in providing information on FEMA post-disaster briefing meetings. Make arrangements to have key University officials attend the briefing with other University representatives and be prepared to submit a Notice of Interest at that time.

• Note: FEMA makes adjustments to the Public Assistance application process from time to time. The most current and newest information should be reviewed thoroughly to determine the correct procedures and processes necessary for the University to maximize its request for federal/state funds.

• Assist with preparing a summary report of the damage and incidents that occurred.

**All Sections and ESFs**

• Make plans for initiation of recovery activities and programs.

• Provide information and recommendations to the Planning Chief for the After Action Report.

• Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

• Ensure information is maintained regarding the status of all ISU personnel, members of public, visitors and contractors on ISU Property.

• Manage the de-activation process.
ESF #15 – Public Information and External Affairs

Primary Agencies: ISU Marketing & Communications
Support Agencies: ISU EOC Management/Command Support
                      ISU Public Safety
                      Local, County, State Designated Spokes Persons

Introduction

Purpose

ESF 15 describes the means, organization, and process by which the University will provide timely, accurate, and useful instructions to the campus community during emergencies.

Scope:

- ESF 15 provides for public information activities during an actual or pending emergency, and actively solicits information from the ISU EOC Management, Command Staff, General Staff, all ISU ESF’s and local, county, and state liaisons to ensure current and complete information is being disseminated.

- Generally, PIOs at the county level receive direction from the county commissioners and exercise direction and control over dissemination of information.

- The University PIO is expected to coordinate with county, state and federal PIOs and appropriate emergency officials. There will be full coordination with all other Emergency Support Functions.

- If the emergency is wide-spread, a Joint Information Center (JIC) or Joint Information System (JIS) will be established, and all PIOs (including the University PIO) will cooperate with the JIC/JIS.

Policies

- Life-safety information and instructions to the public has first priority for release.

- Mission assignments to departments or jurisdictions for public affairs should be agreed upon by those entities prior to an actual emergency or disaster.

- The Incident Commander, EOC Manager and Public Information Officer will authorize all information released, prior to the release that pertains to the campus community.

- Emergency public information actions before, during, and following any emergency will be determined by the severity of the situation as declared by involved entities, or as perceived by the public.
• Local jurisdictions and other response organizations will be notified when an emergency or disaster has occurred that requires an emergency public information response.

• The Emergency Alert System (EAS) is activated as the principal means to disseminate emergency warnings and priority emergency instructions to the public.

• The function of the Joint Information System (JIC) is to coordinate information before its release to the public and the news media.

• External communications efforts shall be coordinated to support the dissemination of a unified message as directed by the Bannock County Sheriff’s Office.

**Situation and Assumptions**

**Disaster Condition**

Major hazard events such as severe weather, floods, landslides, earthquakes, fires, terrorism/bioterrorism may cause disruption of the transportation infrastructure and the delivery of services on campus, loss of life, injury, and damage to property and critical infrastructure on campus. These events have the potential to negatively the campus community, faculty/staff and students, and visitors to our campus.

ESF15 External Affairs (PIO) is to be implemented when:

• A major disaster/emergency occurs that threatens life, property, and/or critical Infrastructure on our campus(as);
• A federal disaster has been declared; and/or
• As directed by the ISU Incident Commander and in conjunction with local, county, state and federal agencies, as necessary.
• As directed by the Idaho Emergency Operations Center (IDEOC) Manager.

**Planning Assumptions**

• The press will immediately pursue information regarding the emergency.

• Print media available to the campus includes the Idaho State Journal and the Bengal Newspaper.

• Severe winter storms, earthquakes, floods and other disasters/emergencies may prevent dissemination of printed information to the campus community.

• The University also has a radio and television station available for delivering emergency information.

• The campus is serviced by cable television, radio, and internet service.

• Telephone and/or power service may be interrupted, requiring alternate methods of communications.

• An aggressive program combining both emergency information and educational material could significantly reduce loss of life and property damage.
There is a need for a single source of reliable information during an emergency for both the campus community and the press/media.

The Emergency Alert System is active and covers Bannock County, thus the campus community.

Local media will cooperate in an emergency situation.

External media may be less cooperative and more demanding. They will be interested less in details than in spectacle and “human interest” stories of universal appeal and quick impact.

Rumors will circulate.

Special populations on campus will require extraordinary measures for alert/notification (i.e., hearing/vision impaired, elderly, language barriers, etc.).

In case of a disaster/emergency that generates extensive media interest, we will request help from the Bannock County Emergency Services, and Idaho Bureau of Homeland Security may be requested to activate a Public Information Emergency Response team to support the campus and county efforts.

Concept of Operations/Responsibilities

General

- ESF 15 ISU External Affairs will be located in the ISU Emergency Operations Center with access to the President’s Executive Policy Group, the Incident Commander, The EOC Manager, current emergency information, and the media (See page 269 Checklist 1C).

- The ISU PIO is the point of contact for the public, campus community and news media, coordinating releases for the University and with other agencies and holding news conferences as necessary.

- The ESF 15 ISU PIO will coordinate with the EOC, staff, liaison agencies, other local PIOs, and PIOs from state and federal government, as necessary.

- ESF 15 will disseminate information concerning specific disasters, their associated threats, and protective actions to the news media and campus community.

- During an emergency, ESF 15 PIO, with the assistance of the Human Resources Officer, will oversee establishment of a Media Center to provide rapid release of accurate emergency instructions to the public and campus community through all available means.

- ESF 15 will establish a rumor control center will be provided to ensure that accurate information is disseminated immediately and regularly.

- External communications efforts shall be coordinated to support the dissemination of a unified message as directed by the Bannock County Sheriff’s Office.
Ongoing public education programs will be provided by ESF 5 Emergency Management, to increase awareness of hazards that the campus community is particularly vulnerable to, and the mitigation, preparedness, response, and recover activities associated with those hazards.

**Organization**

- The University President or EOC Incident Commander will serve as primary spokesperson to the media, or delegate the function to the University PIO.
- The Director of Marketing and Communications will fill the role of ESF 15 External Affairs Public Information Officer (PIO) for the University and will designate staff to assist in that effort.
- The ISU PIO will coordinate with the Bannock County Emergency Services Coordinator, in conjunction with the Idaho Bureau of Homeland Security, if a Public Information Emergency Response Team is needed.
- If requested to do so, ISU will provide a public affairs officer to support emergency information activities at the local and/or county level, as requested by the county PIO.

**Notification**

- ESF 15 will be activated by the Incident Commander, in coordination with the ISU President, as needed to manage and support dissemination of information to the campus community.
- The ISU EOC and/or ISU Dispatch will notify ESF 15.
- ESF 15 will notify support staff/personnel.
- ESF 15 personnel will respond as directed and be placed on standby as appropriate.

**Response Actions**

**Initial**

The ISU President or ISU Incident Commander will:

- Serve as primary spokesperson to the media, or delegate that function to the ESF 15 ISU PIO.
- Give final approval for release of emergency instructions and information.

ESF 15 External Affairs will:

- Report to the ISU EOC and manage all aspects of Public Information on behalf of the University.
- Develop an Action Plan for operations. Provide information and recommendations to the Planning Chief.
- Assume public information functions delegated by the ISU President and Incident Commander.
• Gather information on the emergency and response actions. Ensure timely preparation and dissemination of emergency information.

• Ensure that all information is clear, concise, confirmed and approved by appropriate authority for release to the media and public. Do Not release unconfirmed information or speculate on the extent of the emergency, despite urging by reporters to do so.

• Establish and maintain pre-scripted information bulletins, FAQ’s and fact sheets, and protective action guidelines/recommendations.

• Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice.

• Establish and release “media only” telephone number(s).

• Assign a Public Information Representative, if appropriate, to:
  ○ Media Control Point near incident site.
  ○ Keep EOC staff informed of the media situation at the incident site.

• Establish and supervise the ISU media center and rumor control center.

• Monitor published and broadcast emergency Public Information for accuracy. Correct serious misinformation when possible.

• Maintain Emergency Public Information status boards and maps. Post hard copy of news releases.

• Consider additional methods of distributing emergency instructions and information, as needed.

• Coordinate with local/county PIOs to schedule media briefings/press conferences and tours as conditions permit.

• Arrange for media access to the EOC, management/command staff and incident site when appropriate.

• Coordinate with Bannock County Emergency Services to alert Idaho BHS if a Public Information Response Team is needed.

Continuous

• Release instructions and information to faculty, staff and students regarding the emergency and what steps they should take.

• Release emergency instructions/information to the electronic and print media.

• Produce news releases as required.
• All EOC staff, members of the campus community, departments and organizations on campus that are directly involved in emergency operations will:
  ◦ Provide information as requested by the ESF 15 PIO.
  ◦ Clear all emergency-related news requests with the ESF 15 PIO.
  ◦ Provide Public Affairs Officers to support campus emergency information activities as requested by the ESF 15 PIO.
  ◦ Refer media inquiries to the ESF 15 PIO.

• Emergency public information will be coordinated through the ECC. If a JIC is established, state emergency public information will be provided to the media and the public through the state EOC. The state PIO will coordinate the management of this information through all phases of the incident.

• If the event is an Incident of National Significance, public affairs may be coordinated through a Joint Field Office (JFO), which is a coordinating center for federal officials, officers, and resource coordinators.

• Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

• Provide information and recommendations to Planning Chief for the After Action Report.
ESF #16 – Military Support (add-on by County)

Primary Agencies: Bannock County Board of Commissioners

Support Agencies: ISU Public Safety
State of Idaho Military Division
Idaho Bureau of Homeland Security
Idaho National Guard

Introduction

Purpose


Scope

ESF 16 supports the Bannock County EOP by outlining specific tasks, resources, locations, and responsibilities to support the military presence in Bannock County during disaster operations. Military forces will consist primarily of Idaho National Guard and possibly active duty military forces. These forces may be used during disaster operations for missions within Bannock County in support of disaster relief. Bannock County may host military forces in support of missions in adjacent counties.

Policies

Response to, or recovery from, a disaster or emergency may require support and services from military sources. Similarly, military services may be called into action in the event of a national emergency or accident involving military property. Military affairs fall under the purview of the State of Idaho Military Division. Use of military assets will be coordinated through the State of Idaho Military Division, Idaho Bureau of Homeland Security through the established mission assignment process. Such activities or requests for service will be coordinated through Bannock County Emergency Services, the Idaho Bureau of Homeland Security Southeast Idaho Area Field Officer, and if he is not available, directly through the Idaho Bureau of Homeland Security Emergency Operations Center.

Situation and Assumptions

Disaster Conditions

Major hazard events such as severe weather, floods, landslides, earthquakes, fires, and terrorism/bioterrorism may cause disruption of the transportation infrastructure and the delivery of services on campus, loss of life, injury, and damage to property and critical infrastructure on campus and the surrounding community. These events have the potential to negatively impact the campus community, faculty/staff and students, and visitors to our campus.
Planning Assumptions

- Most disasters may allow little or no warning time; however, there may be advanced notice of floods and winter storms.

- Disasters such as an earthquake or dam failure may occur at a time of day that produces maximum casualties.

- Disasters that result in a large number of casualties and/or heavy damage to campus buildings, structures, and the basic infrastructure may require local, county, state and/or federal assistance.

- It is expected that the present University and local government structure will remain intact and will function during a disaster or emergency.

- While it is likely that outside assistance will be available in disaster situations, ISU would like to be self-sustaining for at least 72 hours to meet our responsibility for the safety and welfare of our faculty, staff, students and visitors on campus.

- Local, county, state and federal assistance will not be provided until campus resources are fully committed to the response/recovery effort and a disaster declaration is in place.

Concept of Operations/Responsibilities

General

- Military Affairs is traditionally not a University or local government function. Therefore, the University, through the Incident Commander, the Bannock County Commissioners and Bannock County Emergency Services, will coordinate any requests for, or use of military assets in times of emergency. Such coordination will occur through direct liaison and coordination with the Idaho Bureau of Homeland Security Southeast Idaho Area Field Officer.

- Requests for military support by the Incident Commander will be coordinated with the Bannock County Commissioners at the Bannock County EOC. Requests for service will be based upon identification of the task to be performed. Assignment of state military assets to fill such are assigned at the discretion of the State EOC and will be determined through the state mission assignment process.

Organization

- Upon Declaration of a Disaster, the Bannock County Board of County Commissioners, or members of the Bannock County EOC staff under their direction, will interface directly with the Idaho Bureau of Homeland Security Southeast Idaho Area Field Officer to request support from the State of Idaho Military Division.

- Bannock County will provide radio and pager communication. Should local communications be inoperable, then alternate means will be made available.

- The University EOC, in coordination with Bannock County Emergency Services, will post information provided by the Idaho National Guard, to include:
Location(s) of forces, status of forces, operation(s) areas, command post, billeting and messing areas.
University/county/state agency tasks and mission status.
Communication networks to include radio frequencies, telephone and pager numbers.
Staff meetings that include University, civilian and military attendees.

Notification

ESF 16 will be notified upon request of the Bannock County Board of County Commissioners through the Bannock County EOC.

Response Actions

The University and Bannock County will defer to the Idaho State Emergency Operations Plan for issues of military support.
III SUPPORT ANNEXES

Financial Management

Purpose

This annex describes the means, organization, and process by which the University will manage financial issues and documentation during a declared disaster.

Scope

The Finance Section is responsible for all accounting and financial aspects of the disaster and any other administrative requirements.

Situation and Assumptions

- In responding to a major disaster on any ISU campus, expenses will be incurred that are outside of the existing University budget appropriations. Expenses may include manpower for the response, consumable supplies, and in some instances, capital outlays.

- Expenses for short and long term recovery need to be tracked appropriately so that University departments and entities, local businesses and any vendors can be reimbursed, as provided by law.

- Shortages in vital resources may occur quickly during major disasters.

- ISU would like to be self-sustaining for at least 72 hours to meet our responsibility for the safety and welfare of our faculty, staff, students and visitors on campus.

- Support from local, county, state and federal agencies may be available within 72 to 96 hours.

- Expenses incurred by a protracted event may exceed existing University budget appropriations and agreements.

- Recovery expenses may fall outside the normal budget processes of the University.

- The University’s Purchasing Office has a procedure for the emergency authorization of funds to purchase equipment and supplies in a disaster. This is through issuing checks, Purchasing Cards and Purchase Orders, which are outside the normal channels and would only be used in an emergency.

- Communications with Primary Disaster Vendors (See ESF 7 Resource Support Attachment 2 for list of Primary Disaster Vendors) as to their planning status does not present a contractual or bid problem. A minimum inventory of some critical items have been identified and stocked in the Stores Warehouse above normal sales justification (See ESF 7 Resource Support Attachment 1).
• Should the computer be involved in the disaster, back-up may not be available. It will be difficult to print vendor checks and payroll. Further planning should be affected at the central administrative level.

**Concept of Operations**

• The Incident Commander, in coordination with the President’s Executive Policy Group and the EOC manager, will authorize activation of the Finance Operations Section.

• The Finance Section will coordinate actions to track expenses incurred to combat the effects of a disaster or emergency. This may include overtime pay for responders, consumable supplies, contract services, and in some cases, capital equipment purchases.

• University Emergency Response Sections and ESFs will track their expenses and provide reports, as outlined in the Documentation Requirements section, to the Finance Section Chief.

• Expenses, even when eligible for reimbursement, will be the responsibility of the Emergency Section Chiefs and ESFs.

• The Finance Section Chief, in consultation with the President’s Executive Policy Group and Incident Commander, will set specific expense reporting guidelines.

**Organization and Responsibilities**

• The Finance Section is supervised by the Finance Chief. The functions under this section are Accounting, Insurance/FEMA Documentation and Procurement.

• The Finance Chief sets up the accounting system to be used for the emergency and oversees all accounting and financial aspects of the disaster. The Finance Chief is responsible for supervising Insurance/FEMA Documentation as well as all documenting the process for the disaster assistance application.

• The Accounting Unit provides accounting documentation of all emergency expenses, audits all expenditures and records, and supports the Insurance/FEMA Documentation. This function keeps time records for all personnel involved in the disaster response and obtains and records all damage cost information, by site.

• The Insurance/FEMA Documentation staff initiates, prepares and maintains a documentation package (or binder) that contains the documentation files and records supporting the disaster assistance application process.

• The Procurement Officer orders, receives, stores, processes and allocates all disaster resources and supplies. In addition, the Procurement Officer conducts the supply process to ensure reimbursement, keeping careful and complete records according to the specified accounting system. He/she will also assist with the deactivation process.
Notification

- The Incident Commander, in coordination with the President’s Executive Policy Group will authorize activation of the Finance Section.
- The Finance Section Chief will notify support staff/personnel.
- Finance Section personnel will respond as directed and be placed on standby as appropriate.

Response Actions

*Finance Chief/Finance Deputy will:*

- Activate and organize the Finance Section; activate the Accounting and Insurance/FEMA Documentation functions.
- Develop an Action Plan for operations. Provide information and recommendations to the Planning Chief.
- Establish a journal/log for recording major activities.
- Set up the accounting system for the emergency, including labor procurement contracts and all other accounts.
- Oversee all accounting and financial aspects of the disaster/emergency.
- Prepare periodic budget reports for the EOC Manager containing estimated damage amounts (coordinated with Structural and Infrastructure Damage Assessment) and estimated emergency expenditures (coordinated with Planning and Logistics).
- Ensure that Insurance/FEMA documentation files for each major facility are initiated and expenses tracked by site, in preparation for state and federal assistance eligibility requirements.
- Compile the overtime costs and provide other personnel information for Insurance/FEMA documentation.
- Assist Structure Damage Assessment Unit Leader with the preparation of reports and damage estimates.
- Provide information and recommendations to the Planning Chief for the After Action Report. Continue to follow through with the Insurance/FEMA disaster assistance application process.
- Coordinate with the EOC Manager when outside, local/county, state and/or federal assistance is required.
- Remind Emergency Section Chiefs and ESFs concerning documentation of their expenses and activities for recovery records.
- Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.
• Provide information and recommendations to Planning Chief for the After Action Report.

**Accounting will:**
• Report to the Finance Chief and set up the Accounting function, by computer. If power is out, use a manual system.

• Develop an Action Plan for operations. Provide information and recommendations to the Planning Chief.

• Assign a disaster account code for use in all emergency related transactions, to provide a tracking mechanism for calculating all disaster costs.

• Obtain copies of all purchase orders, P card transactions, contracts, labor hour reports and other expense records pertaining to the emergency response.

• As soon as possible, provide a disaster cost estimate to the Finance Chief, updating the report as requested.

• Set up accounting file by facility; prepare files to provide detail on additional work force labor, individual invoices for expenses, time records, etc.

• Maintain the files throughout the emergency and forward to Insurance/FEMA Documentation Section (it is helpful to organize the files as binders, with duplicates prepared for the disaster assistance program application process).

• Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

• Provide information and recommendations to the Planning Chief for the After Action Report.

• Assist and support the Insurance/FEMA disaster assistance application process.

• Provide account documentation of all emergency expenses.

• Audit all expenditures and records.

**Insurance/FEMA Documentation will:**
• Report to the Finance Chief.

• Develop an Action Plan for operations. Provide information and recommendations to the Planning Chief.

• Review Insurance/FEMA documentation and information.

• Prepare and maintain insurance and FEMA documentation.

• Coordinate with the Finance Chief to obtain source documentation for every insurance and FEMA expense area.
Set up and maintain a binder or other system for documentation information.

Make arrangements to attend a briefing with a representative appointed by the Finance Chief and be prepared to submit a Notice of Interest at that time. Provide time records, etc.

Manage the FEMA disaster assistance application process. Keep a duplicate of the binder ready for inspection and review during the application and reimbursement process.

Maintain the documentation files, supporting the disaster assistance application process.

Make sure you have a valid document on file to substantiate every expense listed in your application.

Assist EOC Staff and ESFs with Insurance and FEMA source documentation.

Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

Provide information and recommendations to the Planning Chief for the After Action Report.

**Procurement Unit Leader will:**

- Check in with the Finance Chief and set up the supply and procurement operation.

- Develop an Action Plan for operations. Provide information and recommendations to the Planning Chief.

- Determine the goods, equipment and services needed by the EOC staff and ESFs.

- Obtain and arrange for delivery and distribution of the needed resources.

- Conduct the process according to the applicable guidelines for disaster reimbursement in order to maximize the financial recovery.

- Keep complete and accurate records for Insurance/FEMA documentation. Provide them to the Finance Chief.

- Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

- Make all logistical arrangements for procurement, delivery, payment and site contact of resources.

- Order, receive, store, process and allocate emergency supplies and resources.

- Conduct the supply process to ensure reimbursement.

- Estimate the duration of the response and develop plans for replacing human and physical resources.
• Coordinate perimeter security needs for storage and distribution sites and resources for night operations.

• Keep complete and accurate records.

• Assist with Insurance/FEMA Documentation.

• Assist with the de-activation process tracking the return of equipment and supplies, the cessation of services, and shut down of temporary services.

• Provide information and recommendations to the Planning Chief for the After Action Report.

Forms and Procedures for Record Keeping during Disasters

Purpose

It is virtually impossible to accurately and properly complete the necessary record keeping after disaster emergency work has been done and a period of time has elapsed. Therefore, the importance of record keeping cannot be over emphasized. University emergency response personnel must know what records to keep, how to keep them, and the wherewithal to start keeping these records immediately when they respond to the threat of, or recovery from, a disaster emergency.

If the situation results in a presidentially declared disaster, proper documentation will be needed to justify reimbursement of expenditures by the University. Without proper documentation, the University could stand to lose considerable sums of money.

Documentation Requirements

When response/recovery work begins, it is essential to establish a separate folder for each facility work site/area.

Basically, there are two ways to complete work at job sites. One is by using outside contractors and the other is by using University personnel, equipment, and supplies (Force Account).

No matter how the work is accomplished it must be accounted for by following normal finance and purchasing procedures and as detailed above for disaster/emergency situations. It must also be accounted for on the following FEMA forms, if federal reimbursement will be claimed:

Force Account Labor Summary Record, Materials Summary Record, Rented Equipment Summary Record, Contract Work Summary Record, Force Account Equipment Summary Record. Copies of these forms are included at the end of the annex and will be provided to the Finance Section.

Force Account Labor Summary Records, FEMA Form 90-123
A force account is work done by the University’s own equipment and labor forces, consisting of regular and temporary employees.

Permanent work crews should log their time and activities by site. This should be done for all personnel, equipment and materials used.
As a minimum, the payroll must show the pay period, name, job, classification, number of hours worked each day, total hours worked for pay period, rate of pay (regular and overtime), total earnings, and paycheck number (warrant). Records must also indicate which job site the employee was working on each day. If the employee works on more than one job site in a day, the Force Account Labor Record for each job site should record those hours.

It is important to know what each permanent, temporary, and part-time employee does on each emergency or disaster related job, and for how long. This information may be turned in daily by each employee, or by the foreman. Any type of daily work report form may be used if it shows the date, hours worked, job classification, and job site worked on. If an employee works on two or more job sites in a single day, he or she should turn in a separate work report for each.

Transcribe the information from the daily reports to the master payroll system. Then file the daily report in the proper job folder. All applicable payroll forms should be brought up to date at least once each week (depending on duration of response and recovery).

**Materials Summary Record, FEMA Form 90-124**

Materials and supplies used on each job site must be fully documented whether they are purchased or in stock. Specifically, the documentation must show unit price (which may be averaged from stock cards), total price, quantity, description, date purchased, date used, job site used on, and check number or evidence of cash payment.

Vendor invoices from materials that are being used, or that will be used on job sites, should be kept in a file separate from job folders. This will allow you to easily find information about the materials used. If the invoice for materials used has not yet arrived, confirm necessary information with the vendor, and write up a voucher for the vendor invoice file. Finance may use daily written (form) reports or daily oral reports from supervisors to record expenditures of materials.

**Rented Equipment Summary Record, FEMA Form 90-125 & Force Account Equipment Summary Record FEMA Form 90-127**

Both University-owned and rented equipment must be fully documented for each facility/job site it is used on. Specifically, the documentation must show the type and description, date used, hours used each day, total hours used, rate per hour (equipment only), total cost for each, and total cost for all equipment used.

If the equipment is rented, the date, amounts paid, and check number or evidence of cash payment must also be shown. The rental agreement must specifically state who must pay for all repairs. A copy of the rental agreement must be kept in the job site file.

Rates used on University-owned equipment must be no more that those approved on the current federal schedule of applicant-owned equipment rates. A copy of these rates may be obtained through the Idaho Bureau of Homeland Security (Note: Rates do not include operator time. Operator time should be indicated on Force Account Payroll Record).

The University must use the Equipment Record Form to document the above information for equipment used on each facility/job site. An Equipment Record Form should be placed in each job folder immediately upon starting work. Record daily the use of any equipment on this form. A vendor invoice form also must be established for vendor invoices and rental agreements for any rental equipment used. The University may use daily written (form) reports or daily oral reports from supervisors to record equipment used.
Contract Work Summary Record, FEMA Form 90-126

If the work is completed on a lump sum contract, an invoice and copy of the contract is needed. If a cost-type contract is used, the contractor must furnish, in addition to an invoice and copy of the contract, a detailed breakdown of all costs, including equipment used, dates used, location of work, hourly rates and hours used. The requirement to furnish a detailed breakdown should be included in the contract. For either type of contract, the University must show on each invoice the date and amount paid and check or warrant number or evidence of cash payment. Evidence of the contract advertisement, bidders, and selection of the low-bid contractor should be retained. Cost-plus contracts are not reimbursable.

All FEMA Forms can be found at this website: http://www.fema.gov/help/forms.shtm
Local Mutual Aid/Multi-Agency Coordination

Purpose

Mutual Aid Agreements are the means for one jurisdiction to provide resources, facilities, services and other support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual aid agreement with other jurisdictions that may receive or provide assistance during an incident. Mutual aid agreements normally involve neighboring or nearby jurisdictions and private sector and non-governmental organizations (NGOs).

Scope

When a disaster is imminent or has occurred on any University campus, the University has the primary responsibility and will respond to preserve life and property.

The University can request assistance from local city, county or State of Idaho resources. Requesting assistance is separate from a declaration. Should the University request assistance, the University’s Incident Command Group for emergency management should request local assistance first.

Situation and Assumptions

- ISU would like to be self-sustaining for at least 72 hours to meet our responsibility for the safety and welfare of our faculty, staff, students and visitors on campus.

- The University’s disaster declaration should be viewed as a notification to all entities (local, county, and state) that a threat exists or has occurred on any one of our campuses that is harming University faculty, staff, students and visitors, the infrastructure and environment, or finances.

- Support from local, county, state and federal agencies may be available within 72 to 96 hours.

- When campus resources become overwhelmed and cannot meet the needs created by a disaster, we may need to ask for assistance from Bannock County Emergency Services. A local government that is signatory to mutual aid compacts may call for the aid of any and all other signatory agencies.

Policies

- Idaho State University is responsible for disaster emergency management within their jurisdictional boundaries and conducts disaster emergency operations according to the plans and procedures contained in the ISU Emergency Operations Plan.

- If the situation is beyond the capability and resources of the University to control, the President in coordination with the Incident Commander may declare a disaster and request support from local and county agencies.
Concept of Operations and Responsibilities

General
The type and magnitude of the emergency will dictate the University’s partial or total response. Generally, response to a major emergency will progress from local, to regional, to state, to federal involvement.

For planning purposes, based on the severity of the situation and availability of campus resources, the University has established three levels of response to emergencies:

Level 1 (EOC Standby) - Public Safety will respond to a minor to moderate incident wherein campus resources are adequate and available. While there may be some damage and/or interruption, the conditions are localized and the Emergency Operations Center (EOC) does not need to be activated. The first responder from Public Safety will be the Incident Commander (IC). If the situation requires additional resources the on-site IC will contact Public Safety to help monitor the situation and to provide additional guidance. If the incident has the potential to grow, Public Safety may notify the Associate VP of Facilities Services and the ISU President. The EOC may be placed on stand-by mode.

Level 2 (Partial or Full EOC activation) - The emergency incident is severe and causes damage and/or interruption of ISU operations. Coordination of campus resources and services may be needed to respond effectively. A partial or full activation of the ISU EOC may be needed. ISU may be the only affected entity. We will proclaim an emergency or a State of Emergency, if necessary. Public Safety will contact the Associate VP of Facilities Services and the President to determine the need for a partial or full activation of the EOC. If partial or full activation of the EOC is necessary, the Director of Public Safety may become the EOC Manager or designate someone to that position.

Depending on available staff the Director of Public Safety will either become the Incident Commander or designate someone from Public Safety to that position. Unified Command with Pocatello Police or Fire may be implemented.

Level 3 (Full EOC Activation) - The emergency situation has become a disaster condition. ISU must fully activate the EOC to address an immediate emergency response. Emergency conditions are widespread and ISU may need to be self-sufficient for a period of up to 72 hours. ISU may request mutual assistance from the Pocatello Police and Fire, Bannock County Emergency Services, and or the Idaho Bureau of Homeland Security.

- The University President will proclaim the level of the emergency.
- Should the University need to request assistance, the University’s Incident Command Group for emergency management should request local assistance first.
- The Bannock County Local Emergency Planning Committee is the coordination point for all multi-jurisdictional emergency management issues.
- Bannock County operates through Bannock County Emergency Services which coordinates local response through the Bannock County Emergency Operations Center. When activated, The Bannock County Emergency Operations Center will take necessary measures to bring the situation under control, utilizing all county government resources.
• The Bannock County Emergency Services Coordinator will notify the Idaho BHS that the county has declared a disaster emergency, and that the county has implemented its Emergency Operations Plan.

• The Idaho BHS Coordinator will evaluate the county’s request for assistance and brief the Adjutant General and the Governor of the situation.

• The Idaho BHS Director will evaluate and process the county’s request for assistance and request for a Governor’s declaration of a disaster. Should the needs exceed the state’s capabilities; the state can request a declaration and assistance from the federal government.

Organization
• The University President will proclaim the level of the emergency. He/she will authorize the official request for assistance and notification to appropriate state and federal agencies.

• The Incident Commander has complete authority and responsibility for the conduct of overall operations of an incident, to include approving requests for ordering or releasing resources through mutual aid.

• The Incident Commander will conduct an initial assessment that will include determining the need for mutual aid. He/she will develop and implement control plans that may include mutual aid contingencies.

• During an emergency the Liaison Officer is the point of contact for mutual aid agency representatives (particularly the city and county EOCs). The Liaison Officer will coordinate with the Incident Commander and Logistic Section Chief on when and how to request mutual aid.

• The Operation Section Chief will recommend mutual aid needs and resources to the EOC Manager and/or Incident Commander. He/she will help determine if public agency mutual aid is required for any operations on campus and establish procedures and staffing for the incoming assistance.

• The Logistic Section Chief will support Operations with identifying mutual aid resources. He/she will help coordinate mutual aid resources on campus and advise the city/county if any ISU resources are used for mutual aid.

• ESF #9 Search and Rescue will develop contingency plans for implementing Search and Rescue mutual aid plans.

• ESF #8 Public Health and Medical Services will develop contingency plans for implementing medical mutual aid.

• Building and Utilities under ESF #3 Public Works and Engineering will develop contingency plans for implementing construction and engineering mutual aid.

Attachment – Mutual Aid Agreements – Local and Intergovernmental Agencies (can be provided).
Private Sector/Non-Governmental Organization (NGO) Coordination

Purpose

This annex briefly describes the policies, responsibilities, and concept of operations for University incident management activities involving the private sector and NGOs during incidents requiring a coordinated campus response.

In this context, the annex further describes the activities necessary to ensure effective campus coordination and integration with the private sector, both for-profit and not-for-profit, including the University’s critical infrastructure, key resources, other campus business and industry components, and not-for-profit organizations (sometimes called nongovernmental organizations (NGOs), and those serving special needs populations on campus, engaged in response and recovery efforts.

NGOs also serve a vital role at the University levels by performing essential service missions in times of need. They provide sheltering, emergency food supplies, and other vital support services. NGOs bolster and support government efforts at all levels, including the University level.

Scope

This annex applies to all University personnel, departments or organizations operating under the ISU Emergency Operations Plan in incidents requiring a coordinated campus response that involves the private sector and/or NGOs in any of the following ways:

1. Impacted organization or infrastructure;
2. Emergency resource provider;
3. Regulated industry and/or responsible party; and
4. Member of the University emergency management organization.

This annex addresses those aspects of incident management regarding the private sector and NGOs that must be emphasized because of their uniqueness or importance.

Situation and Assumptions

Major hazard events such as severe weather, floods, landslides, earthquakes, and interface fires may cause disruption of transportation infrastructure and the delivery of services, loss of life, injury, and damage to property and critical infrastructure. These events have the potential to negatively impact private sector and nongovernmental organizations.

The private sector and NGOs play a primary role in campus response by sustaining its capability to ensure the orderly functioning of the delivery of essential services to the campus community in the face of catastrophic events.

During an incident, key private-sector partners and NGOs should be involved in the University crisis decision making process or at least have a direct link to key University incident management personnel. The University cannot effectively respond to, or recover from, incidents without strong cooperative relations with the private sector and/or NGOs.
The private sector is responsible for assuring the orderly flow of goods and services on campus. Disruption of services provided by private sector owners and operators of critical infrastructures during a disaster or emergency could hamper the University’s overall ability to respond and recover.

During such events, certain critical infrastructures and key resources are essential to the University to act to save lives, maintain public safety, minimize physical and cascading damage, and reduce economic and psychological impact.

Considering and engaging the private sector and NGOs in all stages of University planning and implementation is critical for the success the ISU Emergency Operations Plan.

Participation of the private sector and NGOs will vary based on the nature of the organization and the nature, scope and magnitude of the incident.

**Policies**

This annex supports the University commitment to ensuring the orderly functioning of the reliability and availability of essential services that represent the foundation of public safety and confidence and economic security on campus.

The University encourages cooperative relations between private-sector organization, NGOs and University authorities, departments and organizations regarding prevention, preparedness, and mitigation, response and recovery activities. The University encourages processes that support informed cooperative decision making.

The University will take actions to engage the private sector and NGOs at the strategic and operational levels to ensure:

1. Effective and efficient use of private-sector and NGO resources.
2. Timely exchange of information.
3. University, public and market confidence in times of crisis or catastrophe.

The University must work with businesses that provide water, power, communication networks, transportation, medical care, food distribution, security, and numerous other services upon which both response and recovery are particularly dependent.

The University supports measures that ensure site accessibility for essential service providers responding to disasters or emergencies.

**Concept of Operations and Responsibilities**

**General**

The private sector has significant responsibility for critical campus infrastructure protection and business restoration. Although the role of the private sector is not legislated, their responsibilities to the public make them an important emergency response partner to the University.

This annex describes the activities necessary to ensure effective coordination and integration with the private sector, including the University’s critical infrastructure, key resources, and other campus business and industry components.
ISU’s Incident Command organizations manage the daily analysis of incident-related reports and information. This management includes maintaining communications with private-sector critical infrastructure information sharing mechanisms. Representative private-sector incident management organizations may be established to assist University and/or local multi-agency coordination centers to facilitate interaction, communication, and coordination with the private sector.

The procedures in this annex are intended to be used in cooperation with private sector organizations as well as the Red Cross and other non-governmental organizations as directed by the President of the University or a designee.

The Incident Command Team and Section Chiefs will coordinate with the private sector and NGOs as outlined in their annexes.

**Organization**

- Actions are initiated at the ISU EOC to facilitate coordination with relevant private-sector and NGO entities.

- The Liaison Officer will serve as the point of contact for representatives of non-governmental organizations and private entities.

- The University ESFs also implement established protocols for coordination with private-sector counterparts at the local and county level.

- The ISU EOC and ESFs will establish procedures and/or processes to:
  - Determine the impact of an incident.
  - Establish communications that will facilitate a shared situational awareness across University infrastructure sectors and between the public and private sectors.
  - Coordinate and set priorities for University incident management support and response and the prioritizing of the delivery of goods and services after an incident.
  - As needed, recommend priorities for business and industry resource allocations.
  - Coordinate and maintain liaison with appropriate private-sector organizations and NGOs
  - Work in concert with NGOs, faith-based organizations, and the private sector to facilitate an inclusive, multiagency, communitywide, and coordinated response and recovery effort.

- The primary departments/personnel for each ISU ESF is responsible for developing and maintaining working relations with its associated private sector (e.g., ESF #2 – Communications: telecommunications industry; ESF #10 – Hazardous Materials Response: oil and hazardous materials industry; etc.).

- ESF #6 Mass Care works in concert with NGOs, faith-based organizations, and the private sector to facilitate an inclusive, multiagency, communitywide, and coordinated response and recovery effort.

- The American Red Cross and the Federal Emergency Management Agency (FEMA) have worked together to develop the National Shelter System (NSS). The goal of the NSS is to be able to identify the location, managing agency, capacity, current population, and other relevant information for all shelters being run in response to incidents. This information will help the Red
Cross, FEMA, state and local emergency management, and NGOs develop strategies to ensure prompt and effective mass care service delivery as well as serve as a planning tool before disaster strikes.

- The roles and interfaces of voluntary and other not-for-profit organizations and linkages of potential donors of goods and services to governments and NGOs are detailed in the Volunteer and Donations Management Support Annex.
Volunteer and Donation Management

Purpose

The purpose of this annex is to provide procedures for the acceptance, storage, distribution and disposal of monetary and unsolicited in-kind donations to the University, and for the coordination of the use of unaffiliated volunteers at the University level.

Scope

Following an emergency or disaster on campus there may be a need to provide goods and services to the campus community. These commodities may be available commercially or provided by state and local Jurisdictions and donations. This appendix addresses undesignated donated goods; cash and service offers made to the University or donated goods that appear at the University having no specific destination.

Policies

- The University will have primary responsibility of the management of unsolicited goods to the University and volunteers at the University level.

- The Idaho Voluntary Organizations Active in Disaster (IDAVOAD) may be contacted through the Idaho BHS and utilized as a donation management tool and avenue for unmet needs at the University level. The University and/or local/state governmental agencies will assist these organizations by providing information, guidance, and coordination of their relief efforts.

- The University will look principally to those voluntary organizations with established volunteer and donations management structures already in-place to receive appropriate volunteers and donated goods.

- Donors will be discouraged from sending unsolicited donations directly to the disaster site. Under no circumstances will pharmaceutical supplies, other medications or prepared foods be accepted from the public.

- The University encourages cash donations to recognized University and nonprofit voluntary organizations with disaster experience.

- The University encourages individuals interested in volunteering their personal services to participate through ISU Human Resources and/or affiliate with a recognized nonprofit voluntary organization to facilitate their involvement in disaster relief efforts. Volunteers will be discouraged from going directly to any disaster site.

- Full use of existing voluntary organizations volunteer and donations management resources is encouraged before assistance of the state or federal governments is sought.

- Local Economic Considerations. Distribution of large quantities of foodstuffs and commodities to the campus may have an adverse affect on the local economy. All efforts will be made to reduce that impact.
Situation and Assumptions

Situation

- A major, severe or catastrophic disaster on campus will create the need to coordinate solicited and unsolicited donated goods and/or funds for the campus community.
- The amount of donations offered could be sizable.
- There may be extreme difficulties in receiving, storing, securing, sorting, transporting, accounting for and distributing the donations to the University and to on campus disaster victims and supervising volunteer workers desiring to assist in response and recovery efforts on campus.
- A major, severe or catastrophic disaster on campus will create the need to coordinate spontaneous volunteer services. There may be extreme difficulties in coordinating volunteer workers desiring to assist in the effort and assuring their safety.
- A united and cooperative effort by state, federal and local governments, ISU, volunteer organizations, the private sector and the donor community is necessary for the efficient and effective channeling of offers from the public.

Planning Assumptions

- An incident on campus may exceed the resources of the University and local/county/state agencies. Volunteers and donors can support response efforts in many ways, and it is essential that the University plans ahead to effectively incorporate volunteers and donated goods into their response activities.
- Uncoordinated, uncontrolled masses of donated goods and volunteers to the campus can interfere with disaster operations and cause a secondary logistical disaster.
- Donations to the University, especially perishable goods, must be managed to ensure that materials are properly received, safeguarded, documented and distributed in a manner that will not cause panic, hoarding, or waste.
- Distribution to the campus community will be based on priority of needs.
- Public health concerns will be properly addressed before food items are distributed to disaster victims.
- Volunteer services on campus must be managed to ensure that volunteers do not become victims, casualties themselves, or impede rescue, response and recovery operations.
- Charitable contributions – Under Section 170 of the United States Internal Revenue Code, donations made to non-profit, tax exempt organizations can be deducted on individual tax returns, to the extent allowed by law.
- A media campaign (through ESF 15) will be coordinated as soon as a disaster is determined to have the visibility that precipitates unsolicited donations to the University. This campaign will
encourage appropriate donation practices such as cash rather than goods to a recognized charity.

**Concept of Operations and Responsibilities**

**General**

This annex will be implemented in response to a major emergency or incident that would overwhelm the campus’s capabilities to manage unsolicited donations and volunteers.

**Organization**

All Incident Command Sections will determine and provide volunteer work force resources, as available, to the Human Resources Officer.

The Human Resources Officer under Logistics will be responsible for volunteer recruitment and assignment. He/she will register, assign and maintain all records for volunteer workers (See page 325 Checklist 4D).

**Volunteer Work Operations**

The following actions may/will be taken by the Human Resources Officer and staff, under any major emergency affecting University campuses:

- Identify personnel resources that are on duty and available first.
- Determine the number of additional personnel needed and skills required.
- Establish a pool of available personnel.
- Activate community resource plans.
- Provide the Incident Commander with current status of staff.
- Establish a clearinghouse for employee information.
- Maintain employee records for payroll or claims purposes.
- Contact Incident Command Section Chiefs and determine staffing needs.
- Establish a process to register all volunteers and issue ID cards.
- Set up volunteer assignments and schedules and arrange for relief.

**EARTHQUAKE CONSIDERATIONS**

- Coordinate with the Situation Status Officer to determine structural status of buildings before assigning volunteer workers.
- Plan for the possibility that prior established routes will be blocked and impassable.
• Coordinate with ES #7 Logistics and Resource Support, ESF #8 Health & Medical Services and ESF 13 Public Safety and Security staff the use of volunteer personnel for rescue of injured.

• Determine specialized equipment and personnel needed.

HAZARDOUS MATERIAL INCIDENT/FIRE CONSIDERATIONS

• Develop a staging area away from hazard(s) for volunteers.

• Ensure personnel have adequate protective clothing and equipment.

• Ensure the operational area has been evaluated by ESF#10 Hazardous Materials.

Donated Goods Management for the University

• University community and religious organizations, in coordination with the Logistic Section Chief, will manage the receipt and distribution of donated goods to the campus. They will maintain written or computer records of all donated resources received.

• The University community and religious organizations, along with the Logistics Section Chief, will coordinate with relief agencies working on the disaster, to ensure needs are met without duplication of effort.

• The ISU Liaison Officer and Logistics Section Chief will coordinate with appropriate agencies to determine available resources and needs, and maintain communication with local emergency management officials with regards to undesignated donations.

• Under no circumstances will pharmaceutical supplies, other medications or prepared foods be accepted from the public.

• Upon receipt, donated goods must be sorted and packaged in a manner suitable for distribution.

• The magnitude of the disaster and the severity of campus needs will dictate the amount of space and personnel required for the reception and distribution of donated goods.

• A telephone number will be published immediately following the event to accept incoming calls of donations.

• A central reception and sorting center for donated goods should be established. Separate locations convenient to the affected areas of the campus or campuses should be utilized as distribution centers.

• Operational personnel will be solicited from the Human Resource Officer’s list of available volunteer personnel resources.

• ESF 15 Public Affairs will coordinate public information regarding campus distribution sites, needed goods, volunteers, and other pertinent information.

• When identifiable, unwanted goods should be refused. Surplus donated goods will be sold or otherwise disposed of in a manner consistent with the donor’s apparent intent and state law.
Worker Safety and Health

Purpose

This annex provides guidelines for implementing campus worker safety and health support functions during potential or actual disaster emergencies. This annex describes the actions needed to ensure that threats to responder safety and health are anticipated, recognized, evaluated, and controlled consistently so that responders are properly protected during incident management operations.

This annex does not supersede, but rather coordinates the efforts of multiple response organizations to the campus. The main objective is to ensure that the University Incident Command/Unified Command (IC/UC), responding organizations, and responders to the campus receive coordinated, consistent, accurate, and timely safety and health information and technical assistance.

Scope

This annex addresses those functions critical to supporting and facilitating the protection of worker safety and health for all emergency responders and response organizations during potential and actual emergencies and disasters that occur on our campuses. While this annex addresses coordination and provision of technical assistance for campus incident safety management activities, it does not address public health and safety.

Coordination mechanisms and processes used to provide technical assistance to the campus for carrying out campus incident safety management activities include identification and characterization of incident hazards, assessments and analyses of health risks and exposures to responders, medical monitoring, and incident risk management at the campus level.

Policies

Basic Provisions/Requirements of the Occupational Safety and Health Act (OSHA) of 1970 (Public Law 91-596). This Act assigns OSHA two regulatory functions – setting standards and conducting inspections - to ensure that employers are providing safe and healthful workplaces. OSHA standards may require that employers adopt certain practices, means, methods, or processes reasonably necessary and appropriate to protect workers on the job. Employers must become familiar with the standards applicable to their establishments and eliminate hazards. Compliance with standards may include ensuring those employees have been provided with, have been effectively trained on, and use personal protective equipment when required for safety or health. Employees must comply with all rules and regulations that apply to their own actions and conduct. Even in areas where OSHA has not set forth a standard addressing a specific hazard, employers are responsible for complying with OSHA's “general duty” clause. The general duty clause [Section 5(a)(1)] states that each employer “shall furnish...a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.” For more information on OSHA, visit www.dol.gov.

OSHA mandates that the Safety Officer function for all hazardous materials incidents.

The Incident Commander and Safety Officer will coordinate with federal, state, and county/local governments to develop and disseminate information on the likely hazards associated with potential
incidents on campus and the preventative actions that can be taken to reduce or eliminate illnesses and injuries that may result from hazardous exposure. Responders to the campus will be notified of personal sampling results and suggested courses of action as promptly as possible.

To protect responder confidentiality, medical information on responders is never released to the public.

**Situation and Assumptions**

**Situation**

During a disaster or emergency on campus, operations likely will encompass complex and varied hazards that must be characterized, evaluated, and controlled to protect responders. These hazards could include falls from heights, hazards associated with heavy equipment use, confined space entry, compressed gas use, electrical shock, and the toxic and hazardous substance exposures. The need for a rapid response to an incident increases the risk that responders will be deployed without complete information about the safety and health hazards present on campus.

To ensure that responders to campus are properly protected, this Worker Safety and Health Support Annex must be in place to facilitate proactive consideration of all potential hazards on campus and to ensure the availability and coordination of necessary personal protective equipment and other resources used in responding to the incident on our campus. A collaborative effort involving the expertise of all likely response organizations is necessary to plan for and implement responder safety and health procedures during an incident on campus.

**Planning Assumptions**

Organizations responding to an incident site on campus have properly trained, equipped, and provided technical support and expertise to their responders in accordance with their agency’s mission and expertise for the incident.

The ISU Safety Officer and support staff will be assigned to assess the health and safety risks and advise the Incident Commander and on-scene responders of incident hazards and risks.

This annex does not replace the primary responsibilities of government and employers; rather, it ensures that in fulfilling these responsibilities, response organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health when responding to the campus.

**Concept of Operations and Responsibilities**

**General**

The particular support provided will be dependent upon the scope, complexity, and specific hazards associated with the incident and the needs of the response and recovery organizations. This worker safety and health annex supports the following functions within the Incident Command System:

- Providing occupational safety and health technical advice and support to Incident Command/Unified Command (IC/UC) and Safety Officer(s) involved in incident management, and, if appropriate, at all incident sites.
• Providing assistance with site-specific occupational safety and health plan development and implementation, and ensuring that plans are coordinated and consistent among multiple sites, as appropriate.

• Providing assistance with identifying and assessing health and safety hazards and characterizing the incident environment, to include continued monitoring of incident safety.

• Providing assistance with task-specific responder exposure monitoring for:
  o Chemical, biological, radiological, nuclear, and explosive (CBRNE) contaminants;
  o Physical stressors (e.g., noise, heat/cold, ionizing radiation).

• In coordination with IDHW, evaluating the need for longer term epidemiological medical monitoring and surveillance, and appropriate immunization and prophylaxis for responders and recovery workers.

• Assessing responder safety and health resource needs and identifying sources for those assets.

• Provide assistance with determining the appropriate level of personnel protective equipment (PPE) including the use and decontamination of PPE.

• Collecting and managing data (exposure data, accident/injury documentation, etc.) to facilitate consistent data-formating and data-sharing among response organizations.

• Coordinating and providing incident-specific responder training.

• Work with Counseling & Testing to prepare a Mental Health Plan (See Mental Health Annex).

Organization

Activation of this position is at the option of the Incident Commander unless it is a hazardous materials incident. OSHA mandates the Safety Officer position for all hazardous materials incidents.

The ISU Safety Officer and support staff will be assigned to assess the health and safety risks and advise the Incident Commander and on-scene responders of incident hazards and risks.

OSHA mandates that the Safety Officer function for all hazardous materials incidents. For all other incidents, the Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations, and developing measures for assuring personnel safety. On an incident deemed to be outside the scope of the incident action plan the Safety Officer has the authority to stop all unsafe activity (See page 273 Checklist 1E Safety Officer).

In coordination with the Incident Commander, the Safety Officer and support staff will:

• Monitor and assess hazardous and unsafe situations and develop measures for assuring personnel safety.

• Maintain a log of activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.
• During activation, coordinate technical assistance for responder safety and health to the IC/UC.

• Resolve technical, procedural, and risk assessment conflicts before they adversely affect the consistency and accuracy of the advice and information provided to responders and to the local IC/UC.

• Advise, consult, and cooperate with agencies of the state and federal government, other states, cities, counties, and others concerned with emergency response and hazardous substance incidents on campus.

• Coordinate response of specialized response teams that respond to campus. Local/county and state agencies have specially trained and equipped teams that could be deployed, as requested, to the site of a HAZMAT/WMD incident on campus to assist and advise the local Incident Command.
Mental Health Annex

Purpose

The purpose of the Mental Health Annex is to prepare for and respond to the immediate mental health needs of ISU faculty, staff and students and emergency responders across all ISU campuses following a disaster or major emergency.

There are four primary goals:

1. To provide guidelines for campus disaster planning, preparation, and response activities.
2. To describe the roles and responsibilities for ISU administrative and clinical personnel assigned to assist with disaster relief operations.
3. To outline the procedures for mobilizing, coordinating and deploying behavioral health resources in cooperation with campus disaster management.
4. To outline the process to identify those on campus who need special help, and to provide that help as effectively as possible based on victim centered needs.

Scope

This annex will focus on performing some or all components of two key mental health interventions that are essential to the success of an effective mental health response: Psychological First Aid and Crisis Counseling.

Policies

- The mental health service emergency response on campus will be inclusive of campus mental health resources in partnership with local, state, and federal mental health providers.
- This annex will provide for coordination of behavioral health resources on campus and in the surrounding community, as needed.
- This annex will provide for coordination of behavioral health resources from outside the community when mental health needs following a disaster exceed the existing capacity to provide mental health services to ISU faculty, staff, and students and responders.
- This annex is considered to be a dynamic document and will be reviewed annually for changes based on new situations, developing circumstances at the campus, local/county, state, and federal level, and evolving knowledge and technology in the field of emergency behavioral health.

Situation and Planning Assumptions

- Psychological injuries can greatly exceed physical injuries in a disaster.
• The nature of the disaster will influence the impact of psychological injury (i.e., terrorism compared to earthquake).

• Most people who experience emotional mental health distress due to an emergency/disaster will recover without professional mental health interventions.

• Immediate problems such as Post-Traumatic Stress Disorder receive considerable popular attention, but some evidence shows that victims of catastrophic disasters may continue to suffer from major depression and other disorders for several years. Mental health services following disasters must also account for preexisting mental health and substance abuse problems in some victims.

• Few people seek mental health services for their mental health needs and are more likely to seek a medical provider following a disaster. Medical providers may experience a “surge” in the demand for medical care related to mental health needs.

• The damage and destruction of a disaster emergency, which may result in multiple deaths and injuries, may overwhelm the campus mental health system, producing an urgent need for off-campus mental health crisis counseling for disaster emergency victims and response personnel.

• Mechanisms to support rapid public health, medical and mental health needs assessments for the campus community should be in place and need to be adequate to support a capable campus response. In addition, processes need to be integrated well within the campus-led process of overall assessment, in order that mental health responses on campus can reach their targets quickly and efficiently.

• The mental health needs following a disaster may exceed the campuses existing capacity to provide mental health services; therefore, immediate post-disaster mental services are likely to be delivered by both on-campus and off-campus non-mental health professionals and off-campus mental health professionals.

• The role of ISU in mental health preparedness and response should be a part of a larger, multi-agency mental health preparedness and response effort, thus ISU will strive to coordinate with other city/county, state and federal government entities, as well as non-governmental organizations.

• Responding mental agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.

• Registries may not be immediately inclusive of individuals who develop disabilities or health or mental health conditions as a result of the emergency itself.

**Concept of Operations and Responsibilities**

**General**

This annex will assist in assessing mental health needs for ISU faculty, staff, students, visitors and first responders; provide disaster emergency mental health training materials for disaster emergency workers; and provide liaison with assessment, training, and program development activities undertaken by state and local mental health officials. They will administer the Emergency Crisis Counseling Program.

10/06/2014
In addition, this annex will provide immediate, short-term crisis counseling services to individuals involved in a disaster. The program helps relieve grieving, stress, or mental health problems caused or aggravated by a disaster or its aftermath.

This annex will provide ISU mental health professionals to assist in all aspects of recovery.

**Organization**

- The ISU President, or his designee, will direct the Incident Commander to activate this annex.

- The Incident Commander will activate this annex as needed.

- The lead department will be ISU Counseling and Testing with support from the ISU Psychology Clinic, ESF #6 Mass Care, and ESF #8 Public Health and Medical Services, as needed.

- ISU Counseling and Testing will designate a member of their staff as the Disaster Mental Health Supervisor.

- Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

- A Disaster Mental Health Supervisor will be assigned to the ISU EOC and will coordinate activation, deployment, rotation, and support for Counseling and Testing and Psychology Clinic staff, and if necessary coordinate the transfer of victims to clinics and hospitals.

- During and immediately following an emergency event ESF #8 will triage and treat presenting patients according to physical and mental health priorities.

- The Disaster Mental Health Supervisor will assign staff to ISU locations with affected populations to provide disaster mental health services.

- The Disaster Mental Health Supervisor will assess the disaster mental health needs of the ISU community, recommend appropriate mental health services to the Incident Commander, and coordinate activation and/or deployment of ISU mental health resources.

- The Disaster Mental Health Supervisor may develop situation awareness of the disaster mental health needs of the campus by communicating with any Counseling and Testing or Psychology Clinic staff in the field.

- The Disaster Mental Health Supervisor will ensure mental health professionals are provided at mass care sites and shelters, first aid stations and employee/responder rest areas established at all campus locations, at the EOC, and will establish disaster mental health services to faculty, staff and students at the Counseling and Testing/Psychology clinics or an alternate care site.

- The Disaster Mental Health Supervisor will coordinate transportation of mental health staff to other campus locations with ESF #1 Transportation.
• ISU Disaster Mental Health operations and coordination with local/county, state and federal mental health response organizations shall be coordinated at the EOC through the Liaison Officer and the Disaster Mental Health Coordinator. They will also coordinate with non-governmental disaster mental health organizations.

• The Disaster Mental Health Coordinator will coordinate with ESF #15 Public Affairs to provide risk communications messages, pertinent mental health information (e.g., common versus intense or prolonged psychological reactions to disaster, adaptive coping strategies, etc.) and referral information to the ISU community via print, internet, hotline and ISU/local media.

• The Disaster Mental Health Coordinator, in coordination with the Incident Commander and Public Information Officer, will ensure that messages are created in a manner that does not cause unnecessary psychological harm.

• ESF #15 Public Affairs and the Public Information Officer in coordination with the Disaster Mental Health Coordinator will monitor rumors and/or any misinformation that could exacerbate psychological distress, and will respond as required.

• The Disaster Mental Health Coordinator in conjunction with ESF #15 Public Affairs will ensure that key messages unique to disaster mental health are provided to the ISU community in a timely fashion so that ISU achieves its goals for mitigating the psychological impact of a disaster. The development of messages will avoid the use of stigmatizing jargon or words that inappropriately imply emotional problems. Such messages include, but are not limited to, the following:
  o Ongoing preparedness activities.
  o Actions and response activities.
  o Risk and protective measures.
  o Common psychological reactions.
  o Common vs. intense or prolonged psychological reactions.
  o Adaptive and maladaptive coping strategies.
  o Help-seeking indications and where to go for help.
  o Availability of services to appropriate segments of the campus community.

**ISU Disaster Mental Health Services**

**Emergency Response Phase of the Disaster**

Group presentations/talks to individuals affected by the current disaster at mass care sites, shelters, first aid stations and employee/responder rest areas established at all campus locations, at the EOC, staging areas and other locations where campus victims and responders may be assembled. Mental Health professionals will distribute pamphlets on disaster stressors and coping tips, awareness of typical emotional and cognitive reactions to disasters, and resources available for assistance.

• Provision of psychological first aid (PFA) by trained peers (Incident Command and ESF personnel), volunteer emergency response teams, as well as Public Safety and Facilities staff who may provide PFA to peers engaged in emergency response operations.

• Provision of crisis counseling or other crisis services by campus and other mental health professionals to victims of acute distress, for which PFA has not helped, and whose mental health condition warrants immediate care.

• Hospitalization at PMC or other available medical centers/treatment facilities as determined by licensed campus and other mental health professionals.
• Develop an Action Plan for operations. Provide information and recommendations to the Planning Chief.
• Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.
• Provide information and recommendations to Planning Chief for the After Action Report.

Recovery Phase of the Disaster
• ISU will primarily rely on referring affected faculty, staff and students to external mental health clinics and services.
• Counseling staff also coordinate and assist with follow-up to such emergencies and conduct critical incident stress debriefings.
• ISU may provide other crisis mental health services by trained and certified mental health professionals and occupational peers of those occupational groups who were engaged in emergency response operations (i.e., Student Health Center staff, Public Safety, Facilities Services, etc.).
• ISU may facilitate referral for personnel who need additional mental health services.
• Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.
• Provide information and recommendations to Planning Chief for the After Action Report.

See Appendix A: Psychological First Aid
See Appendix B: Crisis Counseling
Appendix A: Psychological First Aid (PFA)

In the *Psychological First Aid Field Operations Guide* developed by the Terrorism Disaster Branch of the National Child Traumatic Stress Network and the National Center for PTSD, PFA is described as “…an evidence-informed modular approach for assisting children, adolescents, adults, and families in the immediate aftermath of disaster and terrorism. Psychological First Aid is designed to reduce the initial distress caused by traumatic events, and to foster short- and long-term adaptive functioning. Principles and techniques of Psychological First Aid meet four basic standards. They are: (1) consistent with research evidence on risk and resilience following trauma; (2) applicable and practical in field settings; (3) appropriate to developmental level across the lifespan; and (4) culturally informed and adaptable.”

In this document, PFA core actions are noted. However, they must be used in a flexible manner that fits the specific needs of the individual(s). Below is an excerpt that lists these core actions:

**Psychological First Aid Core Actions**

*Contact and Engagement*
Goal: To respond to contacts initiated by affected persons, or initiate contacts in a non-intrusive, compassionate, and helpful manner.

*Safety and Comfort*
Goal: To enhance immediate and ongoing safety, and provide physical and emotional comfort.

*Stabilization (if needed)*
Goal: To calm and orient emotionally-overwhelmed/distraught survivors.

*Information Gathering: Current Needs and Concerns*
Goal: To identify immediate needs and concerns, gather additional information, and tailor PFA interventions.

*Practical Assistance*
Goal: To offer practical help to the survivor in addressing immediate needs and concerns.

*Connection with Social Supports*
Goal: To help establish brief or ongoing contacts with primary support persons or other sources of support, including family members, friends and community helping resources.

*Information on Coping*
Goal: To provide information (about stress reactions and coping) to reduce distress and promote adaptive functioning.

*Linkage with Collaborative Services*
Goal: To link survivors with needed services, and inform them about available services that may be needed in the future.
Appendix B: Crisis Counseling

In the *Crisis Counseling Program Guidance* developed by the Center for Mental Health Services, crisis counseling is defined as “a short-term intervention with individuals and groups experiencing psychological reactions to a major disaster and its aftermath.” FEMA’s Crisis Counseling Program is guided by the concept that most people experiencing a psychological reaction are responding normally to an abnormal situation.

Below are excerpts from the *Crisis Counseling Program Guidance* that summarizes the services most frequently funded by FEMA’s Crisis Counseling Program. Excerpts that describe staff roles and qualifications are presented as well.

**Services**

**Individual Crisis Counseling Services**
Assist disaster survivors in understanding their current situation and reactions, reviewing their options, addressing their emotional support and linking with other individuals and agencies that may assist them. During individual services, crisis counseling staff are active listeners who provide emotional support.

**Group Crisis Counseling Services**
Involves providing/facilitating support groups, meeting with citizens, working in classrooms with affected students, working with affected teachers and administrators after school, discussing disaster-related issues with families, assisting people in understanding their current situation and reactions, reviewing their options, addressing their emotional support and linking with other individuals and agencies who may provide assistance. Groups may be facilitated by a mental health professional, a paraprofessional or the group members themselves.

**Education Services**
Include the distribution or presentation of information on the project or crisis counseling-related topics. Educational information may be provided through brochures, fliers posted in public areas, mailings and training to human service personnel such as the clergy or teachers. The media is often a partner in providing information through Public Service Announcements, newspaper articles and advertisements. Educational information may also be provided to groups of people. The key difference between group education services and group counseling services is that project staff present psycho-educational information to groups rather than facilitate the sharing of experiences between members of the group.

**Referrals**
Referrals are a key component of the Crisis Counseling Program. In most disaster, the majority of survivors have needs that can be met by short-term, relatively informal interventions. However, in some circumstances, some disaster survivors may need long-term, more formal mental health services that are beyond the scope of the Crisis Counseling Program. Survivors requiring longer-term, more formal mental health treatments should be referred to an appropriate agency or licensed mental health professional.

**Staff Roles**

**The Role of the Outreach Worker**
Sensitivity to the community’s perception of mental health services is the key in designing a successful Crisis Counseling Program (CCP). In designing a CCP, applicants should view “crisis counselors” and “outreach workers” as synonymous. Both should be providing crisis counseling services to survivors in a variety of locations through an outreach method of service delivery. It may be more acceptable to some.
communities for “outreach workers” to provide crisis counseling services; other communities may be quite comfortable with “crisis counselors” providing these services. Either reference, outreach worker or crisis counselor, is acceptable in describing the individuals who will be providing services. Throughout this guidance, “outreach workers” and “crisis counselors” will be used interchangeably.

Crisis Counselors provide:

- Active and supportive listening;
- Validation of the appropriateness of an individual’s feelings and reactions;
- Affirmation that such feelings and reactions are normal;
- Education to survivors about ways to manage their distress and take care of themselves as they pursue recovery;
- Assistance to survivors in determining their priorities and developing plans for meeting those priorities; and
- Information and referral on disaster assistance and human service resources.

Crisis Counselors Do Not:

- Engage in case finding activities;
- Provide case management services;
- Create or implement emergency preparedness activities;
- Advocate in an adversarial manner;
- Engage in fundraising for disaster survivors; or
- Provide childcare or transportation for disaster survivors.

The Outreach Team

Typically, a team of outreach workers is composed of mental health professionals and para-professionals indigenous to the community. All are trained in the basics of disaster mental health and the Crisis Counseling Program. Their credentials and roles are explained below:

Professionals

Professionals are individuals who have a master’s level or higher degree in psychology, social work, counseling, psychiatric nursing, or who are psychologists, psychiatrists or related professionals. They usually are licensed by the state, have experience in the mental health or counseling field and the expertise to provide clinical supervision and training to crisis counselors. Typically, a professional coordinates and supervises the local outreach team for the Crisis Counseling Program and may offer consultation and support to crisis counselors who are working with individuals’ with complex or difficult situations. They may also assess survivors to determine if their needs exceed the scope of the Crisis Counseling Program or they may work directly with individuals, families and groups whose problems are
unusually challenging or complex. Professionals often need training in how crisis counseling with disaster survivors differs from traditional mental health or counseling practice. Essential skills include in-depth understanding about the normal human response to disaster and techniques for helping survivors integrate those experiences to ensure their return to pre-disaster levels of functioning.

**Para-Professionals**
The term para-professional refers to individuals who work as crisis counselors, have a bachelor’s degree or less, or who are not human service professionals. They have strong intuitive skills about people or relate well to others. They possess good judgment, common sense, are good listeners, and most often are indigenous to the community. Para-professionals will engage in outreach, crisis counseling, and provide education, information and referral services for individuals, families and groups. Successful Crisis Counseling Programs train para-professionals regarding the human response to disasters and methods for working with people who are experiencing the psychological consequences of disasters. Training should include the scope and limits of the program, the role of the crisis counselor, cultural considerations, ethical conduct, techniques for introducing oneself and the program, helping individuals understand their disaster experience, record keeping, functional assessment skills, basic group process skills, and methods for guiding individuals in problem solving and setting priorities.

**Peer Worker**
Peer workers are crisis counselors who come from within the affected departments. They are familiar to and recognized by department co-workers. Peer workers may have formal training in counseling or related professions. They may be para-professionals or professionals in other fields, as well.
Special Needs Annex

Purpose

This annex provides for the effective identification of and emergency response to ensure the safety and care of faculty, staff, students and visitors to campus with special needs during a disaster or emergency.

Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care.

The National Response Framework has identified the following groups of individuals as those who may have additional needs before, during and after an incident:

- Disabled, including, but not limited to hearing or sight impairment, mobility impairment, mental or developmental disability, or any person declared by a medical doctor or government agency to be disabled.
- Elderly.
- Children whose parents are not available to care for them.
- From diverse cultures
- Non-English speaking or limited English proficiency.
- Transportation disadvantaged.

Scope

Our mission is to assure access to emergency preparedness, response, and recovery services for the vulnerable populations on our campus.

This annex establishes the potential need for:

- Special needs transportation;
- Guidelines for operating a special needs shelter;
- Resources for a special needs shelter; and
- Available, special communications resources.

Policies

- ISU’s ADA and Disability Resource Center will be consulted regarding special needs persons.
- The coordination of the evacuation and shelter needs of special needs populations will be identified in cooperation with Bannock County Emergency Services and the local Red Cross Chapter.
• All ESFs and ISU emergency responders will assist in coordination with an incident on campus without regard to race, color, national origin, religion, nationality, sex, age, disability, limited English proficiency, or economic status.

• Duplication of effort and benefits will be reduced to the extent possible.

• All ESFs and ISU emergency responders support local/county, state, and federal agencies, voluntary agencies and nongovernmental organizations in addressing the functional needs of special needs populations. Functional needs may be present before, during, or after an incident in one or more areas, including but not limited to:
  o Maintaining independence
  o Communication
  o Transportation
  o Supervision
  o Medical care

• The ISU response community recognizes the varying and special requirements of individuals that require and utilize the assistance of family members, personal assistants, and/or service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and assistance providers remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services. Service animals shall be treated as required by law (e.g., the Americans With Disabilities Act (ADA) of 1990).

• The ISU response community recognizes the varying and special requirements of children and is committed to ensuring that the physical and mental health needs of children will be appropriately addressed, and that children will remain with their families or caregivers to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services.

**Situation and Assumptions**

**Situation**

• There are several emergencies that could require special needs support on campus to include floods/dam failures, earthquakes, hazardous materials spills, bio-terrorism, terrorism, and severe storms.

• If a disaster is declared on campus or in the surrounding area, such an event may have an immediate and serious impact on campus special needs populations.

• ISU must ensure that its emergency plan takes into account the needs of individuals with special needs, including those with service animals before, during and after an emergency/disaster.

**Assumptions**

• Special needs populations on campus are especially vulnerable during a disaster or emergency.
- Individuals with special needs that can care for themselves, or have a caregiver, can reside in a general shelter if they choose. Those with medical needs that require support will need specialized medical care shelters.

- Individuals, families, and caregivers to those with special needs should enhance their awareness of risk and threats, develop household emergency plans that include care for pets and service animals, and prepare emergency supply kits.

- Faculty, staff, students and visitors with certain disabilities, who are elderly, non-English speaking or have limited English proficiency may not receive, or be able to respond to emergency warnings and messages. These people may have difficulty communicating with response and relief/recovery personnel and vice versa.

- Faculty, staff, students and visitors who may be part of the special needs population may not have the ability to self-evacuate from a disaster/emergency on campus due to lack of transportation and other resources necessary for self-evacuation.

- Some faculty, staff, students and visitors on campus who may be part of the special needs population will identify the need for assistance during emergency situations, others will not.

- Some of the special needs populations on campus requiring specialized services will have access to family member support or direct care from service providers; other will not have access to their normal resources.

- Some of the special needs populations on campus may have evacuated without or have been separated from durable medical supplies and specialized equipment they need (i.e. wheelchairs, walkers, telephones, oxygen supplies, telephones, etc.).

- Some special needs populations on campus may utilize hearing dogs, seeing-eye dogs, service dogs; therefore accommodations for animals should be considered when working on evacuation planning.

- Disabilities can be temporary, chronic, episodic, visible, invisible, etc.

- Emergency incidents on campus may threaten or affect the child day care centers on campus (Early Learning Center and Early Partnership Program). These facilities may need assistance to effectively evacuate.

- NGOs - These groups often provide specialized services that help individuals with special needs, including those with disabilities.

- ISU’s Veteran’s Sanctuary and The State of Idaho Veteran’s Services can provide support to Veteran’s with regard to their Medicaid, Social Security and Veteran’s benefits.

- The State of Idaho Veteran’s Services may provide nursing and other healthcare professional staff, as available. In addition, they may provide areas of short-term housing/shelter within the state veteran’s homes if available for victims of a mass care event.
Concept of Operations and Responsibilities

General

- The ISU President, or his designee, will direct the Incident Commander to activate this annex.
- ISU’s Incident Command personnel and emergency responders will attempt to identify and coordinate assistance for any special needs populations on campus that need help during an emergency or disaster.
- ISU’s Incident Commander will ensure that faculty, staff, students and visitors to the campus with special needs are made aware of the evacuation order, assembly points, and transportation modes and other relevant information during an emergency or disaster.
- Special needs populations on campus will be supported by ESF #6 Mass Care and ESF #8 Public Health and Medical Services. ISU and local special needs providers will be contacted to provide an agency Assistant to the ISU EOC for coordination assistance.
- Due to the critical care required for a special needs shelter operation, such a shelter should be the last option for the public during an emergency incident. Appropriate options include:
  - Individual can go to the home of a family member, relative or qualified caregiver;
  - Individual can be transported to a hospital;
  - Individual can be transported to a skilled nursing facility, extended care facility, group home, day care facility, or other like facility with appropriate staff and management, or to another facility with available space.
- If a Special Needs Shelter is required, ESF #6 Mass Care and ESF #8 Public Health & Medical Services will coordinate with the American Red Cross for management of the shelter.
- If shelter operations are initiated or appear to be imminent, coordinate with the evacuation staff to determine boundaries of evacuation area(s), number of evacuees requiring food and shelter, and number of evacuees with special needs.

Organization

- A Special Needs Coordinator will be established by the Incident Commander, as needed. The Special Needs Coordinator and Incident Commander will attempt to identify and coordinate assistance for any special needs populations on campus that need help during an emergency or disaster.
- The Special Needs Coordinator will coordinate efforts with ESF #6 Mass Care, ESF #8 Public Health & Medical Services, ESF #1 Transportation, and any other ESFs who can help with special needs populations before, during and after an emergency on campus.
- The Special Needs Coordinator will work with the Liaison Officer to coordinate efforts with local/county responding agencies, NGOs and Voluntary Organizations to provide aid and services to special needs populations.
- ESF 6 Mass Care – Emergency Assistance: provision of aid and services to special needs populations.
• ESF 6 will support ESF 8 Public Health and Medical Services in addressing the functional needs of special needs populations.

• ESF 8 Public Health and Medical Services also cover the medical needs of members of the “at risk” or “special needs” population. It includes a population whose members may have medical and other functional needs before, during, and after an incident.

• ESF #6 will support local/county, state, and federal agencies, voluntary agencies and nongovernmental organizations, and ESF 8 – Public Health and Medical Services in addressing the functional needs of special needs populations, as defined in the National Response Framework (NRF) Glossary. Functional needs may be present before, during, or after an incident in one or more areas, including but not limited to:
  o Maintaining independence
  o Communication
  o Transportation
  o Supervision
  o Medical care

• ESF 1 Transportation - During mass evacuation, provides transport for persons, including individuals with special needs, provided they meet the following criteria:
  o Evacuees can be accommodated at both embarkation points and at destination general population shelters.
  o Evacuees can travel on commercial long-haul buses, aircraft or passenger trains, or lift-equipped buses.
  o Evacuees do not have medical needs indicating that they should be transported by ESF 8 – Public Health and Medical Services.

• Staff from the ESF #6 Mass Care primary and support agencies will remain activated through the initial phase of recovery activities to ensure all response issues are addressed and to support the transition of related issues and responsibilities from mass care to housing for special needs populations.

• ESF #6 Mass Care and ESF #8 Public Health and Medical Services will work with local officials, private nonprofit organizations, the state, and others to establish a long-term recovery strategy to address the unmet needs of individuals and families, including those with special needs.

• ESF #14 Long-Term Recovery coordinates with ESF #6 Mass Care to identify long-term recovery needs of special needs populations and incorporate these into recovery strategies.

INITIAL

Develop an Action Plan for operations. Provide information and recommendations to the Planning Chief.

CONTINUOUS

Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc. Provide information and recommendations to Planning Chief for the After Action Report.
IV INCIDENT ANNEXES

Civil Disturbance or Demonstration

Unlawful conduct and interference with the conduct of institutions of higher learning are prohibited by Idaho Code 33-37(15) and 33-37(16). The provisions of these codes are printed in the faculty and staff handbook in Part 6, Section X, and page 6.10.6.

Most campus demonstrations such as marches, meetings, speeches, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

INTERFERENCE with the normal operations of the University;

PREVENTION of access to offices, buildings or other University facilities;

THREAT of physical harm to persons or damage to University facilities.

If any of these conditions exist, Public Safety will be notified and will be responsible for contacting and informing the President, the Dean of Student Affairs, University Counsel, and the appropriate officials.

Depending on the nature of the demonstration, and under the direction of the University President, the appropriate procedures listed below should be followed:

Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.

If demonstrators are asked to leave but refuse to leave by regular facility closing time:

a. Arrangements will be made by the Public Safety Director to monitor the situation during non-business hours.

b. A determination will be made whether or not to treat the violation of regular closing hours as a disruptive demonstration.

Non-Violent, Disruptive Demonstrations

In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

1. The Public Safety Director or a designee, under the direction of the University President, will ask the demonstrators to terminate the disruptive activity.

2. The Public Safety Director will consider having a photographer or video camera available for verification/documentation purposes.
3. The Dean of Student Affairs and the Public Safety Director will consult with University personnel and student leaders to go to the area and persuade the demonstrators to desist.

4. The Dean of Student Affairs, or Public Safety, or a designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.

5. If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities (see Attachment A Page 27).

6. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs or video tape recordings if deemed advisable.

7. After consultation with the President and University Counsel by the Public Safety Director, the need for an injunction and intervention of civil authorities will be determined.

8. If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the police department, the remaining demonstrators will be warned of the intention to arrest (see Attachment B Page 28).

**Violent, Disruptive Demonstrations**

The ISU President, University Counsel, and the Dean of Student Affairs will be notified in the event that a violent demonstration in which injury to persons or property occurs or appears imminent:

**During Business Hours**
1. In coordination with the Dean of Student Affairs, Public Safety will contact the President of the University.

2. The President, in consultation with the Dean of Student Affairs, the Public Safety Director, and University Counsel, will determine the possible need for an injunction and/or police participation.

3. Public Safety will provide an officer with a radio for communication between University Administration and the site of demonstration as needed.

**After Business Hours**
1. Public Safety should be immediately notified of the disturbance.

2. Public Safety will investigate the disruption and notify the Public Safety Director and the Dean of Student Affairs.

3. The Public Safety Director or The Dean of Student Affairs will:
   - Report the circumstances to the President.
   - Notify key administrators.
   - Notify the University public information officer.
   - Approve Public Safety using a photographer or videotape camera person.
   - If necessary, the President or his designee will authorize a request for police department assistance.
NOTE: The Public Safety Director may call for police assistance without counsel from others if it is deemed that imminent danger to the safety of persons or property exists.

**Planned Response**

The incident will be assessed for an appropriate response and activation of the EOC. If time is available, immediate requests for mutual aid will be made through approved channels. Attempts will be made to identify and meet with organizers of the event. If the riot or major civil disturbance is an instantaneous reaction, all efforts will be made to protect lives and property until resources arrive to more effectively manage the emergency.
**Aircraft Incident**

In the event a mishap occurs such as an explosion or a downed aircraft on campus, take the following action:

1. **Immediately** take cover under tables, desks and other objects that will give protection against falling glass or debris.

2. **After the effects of the explosion, or aircraft fire has subsided, notify local police, fire and ambulance at 911. Notify Public Safety ON CAMPUS at 2515, OFF CAMPUS at 282-2515. Give your name and describe the location and nature of the emergency.**

3. If necessary, or when directed to do so, activate the building fire alarm. **Remember YOU MUST ALWAYS REPORT THE EMERGENCY BY TELEPHONE even if you have already pulled the building fire alarm. FEW ALARM SYSTEMS ARE WIRED DIRECTLY TO THE FIRE STATION.**

4. **When the building evacuation alarm is sounded or when told to leave by University officials walk quickly to the nearest marked exit and ask others to do the same.**

5. **Remember that elevators are reserved for persons with disabilities. Never use an elevator in a fire or earthquake. Electric power is likely to fail in both cases leaving you trapped.**

6. Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet away from the affected building. **Stay there.**

7. **Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.**

8. **Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.**

9. **If requested, assist emergency crews as necessary.**

10. **Do not return to an evacuated building unless told to do so by emergency personnel, building or University officials.**

11. **A campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Operations Center unless you have official business.**

**Evacuation of Disabled Persons**

Evacuation may not be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated “Persons With Disabilities Rescue Area” on each floor of the building. **Never use an elevator in a fire or earthquake.** Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities in such rescue areas.

**If immediate evacuation is necessary, be aware of the following considerations:**
Non-Ambulatory Persons

- Wheelchairs have many moving parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries. Life support equipment may be attached.
- In a life-threatening emergency it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.
- If necessary, two or three individuals may carry non-ambulatory persons from the building.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/aid, or car seat?
- Is paramedic assistance necessary?

Always consult with the person in the chair regarding how best to assist them.

Visually Impaired Persons
Most visually impaired persons will be familiar with their immediate surroundings. In an emergency:

Describe the nature of the emergency and offer to act as a “sighted guide” - offer your elbow and escort him/her to a safe place.

As you walk, describe where you are and advise of any obstacles.

When you have reached safety, orient the person as to where you are and ask if further assistance is needed.

Hearing Impaired Persons
Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

Write a note describing the emergency and the nearest evacuation route ("Fire. Go out rear door to the right and down, NOW!").

Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

Planned Response

If the crash site involves major injuries or death on campus, the EOC will activate to manage the incident. Fire and rescue units will be activated and a Field Command Post will be established.
Earthquake

1. Stay calm.

2. 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.

3. IF INDOORS seek refuge in a doorway or under a desk or table. They will help protect you from falling debris. Stay away from glass windows, shelves, and heavy equipment.

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

5. If in an automobile, stop in the safest place available, away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

6. After the initial shock, evaluate the situation and if emergency help is necessary, call Public Safety ON CAMPUS at 2515, OFF CAMPUS at 282-2515.

7. Be prepared for aftershocks.

8. Damaged facilities should be reported to Public Safety. Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.

9. If an emergency exists, activate the building alarm. Remember you must still report the emergency by phone.

10. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

11. Remember that elevators are reserved for persons with disabilities. Never use an elevator in a fire or earthquake. Electric power is likely to fail in both cases leaving you trapped.

12. Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet away from the affected building. Stay there.

13. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.


15. If requested, assist emergency crews as necessary.

16. Do not return to an evacuated building unless told to do so by emergency personnel, building or University officials.

A campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Operations Center unless you have official business.
Evacuation of Disabled Persons

Evacuation may not be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated “Persons With Disabilities Rescue Area” on each floor of the building. **Never use an elevator in a fire or earthquake.** Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities in such rescue areas.

**If immediate evacuation is necessary, be aware of the following considerations:**

**Non-Ambulatory Persons:**
- Wheelchairs have many moving parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries. Life support equipment may be attached.
- In a life-threatening emergency it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.
- If necessary, two or three individuals may carry non-ambulatory persons from the building.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/aid, or car seat?
- Is paramedic assistance necessary?

Always consult with the person in the chair regarding how best to assist them.

**Visually Impaired Persons**
Most visually impaired persons will be familiar with their immediate surroundings. In an emergency:

Describe the nature of the emergency and offer to act as a “sighted guide” - offer your elbow and escort him/her to a safe place.

As you walk, describe where you are and advise of any obstacles.

When you have reached safety, orient the person as to where you are and ask if further assistance is needed.

**Hearing Impaired Persons**
Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

Write a note describing the emergency and the nearest evacuation route (“Fire. Go out rear door to the right and down, NOW!”).

Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.
**Planned Response**

The following summarizes the major operations in response to an earthquake. The Incident Commander will initiate the campus notification system when a major earthquake occurs. Full or partial activation of the ISU EOC will depend upon damage to the University and potential hazards. When the EOC is activated, a direct line to the county EOC will be maintained.

Damage assessment teams will be sent to survey the campus for injured people, building damage, chemical and electrical hazards and resource requirements. Assessment teams will continue until all campus buildings are identified as safe before re-entry.

Rescue operations may be required to assist trapped and injured persons. Emergency medical care will be provided to injured persons. Food and temporary shelter may be provided until the campus is restored to normal operations.

In the event of major damage and injuries, classes may be canceled and protective measures will be taken. Extensive damage or threats from secondary hazards (e.g., hazardous materials) may require the campus to be evacuated. Students, faculty and staff will be notified of the necessity to evacuate. Any evacuation will be coordinated with the Bannock County EOC.

If evacuation is not possible, shelter facilities will be announced and staffed. Assistance will be provided for disabled persons and children.
Medical Emergency

Persons administering first aid must be aware of the possible life threatening effects of pathogens as a result of exposure to bodily fluids. Life saving techniques should be administered according to current Red Cross guidelines to avoid exposure to pathogens.

Do not attempt procedures or techniques beyond your abilities or training.

In the most common case of a minor injury or illness provide first aid care only to the extent of your training (Red Cross First Aid, CPR, etc.).

With more serious injuries or illnesses, call Public Safety for assistance at ON-CAMPUS at 2515 or OFF-CAMPUS at 282-2515.

When the dispatcher answers be ready to give your name, describe the nature and severity of the injury or illness, and the location of the victim.

In the case of serious injury, trained personnel should quickly perform the following steps:

- Do not move the victim unless imminent danger exists. Examples include: fire structural damage, chemical spills, toxic fumes, explosion danger, etc.
- Keep the victim still and comfortable.
- Ask the victim, "Are you okay? What is wrong?"
- Check breathing and give artificial respiration if necessary. See current Red Cross guidelines for exposure to pathogens.
- Control bleeding by direct pressure on the wound. See current Red Cross guidelines for exposure to pathogens.
- Look for emergency medical ID on the victim.
- Question witnesses and be ready to give all information to the paramedics when they arrive.
- Stay with the victim until help arrives.
- Every office and department on campus should have persons trained in first aid and CPR. Training is available through the local American Red Cross, and the ISU Department of Physical Education.
Hazardous Materials Incident

BIOLOGICAL/ CHEMICAL/ RADIOLOGICAL HAZARDS

The Technical Safety Office and Pocatello Fire Department have trained personnel to deal with hazardous materials and waste. Any spillage of a hazardous chemical or radioactive material should be reported immediately to Public Safety at extension 2515 and to Technical Safety at extension 2311 or extension 2310, and to the Pocatello Fire Department 234-6100. An incident after hours should be reported to Public Safety. Promptly report any unsafe practices and conditions to your immediate supervisor or instructor. You may also use the anonymous reporting form on the Public Safety website at:
http://www.isu.edu/pubsafe/security/silent.shtml

BEFORE AN INCIDENT INVOLVING HAZARDOUS MATERIALS OCCURS

Become familiar with the hazards within your building.

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

AFTER AN INCIDENT INVOLVING HAZARDOUS MATERIALS OCCURS

When reporting be specific about the nature of the involved material and exact location. Public Safety will contact the necessary specialized authorities and medical personnel. Public Safety will need the following information so that they can give aid:

- Name of caller
- Location of caller
- How and where contact can be re-established with the caller or another responsible party at the scene.
- What has happened
- What hazardous material is involved
- Where accident happened
- When accident happened
- Type and condition of containers
- Nature and extent of injuries to people
- Nature and extent of property damage
- Materials in surrounding area. Public Safety will give information as to the dangers of a particular chemical, its combustibility or explosive nature, its toxicity, evacuation measures, protective equipment needed, firefighting, first aid measures, and cleanup procedures.

1. Without endangering yourself or other personnel, contain the spill if possible. This will reduce the spread and danger of contamination. Do not walk into or touch any spilled material. Avoid inhalation of all gases, fumes, and smoke even if no hazardous materials are involved.

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2. The individual in charge at the spill site should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Public Safety personnel.

3. Rescue injured or trapped persons and remove them from the incident area if it is possible to do so without jeopardizing your own safety.

4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to a Public Safety official. Administer first aid only according to the rescuer’s training.

5. If, as a result of the spill, a danger of fire, explosion, spread of toxic fumes, or further contamination of personnel exists, activate the building alarm and evacuate the building. Remember you must still report the emergency by phone to Public Safety and Technical Safety Office.

6. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

7. Once outside, proceed to the designated area of assembly for that building. Areas of assembly are noted on the orange and white emergency information signs posted near every entrance and elevator in each building. Stay there.

8. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

9. Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.

10. Do not return to an evacuated building unless told to do so by emergency personnel, building or University officials.

11. A campus Emergency Operations Center may be set up. Keep clear of the Operations Center unless you have official business.

**Evacuation of Disabled Persons**

Evacuation may not be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated “Persons With Disabilities Rescue Area” on each floor of the building. **Never use an elevator in a fire or earthquake.** Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities in such rescue areas.

**If immediate evacuation is necessary, be aware of the following considerations:**

**Non-Ambulatory Persons**

- Wheelchairs have many moving parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries. Life support equipment may be attached.
- In a life-threatening emergency it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.
- If necessary, two or three individuals may carry non-ambulatory persons from the building.
• Wheelchairs should not be used to descend stairwells, if at all possible.
• Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
• Ways of being removed from the wheelchair.
• Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
• Whether to carry forward or backward on a flight of stairs.
• Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
• In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/aid, or car seat?
• Is paramedic assistance necessary?

Always consult with the person in the chair regarding how best to assist them.

**Visually Impaired Persons**
Most visually impaired persons will be familiar with their immediate surroundings. In an emergency:

Describe the nature of the emergency and offer to act as a “sighted guide” - offer your elbow and escort him/her to a safe place.

As you walk, describe where you are and advise of any obstacles.

When you have reached safety, orient the person as to where you are and ask if further assistance is needed.

**Hearing Impaired Persons**
Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

Write a note describing the emergency and the nearest evacuation route (“Fire. Go out rear door to the right and down, NOW!”).

Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

**Planned Response - Off Campus Incident**

A major hazardous materials release in close proximity to the University could require sheltering or evacuation of all or part of the campus. A sudden release of hazardous materials may allow little time for an organized response. The appropriate reaction may be advising people to go indoors; close doors and windows; shut down heating, air conditioning and exhaust systems; and seal any openings, as feasible. If circumstances permit, the campus population may be directed to designated shelters. Assistance will be provided for disabled persons and children.

If time permits, evacuation may be the most appropriate protective action to take. Evacuation would most likely occur on notification from county or city officials responsible for managing the incident. The implementation of this protective action at ISU will be closely coordinated with the county or city EOC to ensure the timely integration of the traffic flow from the University campus into the routing designated by the county/city.
The ISU Incident Commander will instruct the community to leave campus through specific routes. One or more egress routes may be considered unsafe because of proximity to the incident. Traffic will be controlled and monitored within the campus and at the access/egress control points. An estimate will be made of the number of people/cars leaving the campus. This estimate will be reported to the county/city EOC.

Priority use of available campus transportation resources will be allocated first to the disabled and children and then, to the extent available, to other persons in need. If additional transportation resources are needed, they will be requested through the county/city EOC. The ISU Incident Commander will confirm campus evacuation with the county/city during the evacuation for the purpose of judging the progress and at the end to ensure completion. Perimeter and security control of ISU will be established. The area will be checked to ensure that everyone is evacuated.

**Planned Response: On-Campus Incident**

An on-campus incident is unlikely to require the evacuation of more than a small area of the campus. Individuals in the hazardous area will be warned and directed to leave the area. Public Safety personnel will establish an appropriate perimeter around the incident. The ISU Environmental Health and/or Technical Safety Director will be notified and will be responsible for advising on further actions. Any injured, exposed, or ill persons will be treated at the Student Health Center or transported to a hospital.
Bomb/Bio-Terrorism Threat

1. If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT. Clear the area and immediately call Public Safety at extension 2515 ON CAMPUS or 282-2515 OFF CAMPUS.

2. Any person receiving a phone call bomb threat should obtain the following information from the caller:
   - When is the bomb going to explode?
   - Where is the bomb located?
   - What kind of bomb is it?
   - What does the bomb look like?
   - Why did you place the bomb?

3. Keep talking to the caller as long as possible and record the following:
   - Time of the call.
   - Age and sex of the caller.
   - Speech pattern, accent, possible nationality, etc.
   - Emotional state of the caller.
   - Background noise.

4. **DO NOT** activate the building alarm.

5. Immediately notify Public Safety at extension 2515 ON CAMPUS, or OFF CAMPUS at 282-2515 to report a phone threat.

6. Due to the special nature of a bomb threat, evacuation procedures, refuge points, and gathering sites for evacuees are confidential.

7. When Public Safety arrives, follow their instructions **exactly**.

8. Public Safety Officers will conduct a detailed bomb search.

9. Do not touch suspicious objects. Do not open cabinets, drawers, or closets. Do not turn lights or office equipment on or off.

10. **IMPORTANT:** Only the President of the University or the Director of Public Safety have the authority to evacuate a facility or part of a facility, or to enter or remain in an evacuated facility, in the case of a bomb threat. Deans, Department heads, faculty, or staff **may not** order evacuation or remain in or enter an evacuated facility.
Bomb Threat Checklist

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?

EXACT WORDING OF BOMB THREAT:

__________________________________________________________

__________________________________________________________

SEX OF CALLER: _______  RACE: _______

AGE: _______  LENGTH OF CALL: _______

TELEPHONE NUMBER AT WHICH CALL IS RECEIVED: _______

TIME CALL RECEIVED: _______

DATE CALL RECEIVED: _______

CALLER’S VOICE

☐ Calm    ☐ Nasal
☐ Soft    ☐ Angry
☐ Stutter ☐ Loud
☐ Excited ☐ Lisp
☐ Laughter ☐ Slow
☐ Rasp    ☐ Crying
☐ Rapid   ☐ Deep
☐ Normal  ☐ Distinct

BOMB THREAT LANGUAGE:

☐ Well spoken (clear)    ☐ Incoherent
☐ Foul    ☐ Message read by threat maker
☐ Taped    ☐ Irrational

REMARKS:

__________________________________________________________

Your name:

Your position:

Your telephone number:

DATE CHECKLIST COMPLETED: _______

ATF $ 16\text{.}3.1$ (Formerly $\text{ATF F 1730.1}$ which still may be used) (6\text{.}97)
Suspicious Letter and Package Indicators

PRECAUTIONS

Never accept mail, especially packages, at your home, from a foreign country. Make sure family members and clerical staff know to refuse all unexpected mail at their home or office. Remember - It May Be Anthrax or a Bomb.

Treat It as Suspect

Suspicious Letter & Parcel Recognition Points (Anthrax or Bomb)

- Excessive Postage
- Incorrect Titles
- Titles But No Names
- Misspellings Of Common Words
- Oily Stains Or Discolorations
- No Return Address
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wires or Tinfoil
- Visual Distractions
- Foreign Mail, Air Mail And Special Delivery
- Restrictive Markings (i.e., Personal/Confidential)
- Hand Written Or Poorly Typed Addresses
- Excessive Securing Material (i.e. Masking Tape, String, etc.)
ANTHRAX

Responding to the receipt of envelopes or packages suspected to contain Anthrax
Adopted from the State of Idaho Department of Administration

The purpose of these guidelines is to recommend procedures for handling such incidents at home or at the workplace. Decisions about the need for decontamination and initiation of antibiotics should be made by health officials responsible for the jurisdiction in which the incident occurs. In most circumstances, the decision of whether to initiate antibiotics can be delayed until the presence or absence of anthrax bacteria or spores is determined by the State Public Health Laboratory. State and local health department officials should be involved in the decision-making process when a potential exposure has occurred. A risk assessment for those persons involved in the incident should also be coordinated by law enforcement personnel.

What You Should Know About Anthrax

1. Anthrax organisms can cause skin infection, gastrointestinal infection or pulmonary infection. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. All forms of this disease are generally treatable with antibiotics, if detected in a timely manner. If the exposure were real, symptoms would usually develop within two to six days.

2. For anthrax to be effective as a biological agent it must be aerosolized into tiny particles smaller than a red blood cell. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infections can occur, but prompt recognition and treatment are effective.
What to Do If You Encounter a Suspicious Letter or Package

DO NOT PANIC

General Precautions for those who handle large volumes of mail:

- WASH your hands with warm soap and water before and after handling the mail.
- DO NOT eat, drink or smoke around mail.
- If you have open cuts or skin lesions on your hands, disposable latex gloves may be appropriate.
- Surgical masks, eye protection or gowns are not necessary or recommended.

Suspicious Unopened Letter:

- Place envelope in a plastic bag.
- WASH hands with soap and water.
- NOTIFY your supervisor who will contact Public Safety. Public Safety will contact the Police and the FBI.
- If at home, call the Police regarding the letter.

Powder Spills Out of an Envelope:

- DO NOT clean up powder. Keep others away (including pets, if at home).
- GENTLY invert a container (such as an empty trash can) OVER the envelope and powder to avoid dispersal. The district health department and/or law enforcement officials may want to encourage sample testing to determine the contents of the powder.
- NOTIFY your supervisor who will contact Public Safety. Public Safety may then contact local law enforcement, the FBI, and possibly the epidemiologist from the district health department. If you are at home, call the police.
- AVOID the area containing the envelope but REMAIN on premises for further instructions from your supervisor or emergency responders.
- Anyone who encountered the powder should immediately WASH his or her hands with soap and water.
- DO NOT brush your clothes off.
- SHUT OFF direct air sources or notify someone who can, to avoid unnecessary dispersal (air conditioner, furnace, fans, etc.).
- MAKE list of people who came in contact with the powder and a list of your movements after handling the suspicious letters (i.e., office cubicle, restroom, elevator, etc.) and give both lists to the emergency responders. Further follow-up for you and exposed associates, and surface decontamination may be required.

Packages Marked With Threatening Message (i.e., Anthrax):

- DO NOT OPEN.
- DO NOT SHAKE or empty the envelope.
- LEAVE it and EVACUATE the room.
- NOTIFY your supervisor who will contact Public Safety. Public Safety may contact the Police and FBI. If at home, contact the Police.
- AVOID the area containing the package but remain on premises and wait for further instructions from your supervisor or emergency responders.
- WASH HANDS.

Aerosolization, Small Explosion or Letter Stating Anthrax in Ventilation System:

- LEAVE room immediately and secure entry.
- NOTIFY your supervisor who will contact Public Safety. Public Safety will contact police and/or the FBI.
- SHUT DOWN air handling system or contact someone that can.
- REMAIN on premises until responders arrive to make sure that all potentially exposed persons have been accounted for.
- MAKE a list of all people who were in your work area at the time of the treat and give the list to the emergency responders. Further medical follow-up may be required for you and exposed associates.

Types of Suspicious Mail:

If it’s unexpected or from someone you don’t know; it’s addressed to someone no longer at your address; it’s handwritten or has no return address; excessive postage; misspelled words; protruding wires; strange odor; oily stains; discoloration on wrapper; lopsided or lumpy; marked with restrictive endorsements (i.e., CONFIDENTIAL or PERSONAL); excessive tape or string.

FOR ALL SUSPICIOUS UNLABELED MAIL
NOTIFY ISU PUBLIC SAFETY
282-2515
DO NOT OPEN!

10/06/2014
Planned Response

The campus relies on the Homeland Security Threat Advisory to assess the threat level and response during normal circumstances. An initial response to a specific and credible threat could include (but is not limited to) cancellation of classes, suspension of services and temporary restriction of access to campus or facilities. Additionally, all faculty, staff and students may be asked to show an ID to get into buildings, living residences or access points and may be required to carry ID at all times. In the event of a terrorist incident, campus officials will coordinate with city, state and federal authorities and follow Homeland Security guidelines and response measures.
Nuclear Attack

BEFORE A NUCLEAR ATTACK

- Become familiar with the Attack Warning Signal that will be sounded only in case of enemy attack.
  - The signal is a 3-5 minute wavering sound on sirens or a series of short blasts on whistles, horns, or other devices, repeated as deemed necessary.
  - The Attack Warning Signal means that an actual enemy attack against the United States has been detected and that protective action should be taken immediately.

- Become familiar with areas in your building that provide the greatest protection against blast and radiation.

- Follow the direction of local officials in the event the President of the United States initiates Crisis Relocation.

DURING A NUCLEAR ATTACK

- If you should hear the Attack Warning Signal or receive notification by means of radio:
  - Remain calm.
  - Move to a safe place.
    - Place people in the basement and, if necessary, central core of the building (beginning with the first floor).
    - Take immediate pre-attack actions especially closing blinds through the building to reduce fire vulnerability.
    - Put sheltered in best protective posture against fallout and (in risk areas) and blast.
    - Get under a table or desk, or stand in a doorway or in the corner of the room.
    - Watch out for falling plaster, bricks, light fixtures, and other objects.
    - Watch out for high bookcases, cabinets, shelves and other furniture that might slide or topple.
    - Stay away from windows and mirrors.
    - Do not run outside.
    - Do not use candles, matches, or open flames. Put out all fires.
    - Do not rush for stairways or elevators. Exits are likely to be jammed and elevators often stop operating. Seek safety where you are.
    - Do not be surprised if the electricity goes out or if fire and burglar alarms start ringing, or if sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls and falling objects.
  - Organize to operate a shelter.
  - Determine available resources, including food, water, utility services, communications equipment, and take steps to use them effectively.
  - Do not use the telephone except for emergency purposes.

- If a blast occurs without warning:
— Take cover instantly; especially if you are outdoors and feel warmth at the same time as a nuclear flash:
  - Get inside or under something within a few seconds. This will protect you against being seriously burned or injured by the blast wave of the nuclear explosion.
  - NEVER LOOK AT THE FLASH of an explosion or the nuclear fireball.
  - Stay away from windows.

— After taking cover you should lie on your side in a curled-up position and cover your head with your arms and hands.
— Move to a fallout shelter later. If you protected yourself against the blast and heat waves by instantly taking cover, you could get protection from the radioactive fallout (which would arrive later) by moving to a fallout shelter area in your building.

AFTER A NUCLEAR ATTACK

- Following the directions in the Shelter Management Handbook, continue organizing the shelter areas in your building:
  — Following a nuclear explosion there may be a delay of 20 minutes to several hours before radioactive fallout reaches your area. This will be dependent upon such factors as the distance from the blast area, wind direction and weather conditions. Extinguish all fires and initiate rescue efforts.
  — When fallout begins to descend, take cover immediately in a fallout shelter.
  — Radiation will be most lethal for the first seven (7) hours at which time movement outdoors should be restricted to only life-threatening situations and rescue efforts as deemed necessary.

- Follow the directions of the Disaster Task Force as to when it is safe to leave the shelter and for what length of time.
  — Information relative to decontamination will be disseminated.
  — Report any injuries, severe illnesses or hazards to the Disaster Task Force.

Planned Response

When a nuclear attack occurs, the campus notification system will be initiated by the Incident Commander or his/her designee. Full or partial activation of the ISU Emergency Operations Center (EOC) will depend upon damage to the University and potential hazards. When the EOC is activated, a direct line to the county or city wide EOC will be established and maintained.
Violent or Criminal Behavior

Public Safety is located in the Central Operations Building 27 at Fifth and Humbolt, and provides 24-hour protection. If calling from ON CAMPUS dial 2515, and if calling from OFF CAMPUS dial 282-2515. If you are a victim or a witness to any on campus offense avoid any risk to your safety and call Public Safety and 911 immediately.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you observe a suspicious person on campus, immediately notify Public Safety at 282-2515 and report the incident. If you observe criminal behavior on campus dial 911 and report it. Then call Public Safety and report it.

If you witness any ARMED INDIVIDUAL OR A SHOOTER on campus at any time, immediately call 911 and ISU Public Safety at 282-2515 with your location, if possible. If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at emergenc@isu.edu, providing our dispatcher with the following information:

- Your Name.
- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Number of persons who may be involved.
- If shots have been fired.
- Injuries to anyone, if known.

If the shooter is outside the building

- If it is possible to flee the area safely and avoid danger, do so. Notify anyone you may encounter to exit the area immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives.
- Dial 911 and call Public Safety at 282-2515 with your location, if possible.
- If you cannot get through by phone and have email or text messaging capability, contact Public Safety at emergenc@isu.edu. Public Safety Dispatch will immediately receive and respond to the message.
- Go to the nearest room, office, or core area of the building if safe to do so.
- Barricade doors and block windows.
- Turn off all the lights, close blinds and close and lock all windows and doors.
- Seek protective cover for yourself and any others (concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
- Keep occupants calm, quiet and out of sight.
- Silence cell phones.
- Do Not answer the door.
- Place signs in exterior windows to identify the location of injured persons.
- Do Not Approach Emergency Responders - let them come to you.
- Remain where you are until an “all clear” instruction is given by an authorized known voice.
- If faculty, staff or students do not recognize the voice that is giving instructions, they should not change their status (stay put). Unknown or unfamiliar voices may be false and designed to give false assurances.
If the shooter is inside the building

- Try to remain calm. If it is possible to flee the area safely and avoid danger, do so. Notify anyone you may encounter to exit the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives.
- Call 911 and Public Safety (282-2515) with your location, if possible.
- If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at emergenc@isu.edu. Public Safety Dispatch will immediately receive and respond to the message.
- If flight is impossible, secure yourself in your space.
- Barricade doors and block windows.
- Turn off all the lights, close blinds and close and lock all windows and doors.
- Seek protective cover for yourself and any others (concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
- Keep occupants calm, quiet and out of sight.
- Silence cell phones.
- Turn off radios and computer monitors.
- Do Not answer the door.
- Place signs in exterior windows to identify the location of injured persons.
- Do Not Approach Emergency Responders - let them come to you.
- Remain where you are until an “all clear” instruction is given by an authorized known voice.
- If faculty, staff or students do not recognize the voice that is giving instructions, they should not change their status (stay put). Unknown or unfamiliar voices may be false and designed to give false assurances.

If the shooter comes into your class or office

- There is no one procedure the authorities can recommend in this situation.
- Try to remain calm. Attempt to get the word out to other faculty or staff, and call 911 and/or Public Safety at 282-2515 with your location if possible. If you cannot speak, leave the line open so the dispatcher can listen to what is taking place. Normally the location of a 911 call can be determined without speaking.
- E-mail or text message Public Safety at emergenc@isu.edu if that seems practical.
- Use common sense. If hiding or flight is impossible, attempt to negotiate with the individual.
- Attempting to overcome the individual with force is a last resort that should only be initiated in extreme circumstances (see Idaho Statute Title 19 Criminal Procedure, Chapter 2 Prevention of Public Offenses, Code 19-202A Legal Jeopardy in Cases of Self-defense and Defense of Other Threatened Parties).
- Remember, there may be more than one active shooter.
- In a shooting incident, the ISU Department of Public Safety is in charge until Pocatello Police are on the scene.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

In the event you are taken hostage or held against your will

- Avoid heroism and drastic action. In all probability, your captors do not want to harm you
• The initial 45 minutes are the most dangerous. Do not speak to your captors unless spoken to. Avoid appearing hostile, but maintain eye contact with the captor without staring.
• Do not expect the captor to behave rationally. Do nothing to aggravate your captor. Comply with instructions as best you can. Avoid speculation as to the outcome of the situation. Avoid arguments.
• Try to rest. Try to maintain a calm, composed attitude. This will help to calm other captives and insure their safety.
• Be alert. You may need to react quickly to changes in the situation or the efforts of the authorities to release you.
• You will need to give descriptions of your captors. Learn all you can about them and notice as many details about their character, clothing, voice, build, etc.
• If medications, first aid, or rest room privileges are needed by anyone, request them.
• Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
• Should gunfire, weapons, or explosives be involved, avoid the incident. Take cover. Leave your cover, or seek first aid for the injured only when completely safe. Call 911 and Public Safety at 282-2515 or e-mail/text message Public Safety at emergenc@isu.edu. Public Safety Dispatch will immediately receive and respond to the message.

Notification Procedures for Serious Incidents

Notification of any serious incident taking place on campus will be initiated by senior University officials and implemented by Public Safety using the following methods:

Thru ISU Alerts Automated Notification System which uses the following methods:
• Landlines and cell pones
• E-mail
• Text messaging
• University homepage and the Public Safety homepage
• Campus-wide exterior and interior Public Address Systems
• Facebook and Twitter
By Other Methods As Needed:
• University closure phone line
• Using staff to make physical contact at each building
• Vehicle and hand held public address systems
• KISU radio (Station 91.1fm)
• Public and private television stations
• ISU campus information radio station (station 1610 am)

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

Police Response

The Pocatello Police Department is trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident the Pocatello Police Department and ISU Department of Public Safety, in conjunction with ISU administrators will evaluate the situation to determine the best course of action for the safety of the ISU Campus community. Once the Pocatello Police Department and other units respond to campus, they will be responsible for all tactical operations.

10/06/2014
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.

Lockdown procedures would only be invoked in situations that constitute life-threatening events, and where a facility evacuation could be fatal. A lockdown will be called by the President or his designee, the Pocatello Police Department or other emergency responders. Public Safety and Facilities Services will secure building entrances, ensuring that no unauthorized individuals leave or enter the building.

Notification of a lockdown will be initiated by senior University officials and implemented by Public Safety using the following methods:

Thru ISU Alerts Automated Notification System which uses the following methods:
- Landlines and cell pones
- E-mail
- Text messaging
- University homepage and the Public Safety homepage
- Campus-wide exterior and interior Public Address Systems
- Facebook and Twitter

By Other Methods As Needed:
- University closure phone line
- Using staff to make physical contact at each building
- Vehicle and hand held public address systems
- KISU radio (Station 91.1fm)
- Public and private television stations
- ISU campus information radio station (station 1610 am)

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

During a lock-down faculty, staff and students should ensure that:
- Know where the Lockdown Procedure Packet is located for your building.
- Students and faculty are to remain in their classrooms. Do Not answer the door.
- Keep back 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 protect you from bullets).
- Remain calm and assist others with you in remaining calm, quiet and out of sight.
- Place signs in exterior windows to identify the location of injured persons.
- All doors, windows, and classrooms will be closed and locked or barricaded, if possible.
- Turn off all lights and close blinds.
- Silence all cell phones.
- Once in a lockdown area, building occupants should call 911 or Public Safety at 282-2515 and give the dispatchers the phone number(s) at which they can be reached for further instructions.
- If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at emergenc@isu.edu. Public Safety Dispatch will immediately receive and respond to the message.
- Account for everyone in the room or office.
- Do Not Approach Emergency Responders - let them come to you.
• Building occupants should remain in that area until they receive further instructions or an “all clear” is issued.
• No one will be allowed to enter or leave the building(s) or area(s).
• Parents, friends, concerned loved ones will not be allowed to pickup faculty, staff or students from the University, unless instructed to do so.
• Public Safety officers and other emergency responders will remain near outside entrances, if possible without putting themselves in danger, to discourage others from entering the building(s) until proper authorities have issued an “all clear.”

**Un-Securing an Area**

• Consider risks before un-securing rooms.
• Remember, the shooter will not stop until they are engaged by an outside force.
• Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
• Consider the safety of masses -vs.- the safety of a few.
• If doubt exists for the safety of the individuals inside a room, the area should remain secured.

**Related Link:** Campus Violence Policy at [www.isu.edu/pubsafe/policies/campus_violence.html](http://www.isu.edu/pubsafe/policies/campus_violence.html)
Fire

Upon Discovering A Fire

- If you notice fire, smoke, or any evidence of fire, shout a warning to the occupants and activate the building fire alarm. (The alarm does not call the fire department.)
- Call 911 to give the location and description of the fire.
- Call 2515 to report the location to ISU Public Safety.
- Attempt rescue efforts only if there is no immediate danger to yourself.
- If the fire is small, and if you have had training, use the proper type of fire extinguisher to control and extinguish the fire. Do this only after the evacuation has started and the emergency number (911) has been called.
- Close all doors and windows in the vicinity of the fire.
- Go to the nearest exit and leave the building. The Building Coordinator and ISU Public Safety will assist you.
- In buildings where no alarm systems exist, the Building Coordinator will start the evacuation.

**DO NOT USE THE ELEVATORS!**

- Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through Public Safety at extension 2515.
- When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- **Never use an elevator in a fire or earthquake.** Electric power is likely to fail in both cases leaving you trapped.
- If you become trapped in a burning building, try to remain calm. Open a window and hang a piece of clothing outside to mark your whereabouts for rescue workers.
- If no window is available, stay near the floor. Visibility near the floor will be better and the air will be less toxic. Call loudly for help periodically to help rescue workers locate you. Avoid flammable liquids, compressed gas cylinders, etc., that may be in the room or lab with you.
- Once outside, proceed to the designated gathering point at least 500 feet away from the affected building. Stay there.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- **Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.**
- If requested, assist emergency crews as necessary.

Do not return to an evacuated building unless told to do so by emergency personnel.
Evacuation of Disabled Persons

Evacuation may not be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated “Persons With Disabilities Rescue Area” on each floor of the building. Never use an elevator in a fire or earthquake. Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities in such rescue areas.

If immediate evacuation is necessary, be aware of the following considerations:

Non-Ambulatory Persons:
- Wheelchairs have many moving parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries. Life support equipment may be attached.
- In a life-threatening emergency it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.
- If necessary, two or three individuals may carry non-ambulatory persons from the building.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/aid, or car seat?
- Is paramedic assistance necessary?

Always consult with the person in the chair regarding how best to assist them.

Visually Impaired Persons
Most visually impaired persons will be familiar with their immediate surroundings. In an emergency:

Describe the nature of the emergency and offer to act as a “sighted guide” - offer your elbow and escort him/her to a safe place.

As you walk, describe where you are and advise of any obstacles.

When you have reached safety, orient the person as to where you are and ask if further assistance is needed.

Hearing Impaired Persons
Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

Write a note describing the emergency and the nearest evacuation route (“Fire. Go out rear door to the right and down, NOW!”).

Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.
USING A FIRE EXTINGUISHER

- Report the fire first Call 911 to give the location and description of the fire. Call 2515 to report the location to ISU Public Safety.
- Use the fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
- If you have any doubt of your ability to fight the fire, exit immediately.
- If you decide to use the fire extinguisher, place yourself between the fire and your exit from the area.
- To use the fire extinguisher, follow the PASS method.
  - P ull the pin. This will break the tamper seal if one is provided.
  - A im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
  - S queeze the handle to release the extinguishing agent.
  - S weep from side to side at the base of the fire until the fire is out. What the area. If the fire re-ignites, repeat the steps above.

Planned Response

The campus relies on the Pocatello Fire Department (PFD) for primary fire services. In the event that a fire is reported on campus or in the immediate surrounding area, a Public Safety officer will be dispatched to the scene to confirm the report. Public Safety Dispatch will initiate PFD call-out. The Public Safety or Police Officer on the scene will establish an Incident Command Post and begin the process of managing the incident until relieved by PFD command. If the fire is an imminent threat to life or structure, the EOC may be activated in a Level II emergency mode.
Utility Failure

In the event of a major utility failure occurring during regular working hours (Monday through Friday, 8 am through 5 pm), immediately notify Maintenance at extension 2694.

If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays notify Public Safety at extension 2515.

ELECTRICAL/LIGHT FAILURE

Exits and all windowless rooms in campus facilities are required to have emergency egress lighting. Emergency lights contain battery packs that are continuously charged during normal building operations. In the event of a power failure, the emergency lighting systems automatically switch on. With the increased use of campus facilities during evening hours, it would be advisable to have a flashlight and portable radio with spare batteries available for emergencies. In the event of a large-scale power outage:

- Remain calm. Know how to locate the closest exit.
- Follow directions provided by Public Safety through the established campus notification systems. Check the University and Public Safety website or listen to KISU radio (Station 91.1am).
- Secure vital equipment, records, experiments, and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting.
- Unplug electrical equipment, including computers, and turn off the light switches.

ELEVATOR FAILURE

If you are trapped in the elevator use the emergency phone to notify Public Safety. If the elevator does not have an emergency phone activate the emergency alarm, which will signal for help.

PLUMBING FAILURE/FLOODING

Notify Maintenance at extension 2694 during business hours or Public Safety after hours at extension 2515. If necessary, vacate the area.

GAS LEAK

Immediately leave the area. Do not operate or switch on or off any electrical equipment as the switch may serve as a point of ignition. Notify Maintenance at extension 2694 if during business hours or Public Safety at extension 2515 if after hours. Be prepared to give the location of the leak.

STEAM LINE FAILURE

Many of the buildings on lower campus are served by steam lines from the Heat Plant. In the event of failure of one of these lines, vacate the area if necessary and notify Maintenance at extension 2694 during business hours or Public Safety at extension 2515 after hours. Be prepared to give the location of the problem.
VENTILATION PROBLEM

If smoke odors come from the ventilation system try to determine the source of the problem. If unable to satisfactorily determine the source of the smoke, notify the fire department. Notify Maintenance at 2694 or Public Safety at extension 2515 and activate the building fire alarm. Be prepared to initiate established evacuation procedures for the building.

Planned Response

In the event of an electrical utility failure, Facilities Services will take appropriate action to restore electricity. Backup generators located around campus would temporarily provide power. If the electrical failure will influence class scheduling, the University EOC may be activated to manage the emergency.

In the event of a water utility failure, the first step in the campus response will be assessment of the extent of water failure and period of time the campus will be without water. If it is determined that the campus will be without water for 12 hours or more, the University EOC may be activated. An immediate action plan will include notifications to the campus community and surrounding communities to minimize health hazards until water utilities are restored.
Gas Leak

BEFORE A GAS LEAK OCCURS – Things to know about gas types

Petroleum gases (bottled) are heavier than air and will seek the lowest levels.

Natural gases
- Natural gases are lighter than air and rise.
- Natural gas, for the most part, is odorless. To make it discernible, an odorant has been added. The odorant level is noticeable when there is less than 1% gas in the air, which is below the flame flash point.
- Natural gases become flammable and will ignite if mixed with air between 5% and 15%.
- The ignition point of gas is about 1100° to 1200° F. Ignition sources may include:
  1. Pilot lights
  2. Flint sparks
  3. Matches
  4. Switches
  5. Static electricity
  6. Motors

Never rely on odor alone. Gas that leaks through soil may have the odor removed.

Industrial gases

Sewer gases

WHEN A GAS LEAK OCCURS

When emergencies arise that could or do involve gas equipment within the University, or if you suspect a gas leak, always notify Public Safety at extension 2515. Problems that may arise:

a) Gas escaping inside building:
   1. Call Public Safety (extension 2515).
   2. Ventilate the area.
   3. Shut off open flames.
   4. Do not operate electrical equipment.
   5. Shut off the outside valve if possible and leave off until turned on by the gas company.
   6. If there are heavy concentrations of gas, evacuate the building.

b) Gas escaping outside:
   1. Call Public Safety (extension 2515).
   2. Check for gas odor.
   3. Extinguish all open flames (no smoking).
   4. Secure ignition switches.
   5. Notify others who may be involved.

c) Gas burning inside:
   1. Call Public Safety (extension 2515).
(2) Shut off gas at appliance wall valve.
(3) Shut off gas at the meter.
(4) Spray combustibles, NOT the flame, with water.

d) Gas burning outside:
(1) Call Public Safety (extension 2515).
(2) Let the gas burn, but do not try to extinguish.
(3) Burning gas will not explode.
(4) Secure the room.
(5) Reroute traffic.
(6) Never operate street gas valves.
(7) Spray combustibles, NOT the flame, with water.

e) Non-gas fires:
(1) Call Public Safety (extension 2515)
(2) If it appears that gas lines, meters, or appliances are endangered, shut off gas at the valves.

f) Pipeline Leaks - If you suspect a pipeline leak, your first concern should be for your personal safety and the safety of the people in the surrounding area.

(1) Assess the hazard
   — Sight - Look for liquids that are pooling on the ground above the pipeline zone. Some are gases that cannot be seen. Look for any brown or discolored grasses or vegetation that would otherwise be green. Watch for any vapor clouds or heat waves that are rising above the pipeline area.

   — Sound - Listen for hissing, rumbling or roaring sounds that indicate the escape of pressurized liquids or gases from a pipeline in the area near the right-of-way corridor.

   — Smell - Odorants are added to cause an odd pungent odor to the gas within the pipeline. Gaseous products leaking from pipelines will generally have the odor of sulfur or “rotten eggs.” Be alert to any foul or unusual smells surrounding the area near any pipeline markers.

   — If you observe any of these indications, do not investigate further. Avoid all contact with any escaping liquids or gases. Leave the area immediately. Once you are in a safe area, Call Public Safety (extension 2515).

(2) Isolate the area.
(3) Control all ignition sources.
(4) With plastic pipe, wet with water—this reduces static charge—or wet cloth with plastic pipe.

**Planned Response**

In the event of a gas utility failure the type of disruption, planned or unplanned, will dictate the type of response. In an unplanned disruption that creates an immediate threat to life, structure or other property, Public Safety and Pocatello Fire Department will be dispatched to manage the threat.
Facilities Services will manage the process of restoring gas utilities to their normal state, unless the destruction is so great that the level of response requires EOC activation.

In the event of a pipeline accident or leak, personal safety is the first priority. Wear safety equipment suitable to protect yourself. The situation will require a professional presence to assist the public and other emergency teams.

**Response Summary**

- Get detailed information about the emergency.
- Approach the emergency site from the upwind direction and park emergency vehicles at a safe distance from the emergency site. A vapor cloud may not be visible, but vapors may be on the ground.
- Call for emergency assistance from Pocatello Fire Department. Call for emergency assistance from Pocatello Police and EMT if necessary.
- Evacuate people from the Hot Zone area to an upwind location.
- Keep the Hot Zone area secure. Block off roads, and other routes around the site.
- Eliminate ignition sources such as car engines, pilot lights, smoking materials and electronic devices. Turn off or Do Not Use cellular phones in the Hot Zone.
- Call the pipeline companies Emergency Phone Number as indicated on the pipeline marker at the scene.
- DO NOT attempt to close any valves without direction from pipeline company personnel.
- DO NOT attempt to extinguish a fire on the pipeline unless instructed by company representatives.
- Perimeter fires can be extinguished. Be careful when containing liquid spills such as building an earthen dam to prevent oil from flowing further, or setting up a boom or flume on waterways.

For more information on pipeline safety visit the links below:

Office of Pipeline Safety  

Dig Safely  
[www.digsafely.com](http://www.digsafely.com)  
1-888-258-0808

American Petroleum Institute  
[www.pipeline101.com](http://www.pipeline101.com)

National Association of State Fire Marshals  
[www.firemarshals.org](http://www.firemarshals.org)

Pipeline Emergency Program  
[www.pipelineemergencies.com](http://www.pipelineemergencies.com)
Flood

WHEN A FLASH FLOOD WATCH IS ISSUED IN YOUR AREA

Call Public Safety at 2515. If flooding is likely and time permits, move essential items and furniture to upper floors of your building.

Above all, move to a safe area before access is cut off by flood water.

DURING A FLOOD

Stay on higher ground; avoid areas subject to sudden flooding.
1. Do not attempt to cross through an area of flowing water if it is above your knees.
2. Do not attempt to drive over a flooded road; you could become stranded and trapped.
3. If your vehicle stalls while traveling through the predicted pathway of the flood, abandon it immediately and seek higher ground. Many people drown while trying to rescue their car.

AFTER A FLOOD

1. Do not drink any water from the area until it has been tested by health officials.
2. Do not handle live electrical equipment in wet areas. Electrical equipment should be checked and dried thoroughly before being returned to service.
3. To examine buildings, use flashlights, not lanterns or torches; flammables from broken containers or ruptured gas lines may be inside.
4. Report broken utility lines to the Public Safety, extension 2515.

If the flooding is due to broken lines, plugged lines or sewer, call Maintenance at extension 2694 during regular business hours or after hours call Public Safety at extension 2515.

Planned Response

The following summarizes the major operations in response to flooding. Since advance warning of flooding conditions can usually be anticipated, the EOC will be activated if conditions warrant determining the necessary action to be taken. When required, all faculty, staff and students except those necessary to assist in the emergency will be evacuated if time permits. Prior to this evacuation, freeway and street conditions will be ascertained and announced by campus and local radio stations. Shutdown procedures of the areas that may be affected by flooding are of primary consideration to prevent fire, explosion and electrical hazards. Pumping will begin as soon as water levels threaten. Any area flooded or evacuated will be sealed off by barricades or Public Safety personnel to prevent injury to persons, pilferage and interference with emergency operations.

Injured or ill persons will be treated at the Student Health Center or, if necessary, taken to hospitals. Under more severe conditions, outside ambulance service may be impossible to request; therefore, other means of evacuating serious cases will be considered.

Once the dangerous conditions have been reduced, immediate attention will be turned to minimizing damage or loss to property and equipment by water. Protective sand bags will be used where feasible. Teams will be organized to remove material and equipment to safety. Other personnel will be assigned
to provide early warning of rising water in various areas of the University. Damage assessment will be continually reported to the EOC.

In extreme cases of flooding where outside areas are affected and travel disrupted, it may be necessary for some persons to remain at the University for an unusual length of time. Lodging, food service, and lighting will be required.

When the water has subsided and the threat of further flooding diminishes, repair operations will receive primary consideration. Priorities of work will be assigned to restore University generators at the earliest practicable time. Completion of this work may involve restoration of public utilities, electrical and machinery areas, specialized areas such as the computer areas, the switchboard area and other support facilities. Material and equipment removed must be returned to its original location. In addition to an increase in work force, assistance required at this time may include food services, emergency procurement and provisions for emergency expenditure of funds.
Weather Extremes

BEFORE A SEVERE STORM

1. Types of meteorological phenomena affecting this geographical area:
   (a) Winter storm
   (b) Floods
   (c) High winds or tornado

2. Listen to the latest National Weather Service warnings and bulletins on radio and television or call Public Safety at extension 2515.

DURING A SEVERE STORM

1) During a cloudburst there is a possibility of flash flooding. Consult this manual's section on flooding.

2) During a tornado
   • When it has been determined that a tornado does exist, and that it is heading toward campus, have all occupants move to the lower areas in your building. (The areas that would be utilized as fallout shelters will also provide protection during a tornado.)
   • Stay away from windows.
   • Doors and windows on the side away from the tornado may be opened to help reduce damage to the building.
   • Stay near inside wall when possible.
   • Keep calm. Even though a warning is issued, the chance of a tornado striking your building or location is very slight.

3) During a winter storm
   • Should conditions worsen during the day, the administration may decide to close the University early. When such determination is made, you will be notified through the proper channels.
   • If roads leading to your home have been closed, do not attempt to travel home.
   • If you are unable to travel home, contact your supervisor, or the person who is next in line of authority. Your supervisor will notify Disaster Task Force Personnel of the situation and arrangements for sleeping will be made.
   • If the storm has knocked power lines to the ground and it appears that the electricity will be off for an extended period of time, it may be necessary to take appropriate action to prevent injury to people or damage to property. Contact Public Safety at extension 2515 for building shutdown instructions and assistance.
AFTER A SEVERE STORM

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

Immediately report any smoke or fire you see within the building to Public Safety at extension 2515.

Should major damage have occurred to the campus, it is most likely that the telephone lines will be inoperative. If it can be done safely, send a messenger on foot to Public Safety, Building 27, 625 East Humbolt.

Public Safety will advise you as to when and how to initiate restoration efforts.

Planned Response

When severe weather occurs, the campus notification system will be initiated by the Incident Commander or a designee (See Page 59 for a list of possible notification systems that could be used). Full or partial activation of the ISU Emergency Operations Center (EOC) will depend upon damage to the University and potential hazards. When the EOC is activated, a direct line to the county- or city-wide EOC will be maintained.

Damage assessment teams will be sent to survey the campus for injured people, building damage, chemical and electrical hazards and resource requirements. Assessment teams will continue until all campus buildings are identified as safe before re-entry.

Rescue operations may be required to assist trapped and injured persons. Emergency medical care will be provided to injured persons. Food and temporary shelter may be provided until the campus is restored to normal operations.

In the event of major damage and injuries, classes may be canceled and protective measures will be taken. Extensive damage or threats from secondary hazards (e.g., hazardous materials) may require the campus to be evacuated. Students, faculty and staff will be notified of the necessity to evacuate. Any evacuation will be coordinated with the Bannock County or City Emergency Operations Centers.

If evacuation is not possible, shelter facilities will be announced and staffed. Assistance will be provided for disabled persons and children.
Elevators

BEFORE ELEVATORS STOP FUNCTIONING

➢ Become familiar with problems that affect the elevators in your building.
➢ Earthquake
➢ Mechanical problems
➢ Power failure
➢ Fire
➢ Chemical spills
➢ Become familiar with procedures involving elevators.
➢ Know which elevators are on emergency power (if any).

DURING ELEVATOR SHUTDOWN

➢ Find out if there are people stranded on the elevators.
➢ Go to the hoist way door and call loudly into the elevator shaft asking, "Are there people stranded on the elevator?"
➢ If there is no answer then you can assume that there is no one stranded.
➢ Check all elevators in each building this way, making sure no one is stranded on the elevators.

If there are People stranded on an Elevator

➢ Determine the floor on which they are located; and
➢ Call to them and give them this message: "Relax. I will have someone here soon to help you get out safely. Please do not try getting out yourself."
➢ Notify Public Safety which elevators are free of stranded passengers, and which elevators have people stranded in them and approximately at which floor stranded elevators are located.
PANDEMIC FLU/COMMUNICABLE DISEASE RESPONSE & RECOVERY PLAN

Level One - Suspected/Confirmed Cases of Human-to-Human Transmission

Any Pandemic Type Flu or Communicable Disease (i.e., plague, cholera, etc.) in Idaho or Western States

Public Safety will contact all necessary members of President’s Executive Policy Group and the Incident Command Team (see Chapter 1) and convene them for a meeting.

The Director of Student Health will coordinate with the Southeast District Health Department to determine an appropriate University response and will be responsible for notifying/educating the President’s Executive Policy Group and the Incident Command Team regarding the latest information.

The Incident Commander, Director of Public Safety, will be responsible for coordinating the implementation of the following roles:

A. Student Health Center will be responsible for:
   - Increased disease surveillance according to CDC and State Health Directives in the following areas:
     - Student Health Center
     - Office of International Admissions
     - Athletics
     - Housing
   - Identification of and care for cases per CDC Directives (http://www.cdc.gov).
   - Ordering more Personal Protective Equipment or PPE (i.e., gloves, masks, etc.).
   - Confirm network for obtaining antiviral medications and vaccines.
   - Obtain appropriate standing orders.
   - Set up different traffic flow in the Student Health Center.
   - Obtain current information on any pandemic type flu or communicable disease and work with the University Relations to put out informative and preventive information on Flu to the University Community.
   - Work with appropriate University personnel to prepare for possible isolation and quarantine.

Isolation is used for a person suspected or diagnosed with the disease. The person should be in isolation in the hospital or at their own home. A place to isolate a person here on campus is needed if we have an on-campus resident who was unable to be immediately transported home.

Quarantine will be used for healthy persons who have been exposed to the suspected or diagnosed case. The person(s) should be kept in a place where they have no contact with others for the duration of the incubation period. If no symptoms develop in that time frame they may be taken out of quarantine. If a person develops symptoms they are to be moved to isolation.

   - Provide training for appropriate University Personnel (i.e., Public Safety, Housing, Physical Plant, etc.) on pandemic type flu or communicable disease that is occurring. The Director of Student Health will serve as liaison between the Southeast District Health Department and the Incident Commander.
   - Work with Counseling & Testing to prepare a Mental Health Plan.
B. **Public Safety:**
- Have personnel receive updated information on pandemic type flu or communicable disease that is occurring.
- Have essential personnel be fit tested for N95 respirators.
- Obtain and learn how to use appropriate Personal Protective Equipment.
- Prepare appropriate signage for isolation or quarantine.
- Consider a transportation plan.

C. **Facilities Services:**
- Work with Housing and Technical Safety to identify needed ventilation systems and to provide negative pressure areas.
- Have essential personnel be fit tested for N95 respirators.

D. **Technical Safety:**
- Assess respiratory protection plan and resources.
- Do fit testing for essential personnel.
- Prepare for additional hazardous material cleanup.

E. **University Relations:**
- Work with President’s Office, Incident Commander, Director of Student Health, Tech Safety to draft internal and external bulletins and announcements for all target populations (students, faculty/staff, parents, etc.).
- Assist with the production of signs for isolation and quarantine.

F. **Office of Student Affairs:**
- Coordinate communication to students and parents.
- Coordinate implementation of the isolation, quarantine.
- Work with Chartwells, Housing and Public Safety.
- Deal with enforcement issues.
- Parent issues.

G. **Human Resources:**
- Work with Incident Commander, Logistic Section of Incident Command Team, Presidents Office, to create a list of mandatory employees, and a plan to pay, food and house them as necessary.
- Maintain a list of all employees and their current contact information.
- Have a system to account for absences.
- Work with Finance & Administration to ensure the continuation of compensation and health benefits for all employees, whether able to work or not (subject to available accrued paid leave).
- Coordinate and help with communication between faculty/staff, supervisors, managers, etc.
- Have a means to provide support and benefit information to employees’ families other than face-to-face.
- Coordinate legal matters with General Counsel.
- Coordinate enforcement issues with Public Safety.

H. **President’s Office:**
Based on recommendations from U.S. State Department, CDC, and the Southeast District Health Department be prepared to modify athletic events, exchange programs and University related travel to and from other countries, class schedules, etc.
I. University Housing:
- Enact planning for isolation and quarantine of students.
- Student Health Center/Tech Safety will train essential personnel on risks and response.
- Fit test essential personnel.
- Order appropriate Personal Protective Equipment.
- Identify potential rooms and/or buildings to be used for quarantined students. Update by semester based on current occupancy.
- Notify current occupants in spaces that will be needed of the potential or need for them to move.

J. Food Services (Director of Student Union):
- Ensure emergency response menu is planned for various degrees of need.
- Stockpile additional food stuffs and water.
- Ensure food delivery process is planned and delivery supplies are on hand.
- Have essential personnel receive fit test and training on respiratory protection from Technical Safety.

K. Deans and Directors:
- Have an alternate plan for personnel in case the designated personnel are unable to work (due to illness or family illness).
- Coordinate alternate worksite locations and teleworking, as necessary. Ensure IT resources are available for students, faculty and staff to do this.
- Have a system in place to train temporary workers.
- Have essential personnel receive fit test and training on respiratory protection from Technical Safety.
Level Two - Suspected case on campus or suspected/confirmed cases in Southeast Idaho

The President’s Executive Policy Group and the Incident Command Team will convene and be provided the latest information on pandemic type Flu or communicable disease that is occurring.

Student Health Center will be responsible for notifying/educating the President’s Executive Policy Group and the Incident Command Team. The Incident Commander, Director of Public Safety, will be responsible for coordinating the implementation of the following roles:

A. The Student Health Center:
   - Notify the Southeast District Health Department.
   - Notify the Incident Command Team.
   - Notify Housing and Food Services on number of persons who may be required to be isolated or quarantined.
   - Monitor persons in quarantine.
   - Ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases.
   - Initiate poster, e-mail campaign on self-protection.
   - Preparation for prophylactic treatment of contacts.
   - Implementation of mental health plan.
   - Assist Housing staff in how to deal with needs of persons in quarantine.

B. Public Safety:
   - Have personnel receive updated information on pandemic flu or communicable disease that is occurring.
   - Review use of Personal Protective Equipment and respiratory protection.
   - Place signage for isolation, quarantine.
   - Enforce isolation, quarantine.
   - Implement policy on transporting individuals to the hospital.

C. Facilities Services:
   - Work with Housing and Technical Safety/Student Health to identify needed ventilation systems and to provide negative pressure areas.
   - Have essential personnel be fit tested for N95 respirators.

D. Technical Safety:
   - Assess respiratory protection plan and resources.
   - Do fit testing for essential personnel.
   - Prepare for additional hazardous material cleanup.
   - Inform essential janitorial personnel of their risk when cleaning Student Health, etc.

E. University Relations:
   - Work with the President’s Office, Incident Commander, Technical Safety, Student Health to draft internal and external bulletins and announcements for all target populations (students, faculty/staff, and parents).
   - Handle media coverage.
   - Assist with information to families.
F. Office of Student Affairs:
- Coordinate communication to students and parents.
- Possible implementation of call center.
- Coordinate implementation of the isolation, quarantine.
- Work with Food Services, Housing staff, Public Safety.
- Deal with enforcement issues.
- Parent issues.
- Handle parent calls, those wanting to come to campus.

G. Human Resources:
- Work with Incident Commander, Logistic Section of Incident Command Team, Presidents Office, to create a list of mandatory employees, and a plan to pay, food and house them as necessary.
- Maintain a list of all employees and their current contact information.
- Have a system to account for absences.
- Work with Finance & Administration to ensure the continuation of compensation and health benefits for all employees, whether able to work or not (subject to available accrued paid leave).
- Coordinate and help with communication between faculty/staff, supervisors, managers, etc.
- Have a means to provide support and benefit information to employees’ families other than face-to-face.
- Coordinate legal matters with General Counsel.
- Coordinate enforcement issues with Public Safety.

H. President’s Office:
- Based on recommendations from U.S. State Department, CDC, Southeast Idaho Health Department be prepared to modify:
  - Athletic and other University events
  - Exchange programs and University related travel to and from other countries
- Class Schedules

I. Housing:
- Implement plan for isolation and quarantine.
- Prepare staff for how to deal with needs of persons in quarantine.
- Bring together essential staff for information update on pandemic type flu or communicable disease that is occurring. (include maintenance and janitorial staff).
- Review use of Personal Protective Equipment and N95 respirators.
- Work with telephone control center.
- Report any possible cases to Public Safety and/or Technical Safety.
- Work with food services on the delivery of food.

J. Food Services (Director of Student Union):
- Ensure emergency response menu is planned for various degrees of need.
- Stockpile additional food stuffs and water.
- Ensure food delivery process is planned and delivery supplies are on hand.
- Have essential personnel receive fit test and training on respiratory protection from Technical Safety.

K. Deans and Directors:
- Have an alternate plan for personnel in case the designated personnel are unable to work (due to illness or family illness).
➢ Coordinate alternate worksite locations and tele-working, as necessary. Ensure IT resources are available for students, faculty and staff to do this.
➢ Have a system in place to train temporary workers.
➢ Have essential personnel receive fit test and training on respiratory protection from Technical Safety.
Level Three - Confirmed Cases On Campus

(Only essential personnel report to campus)
The President’s Executive Policy Group and the Incident Command Team will convene and be provided the latest information on pandemic type flu or communicable disease that is occurring.

Student Health Center will be responsible for notifying/educating the President’s Executive Policy Group and the Incident Command Team.

The Incident Commander, Director of Public Safety, will be responsible for coordinating the implementation of the following roles:

A. Student Health Center:
   - Notify the Southeast District Health Department (http://www2.state.id.us/phd6/).
   - All direction on how to proceed will be received from the Southeast District Health Department.
   - The Director of Student Health will serve as liaison between the Southeast District Health Department and the Incident Commander.
   - Notify the Campus Incident Command Team.
   - Notify Housing and Food Services on number of persons who may be required to be isolated or quarantined.
   - Prophylactic treatment of contacts.
   - Continue with use of Personal Protective Equipment. Essential personnel receive N95 respirators.
   - Monitor person(s) in quarantine.
   - Care for person(s) in isolation.
   - Ongoing communications with campus community regarding signs/symptoms, protocol for referral or suspected cases.
   - Continuation of e-mail campaign on self-protection.
   - Implementation of mental health plan.

B. Public Safety:
   - Have personnel received updated information on pandemic type flu or communicable disease that is occurring.
   - Essential personnel will receive N95 respirators.
   - Secure buildings and place signage for isolation, quarantine.
   - Enforce isolation, quarantine.
   - Implement policy on transporting individuals to the hospital.

C. Facilities Services:
   - Work with Housing and Student Health/Technical Safety to identify needed ventilation systems and to provide negative pressure areas.
   - Essential personnel will receive N95 respirators.
   - Stand by to shut off utilities as directed by Incident Commander.

D. Technical Safety:
   - Assist the Student Health Center.
   - Distribute N95 respirators to essential personnel.
   - Coordinate disposal of hazardous material cleanup.
   - Work with janitorial staff to implement appropriate cleaning measures.
E. University Relations:
- Work with President’s Office, Incident Commander, Director of Student Health, Tech Safety to draft internal and external bulletins and announcements for all target populations (students, faculty/staff, parents, etc.).
- Handle media coverage.
- Assist with information to families.

F. Office of Student Affairs:
- Coordinate communication to students and parents.
- Possible implementation of call center.
- Coordinate implementation of the isolation, quarantine.
- Work with Food Services, Housing and Public Safety
- Deal with enforcement issues.
- Parent issues.
- Handle parent calls, those wanting to come to campus.

G. Human Resources:
- Work with Incident Commander, Logistic Section of Incident Command Team, Presidents Office, to create a list of mandatory employees, and a plan to pay, food and house them as necessary.
- Maintain a list of all employees and their current contact information.
- Have a system to account for absences.
- Work with Finance & Administration to ensure the continuation of compensation and health benefits for all employees, whether able to work or not (subject to available accrued paid leave).
- Coordinate and help with communication between faculty/staff, supervisors, managers, etc.
- Have a means to provide support and benefit information to employees’ families other than face-to-face.
- Coordinate legal matters with General Counsel.
- Coordinate enforcement issues with Public Safety.

H. President’s Office:
- Based on recommendations from the U.S. State Department, CDC, and the Southeast District Health Department be prepared to modify or suspend:
  - Athletic and other University events
  - Classes
- Assist Dean of Student’s Office with student and parent issues.
- Provide assistance in supporting University Offices in dealing with issues as they pertain to faculty and staff.

I. Housing:
- Implement plan for isolation and quarantine as directed by the Southeast Idaho District Health Department.
- Coordinate removal of non-contact students if directed by the Southeast Idaho District Health Department.
- Essential personnel will receive N95 respirators.
- Work with telephone control center.
- Report any possible cases to Student Health/Technical Safety.
- Work with Food Services on the delivery of food.
J. Food Services (Director of Student Union):
   - Ensure emergency response menu is planned for various degrees of need.
   - Stockpile additional food stuffs and water.
   - Ensure food delivery process is planned and supplies are on hand.
   - Essential personnel will receive N95 respirators.

K. Deans and Directors:
   - Have an alternate plan for personnel in case the designated personnel are unable to work (due to illness or family illness).
   - Coordinate alternate worksite locations and teleworking, as necessary. Ensure IT resources are available for students, faculty and staff to do this.
   - Have a system in place to train temporary workers.
   - Have essential personnel receive fit test and training on respiratory protection from Technical Safety.
Infection Control and Health/Safety Precautions For Handling Dead Birds

These guidelines are intended for any person handling dead birds. The risk of infection with West Nile Virus (WNV) from this type of contact is small. The risk of infection with H5N1 (any pandemic type flu or communicable disease) from handling dead birds is difficult to quantify and is likely to vary with each situation. Risk is related to the nature of the work environment, the number of birds to be collected, and the potential for aerosolization of bird feces, body fluids, or other tissues. The most important factor that will influence the degree of infection risk from handling wild birds is whether any pandemic type flu or communicable disease has been reported in the area. Local public health officials will be consulted to help in selecting the most appropriate PPE for the situation (see Sections 10.4.1 and 10.4.2 below).

When the carcass of a dead bird is found on campus, call Public Safety to respond. Public Safety Dispatch will contact Animal Control. If Animal Control cannot be contacted or cannot respond, then Public Safety will contact Grounds. If for some reason Grounds cannot be contacted or cannot respond, then Public Safety will remove the dead bird following these general precautions.

If possible, before disposing of any dead bird, you need to consult with the local Fish & Game to inquire whether dead bird reports are being tallied and if the dead bird in question might be a candidate for WNV or any pandemic type flu or communicable disease testing. If the dead bird has been dead under 24 hours, Fish & Game will do testing if someone brings the bird to them. If the bird has been dead for longer than 24 hours, it needs to be disposed of. In both cases, Animal Control will pick up the dead birds, depending on how busy their officers are.

General Precautions for Collection of Single Dead Birds

These precautions are applicable to all ISU employees as well as the general public. When collecting dead birds, the risk of infection from WNV, any pandemic type flu or communicable disease or any other pathogen may be eliminated by avoiding contamination of mucous membranes, eyes, and skin by material from birds. This can be accomplished by eliminating any direct contact with dead birds with use of the following safety precautions:

- When picking up any dead bird, wear disposable impermeable gloves and protective eyewear, and place the dead bird directly into a plastic bag. Gloves will be changed or not used if torn or otherwise damaged. If gloves are not available, use an inverted double plastic bag technique for picking up carcasses or use a shovel to scoop up the carcass into a plastic bag.
- For situations in which the bird carcass is in a wet environment or in other situations in which splashing or aerosolization of viral particles is likely to occur during disposal, safety goggles or glasses and a surgical mask will be worn to protect mucous membranes against splashed droplets or particles.
- Bird carcasses will be double bagged and placed in a trash receptacle that is secured from access by children and animals. If the carcass is to be submitted for testing, hold it in a cool location until pickup by or delivery to the appropriate authorities. Carcasses should not be held in close contact with food (e.g., not in a household refrigerator or picnic cooler).
- After handling any dead bird, avoid touching the face with gloved or unwashed hands.
- Any PPE that was used (e.g., gloves, safety glasses, mask) will be discarded or disinfected, and hands will then be washed with soap and water. Use an alcohol-based hand gel when soap and water is not available (see the CDC Clean Hands Campaign website).
- If possible, before disposing of any dead bird, you need to consult with the local animal control, health district office, wildlife or agricultural agency, or other such entity to inquire whether dead
bird reports are being tallied and if the dead bird in question might be a candidate for WNV or any pandemic type flu or communicable disease testing.

**Additional Precautions for Personnel Collecting Dead Birds in High-Risk Settings**

(e.g., when collecting large numbers or in confined indoor spaces, particularly once any pandemic type flu or communicable disease has been confirmed on or around campus):

- Minimize any work activities that generate airborne particles. For example, during the cleanup phase of the bird removal, Do Not wash surfaces with pressurized water or cleaner (i.e., pressure washing) which could theoretically aerosolize any pandemic type flu or communicable disease viral particles that could then be inhaled. The use of PPE (i.e., a filtering face-piece respirator (N95), coveralls, gloves, show covers and protective eyewear) will be authorized, particularly while repeatedly handling large quantities of dead birds as part of a regular work assignment.
- If using safety glasses, a mask, or a respirator, do not remove any of these items until after gloves have been removed and hands washed with soap and water. Use an alcohol-based hand gel when soap and water are not available. After PPE has been removed, hands will immediately be cleaned again. Personal Protective Equipment worn (e.g., gloves, mask or clothing) will be disinfected or discarded.
- Appropriate bio-safety practices and PPE use are available from Technical Safety.

**Recommendations for PPE Disinfection**

For machine-washable reusable PPE: Disinfect PPE in a washing machine with detergent in a normal wash cycle. Adding bleach will increase the speed of viral inactivation as will hot water, but detergent alone in cold water is also effective. Follow manufacturer instructions for drying the PPE.

Non machine-washable reusable PPE should be cleaned following the manufacturer’s recommendations for cleaning.

**Related Links**

[http://www.cdc.gov](http://www.cdc.gov)
Checklists for Incident Command Personnel

President’s Executive Policy Group and Command Staff

Checklist 1A - University President

Assignment: EMERGENCY POLICY EXECUTIVE

<table>
<thead>
<tr>
<th>Position</th>
<th>University President</th>
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<tbody>
<tr>
<td>Section</td>
<td>President’s Executive Policy Group/Command Staff</td>
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</table>

FOR IMMEDIATE CONSIDERATION OR ACTION

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.**
- Assess situation; Establish communication with and obtain information through the Incident Commander (Director of Public Safety or officer on scene) and EOC Manager.
- Consult with the Incident Commander and EOC Manager to consider declaring a State of Emergency. (If warranted, sign Declaration of Campus Emergency.) Notify vice presidents and the Public Information Officer.
- Consult with the Incident Commander and EOC Manager to consider closure of the University. (If warranted, sign Declaration of Campus Closure.) Notify vice presidents and the Public Information Officer.
- If the incident requires campus closure, how long will the campus be closed? What information will students and employees need?
- Activate Emergency Plan and/or EOC on recommendation of the Incident Commander, EOC Manager or ranking Public Safety Officer on duty.
- Activate President’s Executive Policy Group. **Establish a journal/log for recording activities.** Inform and brief the Executive Policy Group on the emergency situation and status as it affects their areas.
- Through the Incident Commander and EOC Manager, monitor the campus condition. What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community?
- Issue any necessary public statements through the Public Information Officer.
- Confer as needed with the President’s Executive Policy Group on policy issues; and local and state officials.
- Authorize the Incident Commander or EOC Manager to announce the end of the State of Emergency when appropriate.

CONTINUING CONSIDERATIONS

- Keep Informed: Obtain periodic situation updates from the Incident Commander and EOC Manager.
- Share Information: Review and approve media releases working with the PIO.

END OF EMERGENCY INCIDENT

- State of Emergency Over: Authorize the Incident Commander or EOC Manager to announce the end of the State of Emergency when appropriate.
- Recovery Expectations: When will normal business operations and the academic process resume? If necessary, have VP’s initiate their Continuity of Operations Plan.
- If necessary, initiate the Continuity of Operations Plan for the President’s Office and the Continuity of Government Plan for the University.

10/06/2014
Checklist 1A Supplement - Provost and VP for Academic Affairs

Assignment: PRESIDENT’S EXECUTIVE POLICY GROUP

<table>
<thead>
<tr>
<th>Position</th>
<th>Provost and Vice President for Academic Affairs</th>
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<td>Implement telephone tree and advise your staff and the college deans.</td>
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<td>Inform and brief your staff on the emergency situation as it affects their areas.</td>
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<td>Confer with the President and other members of the Executive Policy Group on policy issues as they pertain to the emergency.</td>
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<td>Provide resources or resource information to the President’s Executive Policy Group and Command Staff.</td>
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<tr>
<td>Provide volunteer resources as available.</td>
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<tr>
<td>If necessary, initiate the Continuity of Operations Plan for Academic Affairs and the Continuity of Government Plan for the University.</td>
</tr>
</tbody>
</table>
Checklist 1A Supplement - VP Financial Services

Assignment: PRESIDENT’S EXECUTIVE POLICY GROUP

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<tr>
<th>Position</th>
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<td>If necessary, initiate the Continuity of Operations Plan for Financial Services and the Continuity of Government Plan for the University.</td>
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Checklist 1A Supplement - VP University Advancement

**Assignment: PRESIDENT’S EXECUTIVE POLICY GROUP**

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**FOR IMMEDIATE ACTION OR CONSIDERATION**

- **Remain Calm.**
- **Turn on your cellular phone.**
- **If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. Do not go to incident site.**
- **Assess situation, obtain information through the President.**
- **Establish a journal/log for recording activities.**
- **Implement telephone tree and advise your staff.**
- **Inform and brief your staff on the emergency situation as it affects their areas.**
- **Confer with the President and other members of the Executive Policy Group on policy issues as they pertain to the emergency.**
- **Provide resources or resource information to the President’s Executive Policy Group and Command Staff.**
- **Provide volunteer resources as available.**
- **Recovery Expectations: When will normal business operations and the academic process resume?**
- **If necessary, initiate the Continuity of Operations Plan for departments under University Advancement and the Continuity of Government for the University.**
## Checklist 1A Supplement – VP Research and Economic Development

### Assignment: PRESIDENT’S EXECUTIVE POLICY GROUP

<table>
<thead>
<tr>
<th>Position</th>
<th>Executive Director, Research &amp; Transfer Technology</th>
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<tr>
<td>Section</td>
<td>President’s Executive Policy Group</td>
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### FOR IMMEDIATE ACTION OR CONSIDERATION

- **Remain Calm.**
- **Turn on your cellular phone.**
- **If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on [Evacuation Procedures](#).** Do not go to incident site.
- **Assess situation, obtain information through the President.** Establish a journal/log for recording activities.
- **Implement telephone tree and advise your staff and deans.**
- **Inform and brief your staff on the emergency situation as it affects their areas.**
- **Confer with the President and other members of the Executive Policy Group on policy issues as they pertain to the emergency.**
- **Provide resources or resource information to the President’s Executive Policy Group and Command Staff.**
- **Provide volunteer resources as available.**
- **Recovery Expectations: When will normal business operations and the academic process resume?**
- **If necessary, initiate the Continuity of Operations Plan for departments under Office of Research.**
# Checklist 1A Supplement - VP Student Affairs

**Assignment:** PRESIDENT’S EXECUTIVE POLICY GROUP

<table>
<thead>
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</tr>
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## FOR IMMEDIATE ACTION OR CONSIDERATION

- Remain Calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on [Evacuation Procedures](#). **Do not go to incident site.**
- Assess situation, obtain information through the President.
- Establish a journal/log for recording activities.
- Implement telephone tree and advise your staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Confer with the President and other members of the Executive Policy Group on policy issues as they pertain to the emergency.
- Provide resources or resource information to the President’s Executive Policy Group and Management Command.
- Provide volunteer resources as available.
- **Recovery Expectations:** When will normal business operations and the academic process resume?
- If necessary, initiate the Continuity of Operations Plan for departments under Student Affairs.
**Checklist 1A Supplement - Director, Human Resources**

**Assignment: PRESIDENT’S EXECUTIVE POLICY GROUP**

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<thead>
<tr>
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<th>Director - Human Resources</th>
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<td>Provide volunteer resources as available.</td>
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<tr>
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</tr>
<tr>
<td><strong>If necessary, initiate the Continuity of Operations Plan for Human Resources.</strong></td>
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</table>
**Checklist 1A Supplement - University Attorney**

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<tr>
<td>If necessary, initiate the Continuity of Operations Plan for Risk Management and General Counsel Offices.</td>
</tr>
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</table>
Checklist 1B - Incident Commander

Assignment: INCIDENT COMMANDER

<table>
<thead>
<tr>
<th>Position</th>
<th>Director of Public Safety/Capt. Public Safety/First Responding P.S. Ofcr.</th>
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<tbody>
<tr>
<td>Section</td>
<td>Command Staff</td>
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</table>

**FOR IMMEDIATE ACTION**

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. Report to the Field Incident Command Post.
- Establish communications with ISU Dispatch Center 282-2515.
- Assess the situation and and/or obtain a briefing from other first responders or the Primary Incident Commander.
- Establish immediate priorities especially the safety of responders, other emergency workers, bystanders, and people involved in the incident.
- Establish an immediate organization (i.e., unified command, transfer of command, command staff, etc.).
- In case of Unified Command, the incident objectives must adequately reflect the policy needs of all jurisdictional agencies.
- Coordinate response efforts with other responding agencies (city/county/state).
- Obtain authorization from President to activate Emergency Plan.
- Consult with President and EOC Manager to consider declaration of emergency and/or closure. For any event of significance notify Bannock County Emergency Services Coordinator Gary Moore at 251-0417, the local Idaho BHS Field Officer (Ken Fagnant 208-238-9113 or (208) 251-0815 (kfagnant@bhs.idaho.gov) or BHS Duty Officer via State Communications (1-800-632-8000).
- If the incident requires campus closure, how long will the campus be closed? What information will students and employees need?
- In coordination with PIO and EOC Manager, authorize emergency alert messages and dissemination of public education/information to the campus community by the Public Information Officer. Through the PIO and EOC Manager, communicate to students, faculty and staff who will want to know what they should do, when, where and how they can help.
- Consult with President and EOC Manager regarding activation of the EOC.
- Establish a communication protocol with EOC staff and a communication link with the Public Safety Dispatch Center and the field incident command post.
- Appoint a scribe to keep a written log of phone messages, actions taken, etc.
- Conduct an initial situation assessment to determine:
<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of emergency.</td>
</tr>
<tr>
<td>Location of emergency.</td>
</tr>
<tr>
<td>Initial damage to campus and infrastructure.</td>
</tr>
<tr>
<td>Size of area involved.</td>
</tr>
<tr>
<td>Human resources immediately available and number of additional people</td>
</tr>
<tr>
<td>required.</td>
</tr>
<tr>
<td>Field Command Post location(s): Evaluate need for and use of field</td>
</tr>
<tr>
<td>command posts; assign as appropriate.</td>
</tr>
<tr>
<td>Staging Area locations.</td>
</tr>
<tr>
<td>Access routes for emergency vehicles.</td>
</tr>
<tr>
<td>Immediate assistance required (medical, fire, Facilities Services,</td>
</tr>
<tr>
<td>environmental safety).</td>
</tr>
<tr>
<td>Number and type of injuries/casualties</td>
</tr>
<tr>
<td>Resources needed for night operation.</td>
</tr>
<tr>
<td>Approve implementation of written or oral Incident Action Plan which</td>
</tr>
<tr>
<td>may include:</td>
</tr>
<tr>
<td>Perimeter control provisions/interior patrol provisions.</td>
</tr>
<tr>
<td>Building/area evacuation procedures.</td>
</tr>
<tr>
<td>Liaison with other emergency agencies.</td>
</tr>
<tr>
<td>Traffic control plans.</td>
</tr>
<tr>
<td>Mobilization of on-duty personnel.</td>
</tr>
<tr>
<td>Mutual aid contingencies.</td>
</tr>
<tr>
<td>Request personnel and equipment as needed for control of the incident.</td>
</tr>
<tr>
<td>Confirm dispatch and ETA of staff, equipment, and supplies.</td>
</tr>
<tr>
<td>Determine the impact of the incident beyond the immediate campus.</td>
</tr>
<tr>
<td>Advise the President.</td>
</tr>
<tr>
<td>Obtain the weather forecast.</td>
</tr>
<tr>
<td>Ensure scene security.</td>
</tr>
<tr>
<td>If applicable, consider the incident as a potential crime scene;</td>
</tr>
<tr>
<td>preserve evidence and coordinate with law enforcement.</td>
</tr>
</tbody>
</table>
### CONTINUING OPERATIONS

| **Evaluate the continuing need for and use of field command post(s).** |
| **Request recommended sites, as needed, for casualty collection point and/or coroner operations.** |
| **Monitor Stress:** |
| Observe staff for signs of stress or inappropriate behavior and conduct stress debriefing sessions, if appropriate. Refer anyone exhibiting symptoms to the Trauma Unit or EMS. |
| Provide periodic rest periods for staff and relief when indicated. |
| Transfer command if the emergency exceeds 12 hours, or if stress indicates a transfer. |
| Estimate duration of the response, if possible. |

### END OF EMERGENCY INCIDENT

| **State of Emergency Over:** Confer with President for authorization to announce end of the state of emergency when appropriate. |
| **De-escalate and de-mobilize, when appropriate, and provide this fact to the President, EOC staff and PIO.** |
| **Establish a time for debriefing before closing the EOC and President’s Executive Policy Group.** |
| **Recovery Expectations:** |
| When will the academic process resume? Role of IC in Continuity? |
### Checklist 1C - Public Information Officer

**Assignment:** PUBLIC INFORMATION OFFICER

<table>
<thead>
<tr>
<th>Position</th>
<th>Director, University Relations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Command Staff</td>
</tr>
</tbody>
</table>

## FOR IMMEDIATE ACTION

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on [Evacuation Procedures](#). **Do not go to incident site.**
- If your building or office is not affected, go to the Emergency Operations Center. (If unable to report to EOC, call Dispatch at 208-282-2515.)

Open Media Center. **Establish a journal/log for recording activities.**

- Ensure that all information is clear, concise, confirmed and approved by appropriate authority before release to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency, despite urging by reporters to do so.
- Establish and maintain pre-scripted information bulletins, FAQ’s and fact sheets, and protective action guidelines/recommendations.
- Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice.
- Gather information on the emergency situation and response actions.
- Assign a Public Information Representative, if appropriate, to:
  - Establish a Media Control Point near incident site.
  - Keep EOC staff informed of the media situation at the incident site.
  - Establish and release “media only” telephone number(s).
- Monitor published and broadcast Emergency Public Information for accuracy. Correct serious misinformation when possible.
- Attend periodic EOC briefings and policy meetings.
- Consider additional methods for distributing emergency instructions as required.
- Schedule media briefings/press conferences and tours as conditions permit.
- Arrange for media access to the EOC, command staff and incident site when appropriate.
- Establish a center for rumor control.
**PRIMARY RESPONSIBILITIES**

- Release emergency instructions/information to faculty, staff and students about the emergency and what steps individuals should take.
- Release emergency instructions/information to the electronic and print media.
- Produce news releases as required.

**ADDITIONAL ITEMS TO CONSIDER**

- **Communicating the problem to the campus community:**
  
  Members of the campus community need to know the problem is being handled and what they (students, faculty and staff) should do. When can they help and how can they help?

- **Closure:**
  
  Will the incident require the closure of campus? What is the best process to communicate this information? When will the academic process resume?

- **If necessary, initiate the Continuity of Operations Plan for University Relations.**
Checklist 1D - Liaison Officer

Assignment: LIAISON OFFICER

<table>
<thead>
<tr>
<th>Position</th>
<th>Space and Energy Manager, Facilities Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Command Staff</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. Do not go to incident site unless requested by the Incident Commander at the Command Post.
- If your office or building is not affected, go the Emergency Operations Center. (If unable to report to EOC, call Dispatch at 208-282-2515.)
- Communicate with the Incident Commander to determine:
  - The extent and nature of the emergency.
  - Are outside agencies responding (e.g., fire, medical)?
  - What location will be used for receiving and staging responding agencies?
  - What will be the communication and coordination frequency used?
  - Will mutual aid be requested?
  - Notify responding outside agencies where to check in and the staging location.
  - Identify agency representatives from each agency including the Communications link and their location.
  - Monitor the incident operations to identify what might be potential inter-organizational problems.
  - Provide the Incident Commander and EOC Manager with status reports concerning the arrival times of responding agencies, number of personnel responding, and the type of resources expected.
  - Maintain a unit log. Establish a journal/log for recording activities.
  - Provide information to other Section officers on the number and type of resources coming to the campus to assist with the emergency.
**PRIMARY RESPONSIBILITIES**

| | 
|---|---|
| Provide a point of contact for assisting mutual aid agency representatives. | 
| Provide information and maintain a liaison with other public and private agencies. | 

**ADDITIONAL ITEMS TO CONSIDER**

| | 
|---|---|
| Outside agency issues: | 
| Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts are not going at cross purposes. | 
| Extended operations: | 
| Some incidents could extend for several hours or days. The Liaison Officer must determine the continued availability of the resources and arrange for long term stays. | 
| **Continuity of Operations:** | Relay information on COOPs between Departments, President’s Executive Policy Group and EOC Manager and/or Incident Commander, as necessary (i.e., needs of departments, where they are at, what they are doing, etc.) |
Checklist 1E - Safety Officer

Assignment: SAFETY OFFICER

<table>
<thead>
<tr>
<th>Position</th>
<th>Environmental Specialist, Facilities Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Command Staff</td>
</tr>
</tbody>
</table>

Activation of this position is at the option of the Incident Commander unless it is a hazardous materials incident. OSHA mandates the Safety Officer position for all hazardous materials incidents.

For other incidents, the Safety Officer has the authority to stop all unsafe activity deemed to be outside the scope of the incident action plan.

FOR IMMEDIATE ACTION

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remain calm.</td>
</tr>
<tr>
<td>Turn on your cellular phone.</td>
</tr>
<tr>
<td>If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. <strong>Do not go to incident site.</strong></td>
</tr>
<tr>
<td>If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.)</td>
</tr>
<tr>
<td>Communicate with the Incident Commander, EOC Manager and other Section Chiefs to determine the extent and nature of the emergency.</td>
</tr>
<tr>
<td>Monitor and assess hazardous and unsafe situations and develop measures for assuring personnel safety.</td>
</tr>
<tr>
<td>Maintain a log of activities.</td>
</tr>
<tr>
<td><strong>Continuity of Operations:</strong> Continue to monitor and assess unsafe situations for all colleges/departments and ensure they are using caution and personal safety measures.</td>
</tr>
</tbody>
</table>

10/06/2014
General Staff – Operations

Checklist 2 – EOC Manager

Assignment: EOC Manager

<table>
<thead>
<tr>
<th>Position</th>
<th>Director of Public Safety or his designee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>General Staff</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. Do not go to incident site.
- If your office or building is not affected, go to the Emergency Operations Center (EOC). If unable to report to the EOC, call Dispatch at 208-282-2515.
- Obtain authorization from President to activate Emergency Plan and EOC.
- Consult with President and Incident Commander to consider declaration of emergency and/or closure. For any event of significance notify Bannock County Emergency Services Coordinator at 251-0417 (Gary Moore), local Idaho BHS Field Officer (Ken Fagnant 208-238-9113 or (208) 251-0815 (kfagnant@bhs.idaho.gov) or BHS Duty Officer via State Communications (1-800-632-8000).
- Activate EOC as needed.
- Activate call out list and notify EOC Staff and ESF Unit Leaders of emergency.
- Brief President and his Executive Policy Group upon their arrival at EOC or campus.
- Coordinate following with Incident Commander at Command Post
  - If the incident requires campus closure, how long will the campus be closed? What information will students and employees need?
  - Authorize emergency alert messages and dissemination of public education/information to the campus community by the Public Information Officer. Through the PIO, communicate to students, faculty and staff who will want to know what they should do, when, where and how they can help.
  - Establish a communication protocol with EOC staff and a communication link with the Public Safety Dispatch Center.
- Appoint a scribe to keep a written log of phone messages, actions taken, etc.
- Conduct an initial briefing with EOC staff and issue directives to EOC staff as required. Establish a communication protocol with the President and EOC staff.
- Assign personnel to staff ICS functions:
  - Operations
  - Planning
  - Logistics
Finance

Conduct an initial situation assessment to determine:

Type of emergency.
Location of emergency.
Initial damage to campus and infrastructure.
Size of area involved.
Human resources immediately available and number of additional people required.

Field Command Post location(s): Evaluate need for and use of field command posts; assign as appropriate.

Staging Area locations.
Access routes for emergency vehicles.
Immediate assistance required (medical, fire, Facilities Services, environmental safety).
Number and type of injuries/casualties
Resources needed for night operation.

Develop and implement control plans which may include:

Perimeter control provisions/interior patrol provisions.
Building/area evacuation procedures.
Liaison with other emergency agencies.
Traffic control plans.
Mobilization of on-duty personnel.
Mutual aid contingencies.

Direct situation analysis staff to prepare detailed assessment of damages, injuries, casualties, etc.

Request personnel and equipment as requested by Incident Commander for control of the incident.

Establish contact with local (city, county) emergency operations centers.

Determine the impact of the incident beyond the immediate campus. Advise the President.
Obtain the weather forecast.

**CONTINUING OPERATIONS**

Identify staging areas for incoming resources.

Obtain periodic updates from the Field Command Post(s) and brief the President and other Executive Policy Group members. Keep them all informed about changes and conditions.

Provide, via the PIO, periodic updates to the media.
Request from section heads ongoing status reports regarding their activities and resources.

**Assure a significant events log is maintained by you and the General Staff Sections.**

Remind section heads concerning documentation of their activity for recovery records.

Evaluate the continuing need for and use of field command post(s).

Advise EOC staff to begin recovery efforts and contingency plans when appropriate (may be concurrent with response efforts). COOPS!
<table>
<thead>
<tr>
<th>Will the campus become a reception point for outside victims?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request recommended sites, as needed, for casualty collection point and/or coroner operations.</td>
</tr>
<tr>
<td>Develop plans for replacing human and physical resources.</td>
</tr>
<tr>
<td><strong>Monitor Stress:</strong></td>
</tr>
<tr>
<td>Observe staff for signs of stress or inappropriate behavior and conduct stress debriefing sessions, if appropriate. Refer anyone exhibiting symptoms to the Trauma Unit or EMS.</td>
</tr>
<tr>
<td>Provide periodic rest periods for staff and relief when indicated.</td>
</tr>
<tr>
<td>Transfer command if the emergency exceeds 12 hours, or if stress indicates a transfer.</td>
</tr>
<tr>
<td>Estimate duration of the response, if possible.</td>
</tr>
</tbody>
</table>

**END OF EMERGENCY INCIDENT**

<table>
<thead>
<tr>
<th>State of Emergency Over: Confer with President for authorization to announce end of the state of emergency when appropriate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>De-escalate and de-mobilize, when appropriate, and provide this fact to the President, EOC staff and PIO.</td>
</tr>
<tr>
<td>Establish a time for debriefing before closing the EOC and President’s Executive Policy Group.</td>
</tr>
<tr>
<td><strong>Recovery Expectations:</strong></td>
</tr>
<tr>
<td>When will the academic process resume? <strong>Does every College/Department have a COOP in place and have they implemented it?</strong></td>
</tr>
</tbody>
</table>
Checklist 2A - Operations Chief

**Assignment: OPERATIONS CHIEF**

<table>
<thead>
<tr>
<th>Position</th>
<th>Associate VP, Facilities Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Operations/General Staff</td>
</tr>
</tbody>
</table>

**FOR IMMEDIATE ACTION**

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remain calm.</td>
</tr>
<tr>
<td>Turn on your cellular phone.</td>
</tr>
<tr>
<td>If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on <a href="#">Evacuation Procedures</a>. <strong>Do not go to incident site.</strong></td>
</tr>
<tr>
<td>If your office or building is not affected, go to the EOC. (If unable to report to EOC, call Dispatch at 208-282-2515.)</td>
</tr>
<tr>
<td>Once at the EOC, get briefed by the EOC Manager and then organize and activate the Operations Section.</td>
</tr>
<tr>
<td>Establish a journal/log for recording activities.</td>
</tr>
<tr>
<td>Evaluate a communication link with the Public Safety Dispatcher.</td>
</tr>
<tr>
<td>Evaluate operational needs and response based on:</td>
</tr>
<tr>
<td>The type of emergency.</td>
</tr>
<tr>
<td>Location of emergency and types of facilities involved.</td>
</tr>
<tr>
<td>Size of area involved (limited area or campus wide).</td>
</tr>
<tr>
<td>Number and type of injuries/casualties.</td>
</tr>
<tr>
<td>Access routes for emergency vehicles.</td>
</tr>
<tr>
<td>Assistance required (e.g., medical, fire, Facilities Services, environmental health and safety).</td>
</tr>
<tr>
<td>In coordination with the Incident Commander and the Planning Chief, develop a tactical plan.</td>
</tr>
</tbody>
</table>

**PRIMARY RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assume operational command of the response at the EOC level.</td>
</tr>
<tr>
<td>Manage the Operations section of the EOC, including the following Response Teams:</td>
</tr>
<tr>
<td>Public Safety</td>
</tr>
<tr>
<td>Communications Dispatcher</td>
</tr>
<tr>
<td>Search &amp; Rescue</td>
</tr>
<tr>
<td>Medical</td>
</tr>
<tr>
<td>Health &amp; Safety</td>
</tr>
<tr>
<td>Buildings &amp; Utilities</td>
</tr>
<tr>
<td>IT/Telecommunications</td>
</tr>
<tr>
<td>Keep the EOC Manager informed of response team activities.</td>
</tr>
<tr>
<td>Evaluate operational information and determine priorities.</td>
</tr>
<tr>
<td>Deploy teams to address problems.</td>
</tr>
</tbody>
</table>
**SUPPORT RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Recommend Mutual Aid needs and resources.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide information to Situation Status.</td>
</tr>
</tbody>
</table>

**FIRST PRIORITY/CONSIDERATION**

<table>
<thead>
<tr>
<th>Number one priority is Life Safety. Determine if the following branches need to be activated:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical for emergency triage or first aid.</td>
</tr>
<tr>
<td>Search &amp; Rescue to find and rescue injured and trapped students and staff.</td>
</tr>
<tr>
<td>Public Safety to evacuate people away from a danger zone.</td>
</tr>
<tr>
<td>Health &amp; Safety to assist with control and containment of a hazardous material.</td>
</tr>
<tr>
<td>Assign personnel to videotape and take pictures (before, during, after).</td>
</tr>
<tr>
<td>Authorize immediate actions according to safety and emergency operation procedures including on-site treatment of the injured, occupancy status of the buildings, and procedures for relocating students, employees, and visitors away from dangers and hazards.</td>
</tr>
</tbody>
</table>

**STAFFING ACTIONS**

<table>
<thead>
<tr>
<th>Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for control of the incident.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make requests to Logistics Chief for resources, which are needed or will be needed soon. Determine if public agency mutual aid is required for any operations on campus. Upon concurrence with the EOC Manager and Incident Commander, determine if outside assistance will be responding; establish procedures and staffing for the incoming assistance.</td>
</tr>
</tbody>
</table>

**MEDICAL ACTIONS**

| Direct the establishment of the Medical Staging and Treatment Area. Ensure that supplies are available. Establish and implement procedures and priorities for medical treatment, first aid, etc. Verify that emergency transportation has been called for severe cases; transport to the closest emergency facility. |

**ACCESS CONTROL ACTIONS**

<table>
<thead>
<tr>
<th>Direct staffs to cordon off unsafe areas, secure facilities, and control access where there is damage. Have utilities shut down, if presenting a possible hazard.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure traffic control is established to provide access for emergency vehicles.</td>
</tr>
<tr>
<td>Direct the establishment and control of on campus evacuation reception areas.</td>
</tr>
<tr>
<td>Deal with requests to re-enter buildings; coordinate with the EOC Manager and Incident Commander.</td>
</tr>
</tbody>
</table>

**PLANNING AND SITUATION STATUS ACTIONS**

<table>
<thead>
<tr>
<th>Coordinate with Structural Damage Assessment regarding safety and initial damage inspections; support structural damage assessment with Building and Utility Teams, as required. Following damage assessment, continue to have Public Safety inspect and ensure people are kept out of damaged and/or dangerous areas.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinate with Planning Chief and Structural Damage Assessment to identify priorities for further inspections, repairs, service restoration, and facility restoration.</td>
</tr>
<tr>
<td>Forward information to Situation Status Officer and others in the EOC. Keep the EOC Manager and Incident Commander informed of events and actions. Work closely with Situation Status to keep track of site operations.</td>
</tr>
</tbody>
</table>
## RESOURCE LOGISTICS ACTIONS

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request site food/water and other personnel support for response teams from the Logistics Chief. Request arrangements for a secure site away from public access (THE EOC IS NOT A SHELTER OPERATION).</td>
</tr>
<tr>
<td>Plan for ongoing operations if damage is severe or field activities appear to be extensive. Coordinate with Logistics Chief, Human Resource Officer, EOC Manager and the Incident Commander to plan for extended operations, especially during non-business hours.</td>
</tr>
<tr>
<td>Helicopter requests: determine landing zone(s) as necessary.</td>
</tr>
</tbody>
</table>

## RECOVERY ACTIONS

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinate and direct the cleanup, salvage, and repair efforts for all facilities. <strong>Have a COOP in place for Facilities Services.</strong></td>
</tr>
<tr>
<td>Provide lists of personnel on duty and any preliminary information on personnel matters or claims to Human Resources.</td>
</tr>
<tr>
<td>Provide information and recommendations to Planning Chief for the After Action Report.</td>
</tr>
<tr>
<td><strong>Support Insurance/FEMA Documentation files with photographs and source documents; time records, field notes, etc.</strong></td>
</tr>
</tbody>
</table>

## ADDITIONAL CONSIDERATIONS

<table>
<thead>
<tr>
<th>Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continued Operations and Resources</strong></td>
</tr>
<tr>
<td>Estimate the duration of the response and develop plans for replacing human and physical resources.</td>
</tr>
<tr>
<td><strong>Extended Operations</strong></td>
</tr>
<tr>
<td>☐ Some incidents could extend for several hours or days.</td>
</tr>
<tr>
<td><strong>Security and Access Control</strong></td>
</tr>
<tr>
<td>☐ Perimeter security needs and resources for night operation.</td>
</tr>
<tr>
<td>☐ Will the campus become a reception point for outside victims?</td>
</tr>
</tbody>
</table>
Checklist 2A-1 - Operations Deputy

Assignment: OPERATIONS DEPUTY

<table>
<thead>
<tr>
<th>Position</th>
<th>M &amp; O Supervisor, Facilities Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Operations Section/General Staff</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.**
- If your office or building is not affected, go to the EOC. (If unable to report to EOC, call Dispatch at 208-282-2515.)
- Once at the EOC, get briefed to help organize and activate the Operations Section.

**Establish a journal/log for recording activities.**

- Assist in establishing a communication link with the Public Safety Dispatcher.
- Assist in evaluating operational needs and response based on:
  - The type of emergency.
  - Location of emergency and types of facilities involved.
  - Size of area involved (limited area or campus wide).
  - Number and type of injuries/casualties.
  - Access routes for emergency vehicles.
  - Assistance required (e.g., medical, fire, Facilities Services, EH&S).
- In coordination with the EOC Manager, Incident Commander and the Planning Chief, assist the Operations Chief to develop a tactical plan.

PRIMARY RESPONSIBILITIES

- Assist Operations Chief in assuming operational command of the response.
- Assist in managing the Operations section of the EOC, including the following response teams:
  - Public Safety
  - Communications Dispatcher
  - Search & Rescue
  - Medical
  - Health & Safety
  - Buildings & Utilities
  - IT/Telecommunications
- Help keep the EOC Manager & Incident Commander informed of response team activities.
- Help evaluate operational information and determine priorities.
- Help to deploy teams to address problems.
**SUPPORT RESPONSIBILITIES**

| Help Operations Chief recommend Mutual Aid needs and resources. |
| Help Operations Chief provide information to Situation Status. |

**FIRST PRIORITY/CONSIDERATION**

| Number one priority is LIFE SAFETY. Help Operations Chief determine if the following branches need to be activated: |
| * Medical for emergency triage or first aid. |
| * Search & Rescue to find and rescue injured and trapped students and staff. |
| * Public Safety to evacuate people away from a danger zone. |
| * Health & Safety to assist with control and containment of a hazardous material. |
| * Assign personnel to videotape and take pictures (before, during, after). |
| With Operations Chief, authorize immediate actions according to safety and emergency operation procedures including on-site treatment of the injured, occupancy status of the buildings, and procedures for relocating students, employees, and visitors away from dangers and hazards. |

**STAFFING ACTIONS**

| Help Operations Chief determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for control of the incident. |
| Help Operations Chief make requests to Logistics for resources, which are needed or will be needed soon. Determine if public agency mutual aid is required for any operations on campus. Upon concurrence with the Incident Commander, determine if outside assistance will be responding; establish procedures and staffing for the incoming assistance. |

**MEDICAL ACTIONS**

| Help Operations Chief direct the establishment of the Medical Staging and Treatment Area. Ensure that supplies are available. Establish and implement procedures and priorities for medical treatment, first aid, etc. Verify that emergency transportation has been called for severe cases; transport to the closest emergency facility. |

**ACCESS CONTROL ACTIONS**

| Help Operations Chief direct staff to cordon off unsafe areas, secure facilities, and control access where there is damage. Have utilities shut down, if presenting a possible hazard. |
| Ensure traffic control is established to provide access for emergency vehicles. |
| Help Operations Chief direct the establishment and control of on campus evacuation reception areas. |
| Deal with requests to re-enter buildings, coordinate with the Incident Commander. |
### PLANNING AND SITUATION STATUS ACTIONS

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist Operations Chief to coordinate with Structural Damage Assessment regarding safety and initial damage inspections, support damage assessment with Building and Utility teams, as required. Following Damage Assessment, continue to have Public Safety inspect and ensure people are kept out of damaged and/or dangerous areas.</td>
</tr>
<tr>
<td>Assist Operations Chief to coordinate with Planning and Structural Damage Assessment to identity priorities for further inspections, repairs, service restoration, and facility restoration.</td>
</tr>
<tr>
<td>Assist Operations Chief to forward information to Situation Status and others in the EOC. Keep the EOC Manager and Incident Commander informed of events and actions. Work closely with Situation Status to keep track of site operations.</td>
</tr>
</tbody>
</table>

### RESOURCE LOGISTICS ACTIONS

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Operations Chief, request site food/water and other personnel support for response teams from the Logistics Chief. Request arrangements for a secure site away from public access (THE EOC IS NOT A SHELTER OPERATION).</td>
</tr>
<tr>
<td>Plan for ongoing operations if damage is severe or field activities appear to be extensive. Assist Operations Chief to coordinate with Logistics Chief, Human Resources Officer, EOC Manager and the Incident Commander to plan for extended operations, especially during non-business hours.</td>
</tr>
<tr>
<td>Helicopter requests: determine landing zone(s) as necessary.</td>
</tr>
</tbody>
</table>

### RECOVERY ACTIONS

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist Operations Chief to coordinate and direct the cleanup, salvage, and repair efforts for all facilities. <strong>Have a COOP in place and implement if necessary for Facilities Services.</strong></td>
</tr>
<tr>
<td>Provide lists of personnel on duty and any preliminary information on personnel matters or claims to Human Resources.</td>
</tr>
<tr>
<td>Provide information and recommendations to Planning for the After Action Report.</td>
</tr>
<tr>
<td><strong>Support the Insurance/FEMA Documentation files with photographs and source documents; time records, field notes, etc.</strong></td>
</tr>
</tbody>
</table>

### ADDITIONAL CONSIDERATIONS

<table>
<thead>
<tr>
<th>Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continued Operations and Resources</strong></td>
</tr>
<tr>
<td>Estimate the duration of the response and develop plans for replacing human and physical resources.</td>
</tr>
<tr>
<td><strong>Extended Operations</strong></td>
</tr>
<tr>
<td>Some incidents could extend for several hours or days.</td>
</tr>
<tr>
<td><strong>Security and Access Control</strong></td>
</tr>
<tr>
<td>Perimeter security needs and resources for night operation.</td>
</tr>
<tr>
<td>Will the campus become a reception point for outside victims?</td>
</tr>
</tbody>
</table>
# Checklist 2B – Public Safety

**Assignment: Public Safety**

<table>
<thead>
<tr>
<th>Position</th>
<th>Captain, Public Safety OR Public Safety Officer On Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Operations</td>
</tr>
</tbody>
</table>

## FOR IMMEDIATE ACTIONS

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on [Evacuation Procedures](#). **Do not go to incident site.**
- If your office or building is not affected, report to the EOC. (If unable to report to EOC, call Dispatch at 208-282-2515.)
- Contact the Operations Chief with the list of team members and obtain equipment and assignments.
- Determine the number of personnel available to respond.
- Keep the Operations Chief briefed.
- Develop an Action Plan for your assignment.
- Advise Situation Status Officer of the Public Safety mission and assignment.
- Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.
- Keep local law enforcement informed and coordinate actions.

## PRIMARY RESPONSIBILITIES

- Provide a rapid warning to the campus community of hazards or dangers.
- Assist with clearing and closing buildings following an earthquake.
- Evacuate people from potential or existing danger.
- Close off areas and control access (limited or no access).
- Traffic control.
- Protect property.

## IF ASSIGNED TO WARN THE CAMPUS OF A DANGER

- Determine who needs to be warned.
- Clarify the message that will be given out. If the message deals with evacuation from an area, be specific where you want people to go.
- Determine the method for giving the warning: in person, by going to specific locations, via public address system on police vehicle, etc.

## IF ASSIGNED TO CLEAR & CLOSE BUILDINGS FOLLOWING AN EARTHQUAKE

- Make sure the plan identifies all building(s) to be searched and closed.
- Obtain safety instructions for damaged buildings:
  - How to recognize hazards.
  - Conditions that would prevent entering a damaged building.
  - Protective clothing, etc.
- Establish a procedure for clearing injured persons from the building.
- Provide each team with materials to post "Building Closed" signs.

## IF ASSIGNED TO EVACUATE AN AREA ON CAMPUS OR THE WHOLE CAMPUS

- Plan should include:
  - Assembly areas and safe exit routes.
  - Traffic control devices, barricades, and signs.
- Review the Closure Plan.
Determine if special transportation is needed.
Assign staff to the reception area.

IF ASSIGNED TO SEARCH OR ASSIST PERSON(S) INJURED OR TRAPPED

Obtain safety instructions for damaged buildings:
- How to recognize hazards.
- Conditions that would prevent entering a damaged building.
- Protective clothing, etc.
- Search assigned areas, according to the established pattern.
- Check each building ensuring complete evacuation. Make a note of unsafe conditions and areas.

Remove any trapped or injured persons, according to established procedures. Assist the injured to the First Aid Center. Send for help if the person cannot be safely moved.

NOTE: If there is structural damage to the building or severe hazard (electrical, fire, hazardous materials, etc.) to officers, advise the Operations Chief before proceeding. You may need to call the Fire Department and other experts to successfully rescue a victim without further harm to yourself and/or the victim. This is especially important for earthquake damaged buildings which may fully collapse during aftershocks.

IF ASSIGNED TO CLOSE OFF AREAS AND/OR CONTROL ACCESS

Determine the type of control of persons and vehicles into and out of the area:

**NO ACCESS:** All people will be prohibited from entering the closed area. Authorized personnel, i.e., campus, local, state, or federal personnel performing emergency work will be permitted entry. Media representatives will be allowed access on a controlled basis.

**LIMITED ACCESS:** Allows persons into closed area according to criteria established by the Incident Commander. Persons entering must abide by the policies established in order to gain entry.

Direct the placement of barricades, traffic control devices, and signs.

Establish an entry system.

Establish and staff control points.

Determine the pass system for entry and exit for the area secured.

PUBLIC SAFETY ALERT AND WARNING RESPONSE - ALL HAZARDS

One aspect of emergency management is the process of issuing an effective warning of danger or hazard to the community. Depending upon the nature of the emergency, there may be time to plan and organize or it may only permit a spontaneous reaction. Alert & Warning is a function of the Emergency Management Operation that deals with the process of notifying the campus community of impending or existing hazards.

OBJECTIVES

The overall objectives of Alert and Warning are:

- Providing a process where the community is advised of potential or existing hazards.
- Protecting lives by issuing alerts that will reduce the potential of risk.
- Providing a rapid notification on short notice to the community.
CONCEPT OF OPERATIONS

During an emergency the Alert and Warning will be coordinated by Management/Command and carried out by Operations. Performance of this function shall be in accordance with established procedures and will involve two distinct modes:

**Mode 1:** During the first few hours of the emergency, Public Safety staff will provide rapid warnings to people in the area with the greatest risk.

**Mode 2:** Once the immediate threat of the emergency has been contained; the alert and warning will involve planned information concerning evacuation and closure of areas.

GENERAL PROCEDURES

**Short Notice Warnings:** This process usually does not allow time to develop specific plans and the objective will be to quickly warn personnel to move from a high risk area to a low risk assembly area. Methods for this process will generally involve one or all of the following:

- Public Safety and/or Police vehicles with messages broadcast over public address systems.
- Personnel with portable public address systems walking through the area.
- Telephone calls, if the system is operational and time permits.

**Advance Notice Warnings:** When time permits, other appropriate methods may be used to get the message disseminated to the public.

PUBLIC SAFETY FIELD COMMAND POST

**RESPONSE - ALL HAZARDS**

A Field Command Post (FCP) is a designated, secure area, wherein those responsible for the incident direction and control can function. Key considerations include security, access and a staging area of all necessary command personnel, regardless of what agency they each represent. The department may establish a FCP for a variety of daily routine operations. This concept is not restricted only to major disasters.

**CONCEPT OF OPERATIONS**

The ranking public safety officer on duty shall evaluate the need for establishing a field command post based on the criteria listed below for an unusual occurrence or major incident:

Will direction and command be improved by establishing a secure area close to the incident in progress?
Will other agencies both on and off campus be responding and participating?

If the answer to either or both of the above questions is yes, then a FCP should be established during an emergency. Performance of this function shall be in accordance with established procedures and will involve two distinct modes:

**Mode 1:** At the beginning of the emergency, the Incident Commander will be involved with determining the location of the Field Command Post, purpose of the FCP, communications, staffing and equipment.

**Mode 2:** Once the Field Command Post has been established, the Incident Commander will evaluate continued operations, replenishing staff & resources, access control, security, and long range operations.
COMMAND POST SITE SELECTION FACTORS

Often the rapid pace of the incident will limit your choices. The public safety vehicle may be your only choice. Select your location with the considerations listed below:

**Usefulness:** Selection of a site, which will provide you with most of the basic necessities, such as, restrooms, telephones, water and power.

<table>
<thead>
<tr>
<th>The first preference for an FCP Site would be a building with one or all of the following: telephone, restrooms, electricity, and a parking lot. You will have to make arrangements for basic needs if the event is extended over a period of time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A site choice should be made with plans to remain there through the duration of the incident. Relocating during the incident creates numerous problems. Plan wisely.</td>
</tr>
</tbody>
</table>

**Accessibility:** An important factor of site selection is the FCP’s accessibility by responding personnel:

<table>
<thead>
<tr>
<th>Responding personnel, especially outside agencies, should be easily directed to the location. Do not pick an obscure location.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The duty dispatcher should advise responding agencies with the FCP location and the best route.</td>
</tr>
<tr>
<td>There should be sufficient area for vehicle parking and staging of personnel and equipment. Consider how heavy equipment would get in, if needed.</td>
</tr>
<tr>
<td>Consideration should be given for establishing a helipad.</td>
</tr>
</tbody>
</table>

**Safety:** The third factor of site selection is safety. The location should be defensible from hostile action or impending hazards.

<table>
<thead>
<tr>
<th>The site during HAZMAT incidents should be at least 2000 feet from the incident and not down wind.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The site should have the ability to provide access control.</td>
</tr>
</tbody>
</table>

**Command Post Equipment/Supplies may include:**

- Barricades, barrier tape, and signs for the scene
- Portable radios
- Portable public address system/megaphones
- First aid kit
- Flashlights/batteries
- Cellular phone
- Portable/external lighting
- Emergency Response Vehicle

**PUBLIC SAFETY ACCESS CONTROL**

**RESPONSE - ALL HAZARDS**

During an extraordinary emergency, particularly following a major disaster or technological incident, it may be necessary to control the movement of persons and vehicles into and out of an area. Access control may be necessary at a vital facility, an area around an incident, or the entire campus.
CONCEPT OF OPERATION
During an emergency the access control function is the responsibility of Public Safety with the assistance of Facilities Services. Performance of this function shall be in accordance with established procedures and will involve two distinct modes:

**Mode 1:** During the first few hours of the emergency, Public Safety along with Facilities Services staff and University resources will be used to quickly limit the access to high hazard areas or specific emergency operations.

**Mode 2:** Once the immediate threat of the emergency has been stabilized, the access control operations will shift toward control and protection of specific areas, such as building(s), casualty collection sites, resource staging areas, etc., or the campus in general.

An emergency could justify the need to close all or part of the campus for a short period of time or up to several days or weeks, depending on the emergency and its severity.

First:

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine what places on campus will need to be closed off.</td>
</tr>
<tr>
<td>Determine what type of area or facility will be controlled.</td>
</tr>
<tr>
<td>Determine how large the area to be controlled is.</td>
</tr>
<tr>
<td>Determine if the closure will involve vehicles and/or pedestrians.</td>
</tr>
<tr>
<td>Determine if people need to be evacuated out of the controlled area first.</td>
</tr>
<tr>
<td>Coordinate with Command.</td>
</tr>
</tbody>
</table>

**IF the area is a vital facility, THEN:**

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine how many people will be needed.</td>
</tr>
<tr>
<td>Determine if the incident requires protection and access control.</td>
</tr>
<tr>
<td>Determine if the personnel need to be armed.</td>
</tr>
<tr>
<td>Determine who may get access and what types of controls will allow entry.</td>
</tr>
</tbody>
</table>

**IF the area is an incident or emergency operations scene, THEN:**

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine the size of the area to be controlled and how many people will be needed.</td>
</tr>
<tr>
<td>Determine if both vehicles and pedestrians are to be controlled.</td>
</tr>
<tr>
<td>Determine equipment needs: radios, flares, reflective vests, lights, etc.</td>
</tr>
<tr>
<td>Assign a person to provide breaks and replace equipment.</td>
</tr>
<tr>
<td>Check access control needs for all pedestrian walkways through the area.</td>
</tr>
<tr>
<td>Contact Logistics for staff, barricades, and signs.</td>
</tr>
<tr>
<td>Arrange for transportation to move staff and equipment.</td>
</tr>
<tr>
<td>Coordinate with Command for handling media requests to enter the area.</td>
</tr>
<tr>
<td>Determine who and what may enter the area and advise control point staff.</td>
</tr>
<tr>
<td>Determine where the media will check in and assemble.</td>
</tr>
<tr>
<td>Advise the EOC when the control measures are in place.</td>
</tr>
<tr>
<td>Confirm with the EOC the policy and procedure for unauthorized entry.</td>
</tr>
<tr>
<td>At street control points, make provisions for emergency vehicles to enter and exit.</td>
</tr>
</tbody>
</table>

**IF the entire campus is to be closed, THEN:**

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow the campus closure procedures.</td>
</tr>
</tbody>
</table>

ADDITIONAL CONSIDERATIONS
Weather conditions.
Night operations.
Wind direction change during hazardous material operations.
Develop contingency plans for reducing or expanding the perimeter. Using outside security personnel or volunteers. What special equipment may be needed? Personnel to direct and staff control points. Signs to control or restrict traffic. Radios to communicate to personnel within and outside the secured area. Establish additional control points. Additional street markers indicating closure of the area. Markers on the surface streets leading to the secured area. Officer patrols within and outside the secured area. Establish a pass system for entry and exit for the secured area. Handle law enforcement duties within and outside secured area. Direct the placement of barricades and traffic control devices. Initiate the entry system.

ACCESS POLICY
The criteria for allowing entry into a closed area will be established by the Incident Commander for an incident. The basic options are either of the following:

NO ACCESS: All people will be prohibited from entering the closed area. Authorized personnel, i.e., campus, local, state, or federal personnel performing emergency work will be permitted entry. Media representatives will be allowed access on a controlled basis.

LIMITED ACCESS: Allows persons into closed area according to criteria established by the Incident Commander. Persons entering must abide by the policies established in order to gain entry.

AUTHORITY

Idaho Code 33-3716(3)
No person shall willfully refuse or fail to leave the property of, or any building or other facility owned, operated, or controlled by the governing board of any such institution of higher education upon being requested to do so by the chief administrative officer, his designee charged with maintaining order on the campus and in its facilities, or a dean of such college or University, if such person is committing, threatens to commit, or incites others to commit, any act which would disrupt, impair, interfere with, or obstruct the lawful missions, processes, procedures, or functions of the institution.

Idaho Code 33-3716(5)
Any person who violates any of the provisions of this section shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed five hundred dollars ($500), or imprisoned in the county jail for a period not to exceed one (1) year, or by both such fine and imprisonment.

VOLUNTEERS

After the initial stages of the Incident, people may begin to arrive volunteering their help. Listed below are some of the uses of volunteers:

Traffic direction and information posts.
Assist with loading and distributing signs and barricades.
Checklist 2C - Dispatch Supervisor

Assignment: DISPATCH SUPERVISOR (Management Assistant)

<table>
<thead>
<tr>
<th>Position</th>
<th>Dispatch Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Operations Support</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION

- Remain Calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.**
- If your office or building is not affected, go to the EOC. (If unable to report to EOC, call Dispatch at 208-282-2515.) Make contact with the Operations Chief with a list of team members and obtain equipment and assignments.
- Immediately assess the communication capabilities (telephone, radio, CCTV, computer networks, etc.) and set up the emergency communications system.
- Initiate Priority Notifications:
  - Incident Commander and EOC Manager
  - Key Incident Command personnel and administrators as directed to by Incident Commander and/or EOC Manager.
  - Additional Public Safety staff
- Establish a priority communication network with any Field Command Post that has been established.
- Develop an Action Plan for operation of the Communication Center. The plan should have contingencies for:
  - Separating radio operations and telephone operations.
  - Maintaining status boards of staging areas, medical operations, and evacuation assembly sites.
  - Tracking the use of radio equipment.
  - Long-term operations.

**Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.**

- Receive and forward to the Logistics Chief information such as notifications, warnings, and other communications.
- Assist with staff recall, as needed.
- When advised, establish and maintain communications with other agencies, as appropriate, beginning with the Operational Area EOC (county).
- Assign and distribute communications equipment, as available.
- Assist departments and organizations with communications, as possible.
- Provide information and recommendations to the Planning Chief for the After Action Report.
- Estimate the duration of the response and develop plans for replacing human and physical resources.
**PRIMARY RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serve as the central point for receiving and sending communications.</td>
</tr>
<tr>
<td>Assist with staff recall.</td>
</tr>
<tr>
<td>Assess communication capabilities and make recommendations.</td>
</tr>
<tr>
<td>Assign and distribute communications equipment.</td>
</tr>
<tr>
<td>Provide the EOC with communications, including runners, and establish communication links with other agencies.</td>
</tr>
</tbody>
</table>

**SUPPORT RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist the campus with communications.</td>
</tr>
</tbody>
</table>
Checklist 2C(a) - Communications Dispatcher

Assignment: COMMUNICATIONS DISPATCHER

<table>
<thead>
<tr>
<th>Position</th>
<th>Public Safety Dispatcher on Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Operations Support</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION

- Remain Calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.**
- If your office or building is not affected, go to Dispatch area or EOC, as directed. If unable to report contact Public Safety at (208) 282-2515 or 3936.
- Your first concern is to dispatch first responders: You will call 911 first, then send officer(s) to respond.
- Incident Commander (Steve Chatterton) Always Call Immediately!
- Immediately assess the communication capabilities (telephone, radio, CCTV, computer networks, etc.) and set up the emergency communications system. **BRING UP CAMERAS IN AFFECTED AREAS!**
- If necessary, initiate notifications per Incident Commander’s Request:
  - Key Incident Command personnel and administrators as directed by Incident Commander or EOC Manager if EOC is opened.
  - Additional Public Safety staff as directed by Incident Commander.
- **Contact WCC (INL Security) at 526-1515**  
  **Contact Idaho State Communications at 1-800-632-8000**
- Establish a priority communication network with any Field Command Post that has been established.
- Other duties as directed by Incident Commander:
  - Bring up the emergenc@isu.edu gmail account and watch for emergency messages
  - Separate radio operations and telephone operations.
  - Receive and forward information such as notifications, warnings, and other communications to the Incident Commander and/or Operations Chief.
  - When advised by Incident Commander or EOC Manager, establish and maintain communications with other agencies, as appropriate, beginning with the Operational Area EOC (county).
  - Long-term operations.
  - **Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.**

PRIMARY RESPONSIBILITIES

- Serve as the central point for receiving and sending communications.
- Assist with staff recall.
- Assess communication capabilities and make recommendations.
- Assign and distribute communications equipment.
- Provide the EOC with communications, including runners, and establish communication links with other agencies.
<table>
<thead>
<tr>
<th>SUPPORT RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist the campus with communications.</td>
</tr>
<tr>
<td>Maintaining status boards of staging areas, medical operations, and evacuation assembly sites.</td>
</tr>
<tr>
<td>Tracking the use of radio equipment.</td>
</tr>
</tbody>
</table>
**Checklist 2D - Search & Rescue**

**Assignment:** SEARCH AND RESCUE

<table>
<thead>
<tr>
<th>Position</th>
<th>Public Safety Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Operations Support</td>
</tr>
</tbody>
</table>

**FOR IMMEDIATE ACTION**

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remain calm.</td>
</tr>
<tr>
<td>Turn on your cellular phone.</td>
</tr>
<tr>
<td>If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on <em>Evacuation Procedures</em>. <strong>Do not go to incident site.</strong></td>
</tr>
<tr>
<td>If your office or building is not affected, go to the staging area at the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Make contact with the Operations Chief with a list of team members and obtain equipment and assignments. Determine the number of personnel available to respond. Keep the Operations Chief briefed. Develop an Action Plan for Search &amp; Rescue operations. The plan should have contingencies for: Safety instruction for emergency team members. Protective equipment and clothing. Identifying structural damage to buildings or severe hazards that would require specialized equipment and personnel to successfully rescue a victim without further harm to team members and/or the victim.</td>
</tr>
<tr>
<td>Implementing Search &amp; Rescue mutual aid plans.</td>
</tr>
<tr>
<td>Report the results of assignment operations to the Situation Status Officer under the Planning Section (deaths, injuries, etc.).</td>
</tr>
<tr>
<td>Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.</td>
</tr>
</tbody>
</table>

**PRIMARY RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search the campus.</td>
</tr>
<tr>
<td>Assist and rescue victims.</td>
</tr>
<tr>
<td>Evacuate and remove persons trapped or injured.</td>
</tr>
</tbody>
</table>

**SUPPORT RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damage Assessment: Collect and report information concerning damaged facilities searched.</td>
</tr>
</tbody>
</table>

**ADDITIONAL ITEMS**

- **Outside Agency Issues**-Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.

- **Extended Operations**-Some incidents could extend for several hours or days. Search & Rescue must determine continued availability of staff and resources and arrange for replacements.

- **Deployment and Release**-It is important that Search & Rescue closely monitor the use and release of outside resources. Outside agencies are not familiar with the campus and should be either thoroughly briefed or assisted by a member of the campus.
SEARCH & RESCUE SUPPORT

SUPPORTING ORGANIZATIONS & RESPONSIBILITIES

- Public Safety has overall responsibility for rescue operations.
- Facilities Services will assist with heavy equipment, trucks, forklifts and personnel.
- Technical faculty and staff, when available, will provide expert advice on buildings and structures.
- City and county fire departments will be requested for large and specialized rescue operations.
Checklist 2E - Medical

**Assignment: MEDICAL**

<table>
<thead>
<tr>
<th>Position</th>
<th>Assistant Director, Student Health Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Operations Support</td>
</tr>
</tbody>
</table>

**FOR IMMEDIATE ACTION**

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.**
- If your building or office is not affected, report to the staging area at the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Make contact with the Operations Chief with a list of team members and obtain equipment and assignments.
- Determine the number of personnel available to respond.
- Keep the Operations Chief briefed.
- Develop an Action Plan for Medical operations. The plan should have contingencies for:
  - An emergency First Aid Station for the campus community and emergency workers.
  - Transporting the critically injured to medical facilities.
  - Setting up a triage operation at specific location for mass injuries.
  - Implementing medical mutual aid.
  - Implementing a coroner operation and a temporary morgue.
  - Report the results of assignment operations to the Situation Status Officer under the Planning Section (injuries, deaths, etc.)
  - Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

**PRIMARY RESPONSIBILITIES**

- Activate and staff a First Aid Center.
- Provide first aid to injured persons.
- Arrange for and coordinate hospital transportation.
- Establish a temporary morgue, if necessary.

**SUPPORT RESPONSIBILITIES**

- Rescue Operations.

**ADDITIONAL ITEMS**

**Outside Agency Issues**

Responding medical agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.

**Extended Operations**

Some incidents could extend for several hours or days. Medical must determine continued availability of staff and resources and arrange for replacements.
MEDICAL SUPPORT: OPERATIONS

RESPONSE - ALL HAZARDS

<table>
<thead>
<tr>
<th>Request that field teams report persons needing medical assistance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine number and location of persons requiring medical attention.</td>
</tr>
<tr>
<td>Report information to the EOC.</td>
</tr>
<tr>
<td>Request assistance with incoming ambulance and medical personnel.</td>
</tr>
<tr>
<td>Assign staff until county responders arrive.</td>
</tr>
<tr>
<td>Request Medical staff be sent to the site or transport victims to Health Center.</td>
</tr>
<tr>
<td>Provide assistance to the EOC in accordance with the County Medical Casualty Incident Procedures.</td>
</tr>
<tr>
<td>Obtain and record information on identity of victims and destination of transported casualties.</td>
</tr>
</tbody>
</table>

If county medical units cannot respond sufficiently under extreme emergency situation, consider the following actions as appropriate:

<table>
<thead>
<tr>
<th>Establish contact with the EOC and determine condition of the local hospitals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request the EOC contact outside public and private medical organizations to determine the availability of personnel and services.</td>
</tr>
<tr>
<td>Contact the EOC and determine which facilities will be used to support the MEDICAL operation.</td>
</tr>
<tr>
<td>Allocate staff to the following locations or activities as required:</td>
</tr>
<tr>
<td>Casualty Collection Point</td>
</tr>
<tr>
<td>Student Health Services: In the event that the Student Health Services building is compromised, the primary alternative site will be the Pond Student Union Building. The secondary alternative site will be the Rendezvous Building.</td>
</tr>
<tr>
<td>Transport of injured</td>
</tr>
<tr>
<td>Staging location of medical support</td>
</tr>
<tr>
<td>Location of temporary morgue</td>
</tr>
<tr>
<td>Mobilize and brief volunteer medical personnel. Assign volunteer medical staff to medical care sites. Ensure that briefings for staff and volunteers include:</td>
</tr>
<tr>
<td>Triage</td>
</tr>
<tr>
<td>Arrest of significant bleeding</td>
</tr>
<tr>
<td>Use of intravenous solution</td>
</tr>
<tr>
<td>Pain relief</td>
</tr>
<tr>
<td>Tagging injured</td>
</tr>
<tr>
<td>Patient tracking</td>
</tr>
<tr>
<td>Identification and handling of facilities</td>
</tr>
<tr>
<td>Ensure that injured people who require supplemental treatment are taken to the Casualty Collection Point site.</td>
</tr>
<tr>
<td>Determine the following support needs and request from the EOC:</td>
</tr>
<tr>
<td>Medical Supplies</td>
</tr>
<tr>
<td>Portable generators</td>
</tr>
<tr>
<td>Emergency radio net</td>
</tr>
<tr>
<td>Transportation for victims to other medical facilities</td>
</tr>
<tr>
<td>Food and water</td>
</tr>
<tr>
<td>Conduct a periodic poll of injured and casualties to determine additional support requirements.</td>
</tr>
</tbody>
</table>
MEDICAL SUPPORT: DISASTER TRIAGE PROCEDURES

During disaster situations that produce mass casualties and tax or overwhelm available campus medical resources, it may be necessary to use unusual techniques to provide the most effective aid. Under such conditions, the rule of "the greatest good for the greatest number" will be the guiding principle.

The disaster medical care triage procedure initiated at campus disaster sites and disaster medical care facilities should be in accordance with the following guidelines:

Priority I - Immediate transport. First priority casualties are those that have life threatening injuries that are readily correctable. For purposes of priority for transport to a hospital, a second sorting or review may be necessary so only those "transportable" cases are taken first. Some may require extensive stabilization at the scene before transport.

Priority II - Delayed transport of casualties are all those whose therapy may be delayed without significant threat to life or limb and those for whom extensive or highly sophisticated procedures are necessary to sustain life.

Casualties requiring minimal care will not be tagged or registered. They will not be given professional level care and will not be admitted to hospitals. They will be sent from the incident scene in order to reduce confusion unless they are needed to assist as litter bearers or first aid staff.

The dead will be identified by an "X" on the forehead or covered with marked material. Professional opinion will be sought where needed. They will be completely covered with a sheet, blanket or other available opaque material. They should be moved out of the immediate casualty sorting area by the Coroner team as soon as practicable.

Panic stricken or psychologically disturbed persons, who might interfere with casualty handling, should be isolated from the incident scene as soon as possible.

MEDICAL SUPPORT: MULTIPLE CASUALTY INCIDENT PLAN

Emergency Medical Services (EMS) are normally provided to the campus through an EMS system administered by the county. The EMS system has detailed procedures for responding to multiple casualty incidents.

Multiple casualty incidents may occur on campus as a result of events such as fire, explosion, vehicle accident, or hazardous materials release. If a major incident occurs on campus, the Local Emergency Operations Center may be activated.

The Communications Dispatcher will contact the local Police Department at 234-6100. In an area wide emergency that results in casualties on campus and delays or reduces the county EMS system's ability to respond, the campus medical response will be managed by the Medical Branch under the Operations Section.

The response of campus personnel to the incident will be governed by the following guidelines:

The Communications Dispatcher will request an EMS response through the Police Communication Center. Information will be provided on the number of casualties, conditions, and any special hazards. Public Safety units will escort ambulances to the site and will assist ambulance personnel in establishing an ambulance staging area.
Public Safety personnel responding to the scene will establish a perimeter and, as feasible, initiate rescue and provide first aid to the victims.

Student Health Services will be notified and placed on standby. A campus medical team will respond to the scene if the incident is a major medical emergency or larger incident, or if ambulance response is unduly delayed. Any medical personnel on scene will identify themselves to the incident commander or medical supervisor and provide assistance as requested.

**CORONER OPERATION: SUPPORT**

**SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES**

Student Health Services is the primary unit for supporting coroner operations on campus.

The county coroner has support responsibility for coroner operations county-wide including the campus.

Local mortuaries and morticians will provide personnel and facilities for handling fatalities.

**CORONER OPERATION: RESPONSE**

**RESPONSE - ALL HAZARDS**

| Determine the impact of the incident and have the EOC contact the county coroner. |
| Make recommendations to the EOC for sites that would be suitable as a temporary morgue. |
| Refer all inquiries concerning number of the deceased to the EOC. |
| Determine the number of personnel immediately available for assistance. |
| Ensure personnel assisting the recovery teams understand the county coroner policies and procedures. |

If the county coroner/medical examiner cannot be contacted under extreme emergencies, consider the following actions as appropriate:

| Designate Fatality Recovery Teams and prioritize assignments. |
| Check condition of critical equipment and supplies. Obtain body bags, tags, gloves, masks and other support items. |
| Assign staff for the following functions as needed: |
| Recovery teams |
| Identification records |
| Morgue |
| Assign a person to handle records and personal effects. |
| Establish a communication system between the temporary morgue and EOC. |
| Check with Operations before using or entering a damaged facility. Ensure staff have adequate protective clothing and equipment. |
| Coordinate activities with Law Enforcement, Fire, Medical, and Search & Rescue operations. |
| Observe assigned staff carefully for indications of stress. |
| Evaluate the need for security of the temporary morgue. |
| Advise Transportation of the coroner transport needs. |

10/06/2014
# Checklist 2F - Health & Safety

## Assignment: HEALTH AND SAFETY

<table>
<thead>
<tr>
<th>Position</th>
<th>Safety Officer, Facilities Services &amp; Director, Health Physics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Operations Support</td>
</tr>
</tbody>
</table>

## FOR IMMEDIATE ACTION

1. Remain calm.
2. Turn on your cellular phone.
3. If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on [Evacuation Procedures](#). **Do not go to incident site.**
4. If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Make contact with the Operations Chief with a list of team members and to obtain equipment and assignments.
5. Determine the number of personnel available to respond.
7. Develop an Action Plan for Health & Safety operations. The plan should have contingencies for:
   - Safety instruction for emergency workers.
   - Providing protective equipment and clothing.
   - Providing critical information to fire fighters concerning hazardous materials contained inside buildings.
   - Analyzing building HazMat conditions for rescue work, repair operations, and building inspection.
   - Preparing a sanitation plan.
   - Implementing the Health & Safety mutual aid.
8. Report the results of assignment operations to the Situation Status Officer under the Planning Section (injuries, deaths, etc.)
9. **Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.**
PRIMARY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Identify, control, and contain chemical, biological, and radiological hazards that impact the emergency response.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide emergency workers with appropriate safety instructions and protective clothing to safely carry out their mission.</td>
</tr>
<tr>
<td>Provide and implement a sanitation plan for emergency operations.</td>
</tr>
</tbody>
</table>

SUPPORT RESPONSIBILITIES

| Assist Search & Rescue Officer and Building & Utilities Officer with identifying chemical, biological, and radiological hazards. |

ADDITIONAL ITEMS

Outside Agency Issues
Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.
Checklist 2G - Building & Utility

**Assignment: BUILDING AND UTILITY**

<table>
<thead>
<tr>
<th>Position</th>
<th>M&amp;O Supervisor and Shops Supervisor, Facilities Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Operations Support</td>
</tr>
</tbody>
</table>

**FOR IMMEDIATE ACTION**

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.**
- If your office or building is not affected, report to the staging area at the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Make contact with the Operations Chief with the list of team members and to obtain equipment and assignments.
- Determine the number of personnel available to respond.
- Keep the Operations Chief briefed.
- Develop an Action Plan for Building & Utility operations. The plan should have contingencies for:
  - Shutting off gas, power and broken water lines.
  - Restoring utilities to emergency operations.
  - Providing protective equipment and clothing.
  - Clearing streets and areas for emergency vehicles and equipment.
  - Inspection of buildings.
  - Installing lighting for night operations.
  - Emergency construction to sustain the emergency operation.
  - Implementing construction and engineering mutual aid.
- Report the results of assignment operations to the Situation Status Officer under the Planning Section (injuries, deaths, etc.)
- Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.
PRIMARY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspect and document damage to facilities, in accordance with Structural Damage Assessment.</td>
</tr>
<tr>
<td>Inspect utility systems and turn off utilities, when necessary.</td>
</tr>
<tr>
<td>Assist with closing off areas and streets, debris clearance for emergency equipment, and building inspection.</td>
</tr>
</tbody>
</table>

SUPPORT RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist Search &amp; Rescue Officer with the securing of utilities and initial inspection for structural integrity.</td>
</tr>
</tbody>
</table>

ADDITIONAL ITEMS

Outside Agency Issues
Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.

Extended Operations
Some incidents could extend for several hours or days. Building & Utility must determine continued availability of these resources and arrange for long-term operations.

BUILDING & UTILITY: SUPPORT

SUPPORT ORGANIZATIONS & RESPONSIBILITIES

Facilities Services Operations has the overall responsibility for construction and engineering operations on campus.
Procurement will procure goods, services and equipment.
The Finance Section will arrange for financing and will maintain financial records.
The Facilities Services Facilities Planning will provide expert advice on structural problems.
Maintenance and Operations will assist in turning off utilities, repair and debris clearance.
The Technical Safety Officer will provide expert advice as requested.
Public Safety will provide facility security and check electrical hazards and damage.

BUILDING & UTILITY: GENERAL RESPONSE

RESPONSE - ALL HAZARDS

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review initial reports on facility damage and recommend action required to the EOC to evacuate severely damaged areas. Report what repairs are necessary to remaining facilities.</td>
</tr>
<tr>
<td>Report:</td>
</tr>
<tr>
<td>Any damage/hazards and general conditions on campus to the EOC.</td>
</tr>
<tr>
<td>Roads that are impassable.</td>
</tr>
<tr>
<td>Alternate routes that are available.</td>
</tr>
<tr>
<td>Buildings that are safe for usage.</td>
</tr>
<tr>
<td>Buildings that are unsafe for usage.</td>
</tr>
<tr>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Parking lots, fields that can be used as holding areas for supplies, people, etc.</td>
</tr>
<tr>
<td>Request information regarding damage or debris problems.</td>
</tr>
<tr>
<td>Check for chemical and electrical hazards.</td>
</tr>
<tr>
<td>Report injuries to the EOC.</td>
</tr>
<tr>
<td>Keep Planning advised of information reported from field personnel.</td>
</tr>
<tr>
<td>Determine resources required for emergency repair and debris clearance:</td>
</tr>
<tr>
<td>Bannock County</td>
</tr>
<tr>
<td>Local contractors</td>
</tr>
<tr>
<td>Local school system</td>
</tr>
<tr>
<td>Other universities/colleges in the area</td>
</tr>
<tr>
<td>ISU's Engineering Department</td>
</tr>
<tr>
<td>Arrange for contractor assistance through Logistics Chief</td>
</tr>
<tr>
<td>If closure is ordered, implement closure procedures.</td>
</tr>
<tr>
<td>Provide Finance Chief with estimated damage/loss costs to facilities, roads, and other property.</td>
</tr>
</tbody>
</table>

### EARTHQUAKE - SPECIFIC ACTIONS

<table>
<thead>
<tr>
<th>Check key facilities to determine extent of damage and ability to operate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine capacity and safety of any key roadways.</td>
</tr>
<tr>
<td>Report all unsafe structures and roads.</td>
</tr>
<tr>
<td>Post all hazardous structures.</td>
</tr>
<tr>
<td>Post and close routes as required.</td>
</tr>
<tr>
<td>Establish priorities for repair and debris clearance in conjunction with the EOC.</td>
</tr>
<tr>
<td>Identify major debris problems.</td>
</tr>
<tr>
<td>Determine status of available equipment for repair and for debris removal.</td>
</tr>
<tr>
<td>Determine volunteer worker force needed.</td>
</tr>
<tr>
<td>Identify need for barricades/cones. Procure or fabricate as necessary.</td>
</tr>
<tr>
<td>Develop requisition lists for various equipment and materials needed for repair, temporary facilities, and rebuilding/replacement. Submit this information to Logistics.</td>
</tr>
<tr>
<td>Determine fuel requirements for vehicles and equipment, advise Logistics.</td>
</tr>
</tbody>
</table>
### HAZARDOUS MATERIALS - SPECIFIC ACTIONS

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide or construct barricades for hazardous areas on campus in coordination with Public Safety.</td>
</tr>
<tr>
<td>Assist Public Safety in controlling on campus routes and exits to surrounding communities.</td>
</tr>
</tbody>
</table>

### FLOOD - SPECIFIC ACTIONS

Problems may develop over a few hours or a few days. Monitoring of susceptible areas should be initiated whenever torrential rains occur:

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign personnel to monitor known flood or rain damage.</td>
</tr>
<tr>
<td>Prepare a plan for sand bagging flooded areas.</td>
</tr>
<tr>
<td>Assign personnel to assist in moving material and equipment from endangered areas to upper floors, as needed.</td>
</tr>
<tr>
<td>Shut down systems in locations where electrical hazards are present.</td>
</tr>
<tr>
<td>Assign personnel to assist law enforcement personnel in barricading flooded areas on campus.</td>
</tr>
</tbody>
</table>

### BUILDING & UTILITY: UTILITY EMERGENCIES RESPONSE - ALL HAZARDS

The following action may/will be taken under any major emergency affecting the campus:

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review initial reports on utility outages and problems and recommend to the command center necessary action required to restore service.</td>
</tr>
<tr>
<td>Report to the EOC any dangerous areas or hazards:</td>
</tr>
<tr>
<td>Transformer leaks.</td>
</tr>
<tr>
<td>Broken high voltage electrical lines.</td>
</tr>
<tr>
<td>Electrical substation damage.</td>
</tr>
<tr>
<td>Ruptured gas lines.</td>
</tr>
<tr>
<td>Ruptured water lines.</td>
</tr>
<tr>
<td>Ruptured sewage lines.</td>
</tr>
<tr>
<td>Post danger signs and barricade as necessary.</td>
</tr>
<tr>
<td>Establish contact with various utilities:</td>
</tr>
<tr>
<td>Electric company</td>
</tr>
<tr>
<td>Gas company</td>
</tr>
<tr>
<td>Water and sanitation</td>
</tr>
<tr>
<td>Coordinate telephone utility requirements with telephone services.</td>
</tr>
<tr>
<td>Act as point of contact for information flow between EOC and utility companies on problems and report progress.</td>
</tr>
<tr>
<td>Schedule all utility repairs as directed by the EOC.</td>
</tr>
</tbody>
</table>
Checklist 2H - IT/Telecommunications

Assignment: IT/Telecommunications

<table>
<thead>
<tr>
<th>Position</th>
<th>Chief Information Officer, IT Services &amp; Manager, Networking &amp; Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Operations Support</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION

<table>
<thead>
<tr>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remain calm.</td>
</tr>
<tr>
<td>Turn on your cellular phone.</td>
</tr>
<tr>
<td>If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. <strong>Do not go to incident site.</strong></td>
</tr>
<tr>
<td>If your office or building is not affected, report to the staging area at the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.)</td>
</tr>
<tr>
<td>Determine the number of personnel available to respond.</td>
</tr>
<tr>
<td>Make contact with the Operations Chief with the list of team members and to obtain equipment and assignments.</td>
</tr>
<tr>
<td>Develop an Action Plan to establish telecommunications and network connectivity.</td>
</tr>
<tr>
<td>Coordinate with the Operations Chief and Public Safety to ensure/maintain essential computer programs/connectivity is available. Keep the Operations Chief briefed.</td>
</tr>
<tr>
<td>Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.</td>
</tr>
</tbody>
</table>
General Staff - Planning Section

Checklist 3A - Planning Chief

Assignment: PLANNING CHIEF

<table>
<thead>
<tr>
<th>Position</th>
<th>Facilities Planning Director, Facilities Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Planning Section/General Staff</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.**
- If your office or building is not affected, report to the EOC. (If unable to report to the EOC, call Dispatch at 208-282-2515.)
- Manage the Planning Section: provide and maintain current and updated information on the emergency situation.
- Activate Situation Status, ensuring the displays are set up and maintained and the proper reports are made.
- Activate Structural Damage Assessment, assuring that:
  - Initial facility inspections are made and that proper reports and assessments are made.
  - All damage to ISU facilities is fully documented, damage estimates are made, and damaged buildings are posted and secured.
  - Coordinate with the Operations Section regarding facility inspections and posting; determine whether follow-up inspections are required.
  - Advise need for structural engineers or other structural specialists.
  - Coordinate damage assessment with other EOC functions.
  - Make plans for ongoing operations to include the expected duration and extent of the response effort and initiation of recovery activities and programs.
  - Identify immediate repair and construction projects, prioritizing for public and employee safety and assure containment of hazards and unsafe areas and priority use of buildings.
  - Coordinate with the EOC Manager and Incident Commander to begin on projects and prepare the Incident Action Plan.
  - Determine that information is verified for accuracy and consistency before it is recorded or reported.
  - Assist with Insurance/FEMA Documentation for disaster assistance programs.
| Provide copies of inspection reports and video/photographs to substantiate damage and estimates. |
| Collect information from all response staff and prepare the After Action Report for the Incident Commander’s signature. |
| Assist Finance Chief with the continuing application process for disaster assistance. |

**PRIMARY RESPONSIBILITIES**

- Oversee the management, display, and maintenance of all information about the following:
  - Situation status
  - Planning for ongoing operations, developing the action plan
  - Engineering safety
  - Damage inspections
  - Damage assessment
  - Recovery aspects
- Coordinate with the Operations Section and others in the EOC for damage inspection / assessment team operations.
- Manage the shutdown and restoration of damaged facilities.
- Ensure the survey of all structures and that posting and restricting entrance to campus is completed.

**SUPPORT RESPONSIBILITIES**

- Insurance/FEMA Documentation and program.

**ADDITIONAL ITEMS TO CONSIDER**

| Campus condition: |
| What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community? |

| Campus closure: |
| Will the incident require the closure of campus? How long will the campus be closed? What information will students, faculty and staff need? |
| When will the academic process resume? |
## Checklist 3A-1 - Planning Deputy

### Assignment: PLANNING DEPUTY

<table>
<thead>
<tr>
<th>Position</th>
<th>Architect, Facilities Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Planning Section/General Staff</td>
</tr>
</tbody>
</table>

### FOR IMMEDIATE ACTION

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. Do not go to incident site.
- If your office or building is not affected, report to the EOC. (If unable to report to the EOC, call Dispatch at 208-282-2515.) Assist in the management of the Planning Section; provide and maintain current and updated information on the emergency situation.
- Activate Situation Status, ensuring the displays are set up and maintained and the proper reports are made.
- Assist in activating Structural Damage Assessment, assuring that:
  - Initial facility inspections are made and that proper reports and assessments are made.
  - All damage to ISU facilities is fully documented, damage estimates are made, and damaged buildings are posted and secured.
  - Coordinate with the Operations Section regarding facility inspections and posting; determine whether follow-up inspections are required.
  - Advise need for structural engineers or other structural specialists.
  - Coordinate damage assessment with other EOC functions.
  - Make plans for ongoing operations to include the expected duration and extent of the response effort and initiation of recovery activities and programs.
  - Identify immediate repair and construction projects, prioritizing for public and employee safety and assure containment of hazards and unsafe areas and priority use of buildings.
  - Coordinate with the EOC Manager and Incident Commander to begin on projects and prepare the Incident Action Plan.
  - Determine that information is verified for accuracy and consistency before it is recorded or reported.
  - Assist with Insurance/FEMA Documentation (Manager, Accounting Services) for disaster assistance programs.
  - Collect information from all response staff and prepare the After Action Report for the Incident Commander’s signature.
  - Assist Finance Chief with the continuing application process for disaster assistance.
### PRIMARY RESPONSIBILITIES

| Assist in the management, display, and maintenance of all information about the following: |
| Situation status |
| Planning for ongoing operations, developing the action plan |
| Engineering safety |
| Damage inspections |
| Damage assessment |
| Recovery aspects |
| Coordinate with the Operations Section and others in the EOC for damage inspection / assessment team operations. |
| Coordinate with the Operations Section and others in the EOC for damage inspection / assessment team operations. |
| Ensure the survey of all structures and that posting and restricting entrance to campus is completed. |

### SUPPORT RESPONSIBILITIES

| Insurance/FEMA Documentation and program. |

### ADDITIONAL ITEMS TO CONSIDER

| Campus condition: |
| What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community? |
| Campus closure: |
| Will the incident require the closure of campus? How long will the campus be closed? What information will students, faculty and staff need? |
| When will the academic process resume? |
## Checklist 3B - Situation Status

### Assignment: SITUATION STATUS

<table>
<thead>
<tr>
<th>Position</th>
<th>Facilities Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Planning Support</td>
</tr>
</tbody>
</table>

### FOR IMMEDIATE ACTION

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remain calm.</td>
</tr>
<tr>
<td>Turn on your cellular phone.</td>
</tr>
<tr>
<td>If situation warrants evacuation of your building, coordinate evacuation with Public Safety.</td>
</tr>
<tr>
<td>See the Emergency Response Plan on <a href="#">Evacuation Procedures</a>. Do not go to incident site.</td>
</tr>
<tr>
<td>If your office or building is not affected, report to the Emergency Operations Center (EOC).</td>
</tr>
<tr>
<td>(If unable to report to EOC, call Dispatch at 208-282-2515.) Check in with the Planning Chief.</td>
</tr>
<tr>
<td>Install and set up status boards, maps and other displays. Collect information from all available sources and post it for easy access and interpretation, keeping the displays current and updated as new information is received.</td>
</tr>
<tr>
<td>Quickly collect Priority 1 information necessary to determine operational problems and immediate needs of the victims:</td>
</tr>
<tr>
<td>Type of emergency (e.g., fire, earthquake)</td>
</tr>
<tr>
<td>Location of emergency</td>
</tr>
<tr>
<td>Types of facilities involved (student housing, classrooms, etc.)</td>
</tr>
<tr>
<td>Size of area involved (limited area or campus wide)</td>
</tr>
<tr>
<td>Incident Command Post location</td>
</tr>
<tr>
<td>Staging Area locations</td>
</tr>
<tr>
<td>Access routes for emergency vehicles</td>
</tr>
<tr>
<td>Assistance required (e.g., medical, fire, Facilities Services)</td>
</tr>
<tr>
<td>Number and type of casualties/injuries</td>
</tr>
<tr>
<td>Identify inconsistencies or information that obviously are not correct.</td>
</tr>
<tr>
<td>Refer to the appropriate EOC section to verify and clear up any problems.</td>
</tr>
<tr>
<td>Refrain from posting information until it is verified.</td>
</tr>
<tr>
<td>Maintain the EOC Activity Log. (Record major events, situation reports, major decisions, etc.)</td>
</tr>
<tr>
<td>Provide copies to the EOC Manager and other EOC staff as needed.</td>
</tr>
<tr>
<td>Evaluate information and disseminate it to EOC staff, assisting with periodic briefings.</td>
</tr>
<tr>
<td>Provide information to Structural Damage Assessment for use in compiling damage cost estimates.</td>
</tr>
<tr>
<td>Assist the Public Information Officer by providing and verifying information and assisting with rumor control.</td>
</tr>
</tbody>
</table>
Monitor radio and television broadcasts for information that is of importance to ISU operations, including:

- Weather
- Transportation routes status
- Local sheltering sites
- Reports from other Idaho college/University campuses
- Major Activities from the city and county
- Take pictures of status boards at regular intervals as a record keeping measure to track the progress of operations.
- Provide information, recommendations, and assistance to the Planning Chief for the After Action Report.

**PRIMARY RESPONSIBILITIES**

- Collect, verify and process all information and intelligence.
- Evaluate and disseminate information throughout the EOC. Monitor radio and television information.
- Maintain the current status of all ISU buildings, facilities, and operations.
- Post and maintain status boards and other EOC displays.
- Identify inconsistencies and verify information for accuracy.

**SUPPORT RESPONSIBILITIES**

- Assist the PIO with information verification, rumor control, and event posting.
- Assist the Operations Chief with keeping track of field operations, staff, numbers and the progress of building inspections.

**ADDITIONAL ITEMS TO CONSIDER**

- **Campus condition:**
  - What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community?

- **Documentation:**
  - Remind other Section Chiefs to document their activities for recovery records.
Checklist 3C - Structural Damage Assessment

Assignment: STRUCTURAL DAMAGE ASSESSMENT

<table>
<thead>
<tr>
<th>Position</th>
<th>Senior Architect, Facilities Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Planning Support</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. Do not go to incident site.
- If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Check in with the Planning Section and set up the Damage Assessment position.
- Coordinate with the EOC Manager and Operations Chief to determine their priorities for the initial building inspections and develop a priority list; also determine if it is safe for the inspectors.
- Coordinate with the Operations Chief to assign the Building and Utility teams and schedule inspections of the buildings, ensuring they are provided with safety and personal protective equipment.
- Receive reports and keep files on damaged buildings.
- Forward copies of reports and information to Insurance/FEMA Documentation.
- Post and secure damaged buildings and recommend emergency repairs.
- Follow the damaged building guidelines. If inspection operations require further inspection, contact the Operational Area EOC to request inspections.
- Contact utility and contracted resources as needed for special areas.
- Identify and categorize specific locations of damage and amounts of loss, updating as necessary; provide the reports to the EOC Manager, the Planning Chief and Situation Status.
- Obtain copies of all field inspection reports; establish files by site location; keep and maintain originals of all reports and other documentation of ISU damage and losses by site location.
- Assess repair and restoration costs; provide assessments to the Planning Chief; update as more information is received.
- Provide information, recommendations, and assistance to the Planning Chief for the After Action Report.
- Support Finance Chief with the Insurance/FEMA disaster assistance application process.
### PRIMARY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign teams to make the initial damage inspections, coordinating with the Operations Section.</td>
</tr>
<tr>
<td>Assess and document damage to buildings and facilities.</td>
</tr>
<tr>
<td>Determine the occupancy status of buildings then post and secure unsafe buildings.</td>
</tr>
<tr>
<td>Recommend building emergency repairs.</td>
</tr>
<tr>
<td>Maintain complete records of all damage and losses, by site location.</td>
</tr>
<tr>
<td>Assess repair and restoration costs.</td>
</tr>
<tr>
<td>Provide contract management for all emergency repairs.</td>
</tr>
<tr>
<td><strong>Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.</strong></td>
</tr>
</tbody>
</table>

### SUPPORT RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist the Public Information Officer with damage assessment information.</td>
</tr>
<tr>
<td>Assist the Operations Chief with inspections and field operations.</td>
</tr>
<tr>
<td>Assist the Insurance/FEMA application process.</td>
</tr>
</tbody>
</table>
Checklist 3D - Infrastructure Damage Assessment

Assignment: INFRASTRUCTURE DAMAGE ASSESSMENT

<table>
<thead>
<tr>
<th>Position</th>
<th>Facilities Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Planning Support</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on [Evacuation Procedures](#). Do not go to incident site.
- If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to the EOC, call Dispatch at 208-282-2515.) Check in with the Planning Section and set up the Damage Assessment position.
- Coordinate with the EOC Chief and Operations Chief to determine their priorities for the initial building inspections and develop a priority list; also determine if it is safe for the inspectors.
- Coordinate with the Operations Chief to assign the Building and Utility teams and schedule inspections of the buildings, ensuring they are provided with safety and personal protective equipment.
- Receive reports and keep files on damaged infrastructure.
- Forward copies of reports and information to Insurance/FEMA Documentation.
- Post and secure damaged infrastructure and recommend emergency repairs.
- Contact utility and contracted resources as needed for special areas.
- Identify and categorize specific locations of damage and amounts of loss, updating as necessary; provide the reports to the EOC Chief, the Planning Chief and Situation Status.
- Obtain copies of all field inspection reports; establish files by site location; keep and maintain originals of all reports and other documentation of ISU damage and losses by site location.
- Assess repair and restoration costs; provide assessments to the Planning Chief; update as more information is received.
- Provide information, recommendations, and assistance to the Planning Chief for the After Action Report.
- Support Finance Chief with the Insurance/FEMA disaster assistance application process.
### PRIMARY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign teams to make the initial damage inspections, coordinating with the Operations Section.</td>
</tr>
<tr>
<td>Recommend emergency repairs.</td>
</tr>
<tr>
<td>Maintain complete records of all damage and losses, by site location.</td>
</tr>
<tr>
<td>Assess repair and restoration costs.</td>
</tr>
<tr>
<td>Provide contract management for all emergency repair contracts.</td>
</tr>
<tr>
<td>Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.</td>
</tr>
</tbody>
</table>

### SUPPORT RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist the Public Information Officer with damage assessment information.</td>
</tr>
<tr>
<td>Assist the Operations Chief with inspections and field operations.</td>
</tr>
<tr>
<td>Assist the Insurance/FEMA application process.</td>
</tr>
</tbody>
</table>
General Staff - Logistics Section

Checklist 4A - Logistics Chief

Assignment: LOGISTICS CHIEF

Position | Supervisor, Transportation Services
Section  | Logistics Section/General Staff

FOR IMMEDIATE ACTION

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remain calm.</td>
</tr>
<tr>
<td>Turn on your cellular phone.</td>
</tr>
<tr>
<td>If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. Do not go to incident site.</td>
</tr>
<tr>
<td>If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.)</td>
</tr>
<tr>
<td>Set up and organize the Logistics Section; function as the Logistics Section head.</td>
</tr>
<tr>
<td>Check with Operations Chief and Planning Chief to identify resources that will be needed.</td>
</tr>
<tr>
<td>Arrange for the inventory and distribution of available resources and equipment.</td>
</tr>
<tr>
<td>Prepare for the provision of all resources for the operation, including procurement and delivery arrangements for the following possibilities:</td>
</tr>
<tr>
<td>Facilities</td>
</tr>
<tr>
<td>Transportation vehicles and supplies</td>
</tr>
<tr>
<td>Equipment maintenance</td>
</tr>
<tr>
<td>Food/water/shelter supplies and facilities</td>
</tr>
<tr>
<td>Communications equipment and personnel</td>
</tr>
<tr>
<td>Personnel support</td>
</tr>
<tr>
<td>Make all logistical arrangements for procurement, delivery, payment and site contact of resources.</td>
</tr>
<tr>
<td>Contact the city/county to request mutual aid resources.</td>
</tr>
<tr>
<td>Advise the city/county if any ISU resources are used for mutual aid.</td>
</tr>
<tr>
<td>Support the provision of Idaho State University facilities for Red Cross Shelter sites, as directed by the Incident Commander and EOC Manager.</td>
</tr>
<tr>
<td>Prepare to order resources needed from off-site locations.</td>
</tr>
<tr>
<td>Prepare to arrange emergency service contracts, as requested.</td>
</tr>
<tr>
<td>Provide resources to the campus, as requested and approved by the Incident Commander</td>
</tr>
</tbody>
</table>

10/06/2014
and EOC Manager.

Ensure that information is maintained regarding the status of all ISU personnel, members of the public, visitors and contractors on ISU property; coordinate with the EOC.

Track all emergency expenses, maintaining complete records and using the specified accounting system.

Manage compensation claims and related matters.

Manage the deactivation process, tracking the return of equipment and supplies that are borrowed or leased, the cessation of services when jobs are completed, and shutting down of temporary operations as the emergency subsides.

Assist Finance Chief with the collection of documentation and records.

Provide information and recommendations to the Planning Chief for the After Action Report.

**PRIMARY RESPONSIBILITIES**

Provide all resources and support for the response operations, including procurement and delivery arrangements for:

- Facilities
- Transportation vehicles and supplies
- Equipment maintenance
- Food/Water/Shelter supplies and facilities
- Communications equipment and personnel
- Personnel support
- Arrange emergency service contracts

Ensure information is maintained regarding the status of all ISU personnel, members of the public, visitors and contractors on ISU property. Track all emergency expenses.

Manage compensation claims and related matters. Manage the deactivation process.

**SUPPORT RESPONSIBILITIES**

Support Finance with collecting documentation and records. **Keep a log of your activities.** Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

Support Operations with identifying mutual aid resources.

**ADDITIONAL ITEMS TO CONSIDER**

- **Continued Operations and Resources**
  Estimate the duration of the response and develop plans for replacing human and physical resources.

- **Security and Access Control**
  Perimeter security needs for storage and distribution sites and resources for night operations.

- **Extended Operations**
  Some incidents could extend for several hours or days. Logistics must determine continued availability of staff and resources and arrange for replacements.
Checklist 4A-1 Logistics Deputy

Assignment: LOGISTICS DEPUTY

<table>
<thead>
<tr>
<th>Position</th>
<th>Facilities Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Logistics Section/General Staff</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on [Evacuation Procedures](#). **Do not go to incident site.**
- If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.)
- Assist in setting up and organizing the Logistics Section and function as assistant to the Logistics Chief.
- Check with Operations Chief and Planning Chief to identify resources that will be needed.
- Arrange for the inventory and distribution of available resources and equipment.
- Prepare for the provision of all resources for the operation, including procurement and delivery arrangements for the following possibilities:
  - Facilities
  - Transportation vehicles and supplies
  - Equipment maintenance
  - Food/water/shelter supplies and facilities
  - Communications equipment and personnel
  - Personnel support
- Assist in making all logistical arrangements for procurement, delivery, payment and site contact of resources.
- Contact the city/county to request mutual aid resources.
- Advise the city/county if any ISU resources are used for mutual aid.
- Support the provision of ISU facilities for Red Cross Shelter sites, as directed by the Incident Commander and EOC Manager.
Working with Logistics Chief, prepare to order resources needed from off-site locations.

Prepare to arrange emergency service contracts, as requested.

Provide resources to the campus, as requested and approved by the Incident Commander and EOC Manager.

Ensure that information is maintained regarding the status of all ISU personnel, members of the public, visitors and contractors on ISU property; coordinating with the EOC.

Help track all emergency expenses, maintaining complete records and using the specified accounting system.

Assist the Logistics Chief to manage compensation claims and related matters.

Manage the deactivation process, tracking the return of equipment and supplies that are borrowed or leased, the cessation of services when jobs are completed, and shutting down of temporary operations as the emergency subsides.

Assist Finance Chief with the collection of documentation and records.

Provide information and recommendations to the Planning Chief for the After Action Report.

**PRIMARY RESPONSIBILITIES**

Provide all resources and support for the response operation, including procurement and delivery arrangements for:

- Facilities
- Transportation vehicles and supplies
- Equipment maintenance
- Food/Water/Shelter supplies and facilities
- Communications equipment
- Personnel support

Help arrange emergency service contracts.

Ensure information is maintained regarding the status of all ISU personnel, members of the public, visitors and contractors on ISU property. Track all emergency expenses.

**SUPPORT RESPONSIBILITIES**

Support Finance with collecting documentation and records. **Keep a log of your activities.**

Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

Support Operations with identifying mutual aid resources.
**ADDITIONAL ITEMS TO CONSIDER**

<table>
<thead>
<tr>
<th><strong>Continued Operations and Resources</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimate the duration of the response and develop plans for replacing human and physical resources.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Security and Access Control</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Perimeter security needs for storage and distribution sites and resources for night operations.</td>
</tr>
<tr>
<td>Will the campus become a reception point for outside victims?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Extended Operations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Some incidents could extend for several hours or days. Logistics must determine continued availability of staff and resources and arrange for replacements.</td>
</tr>
</tbody>
</table>
## Checklist 4B - Food Services/Shelter

### Assignment: FOOD SERVICES/SHELTER

<table>
<thead>
<tr>
<th>Position</th>
<th>Director, Pond SUB &amp; Director, University Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Logistics Support</td>
</tr>
</tbody>
</table>

### FOR IMMEDIATE ACTION

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on [Evacuation Procedures](#). **Do not go to incident site.**
- If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to the EOC, call Dispatch at 208-282-2515.)
- Check in with the Logistics Chief. Determine the needs of the EOC staff and field staff.
- Set up a Rest Area for ISU workers that is secure from public view and access.
- Advise Operations Chief of the Rest Area location and services.
- Coordinate with Procurement Officer to obtain and arrange for delivery and distribution of the needed resources.
- Coordinate with Planning Chief to determine the expected duration of the emergency response and the need for food and water.
- Provide information and recommendations to the Planning Chief.

### PRIMARY RESPONSIBILITIES

- Provide emergency food and water for the site.
- Arrange support for on-site shelter, if needed.
- Prove support for the EOC.
- Set up and manage a Rest Station for ISU employees and emergency workers.

### SUPPORT RESPONSIBILITIES

- Assist with FEMA Documentation. Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.
- Assist with de-activation process.
The following action may/will be taken under any major emergency affecting the campus:

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine what numbers of campus community members (students, faculty, and staff) will require food services.</td>
<td></td>
</tr>
<tr>
<td>Determine which designated campus facilities will be needed for emergency food services. Contact the Facility Officer for this information.</td>
<td></td>
</tr>
<tr>
<td>Coordinate actions with following campus organizations: Housing, Purchasing, Financial Services and ISU Foundation.</td>
<td></td>
</tr>
<tr>
<td>Contact Human Resources for volunteer staff.</td>
<td></td>
</tr>
<tr>
<td>Request assistance from the Red Cross (through the EOC), if necessary.</td>
<td></td>
</tr>
<tr>
<td>Activate campus care centers as needed. Activation sequence should be:</td>
<td></td>
</tr>
<tr>
<td>Have the Human Resources Officer alert basic staff (e.g., administrators, building coordinators) to recruit additional volunteers.</td>
<td></td>
</tr>
<tr>
<td>Have the Facility Officer arrange building for operations, place signs, etc.</td>
<td></td>
</tr>
<tr>
<td>Obtain required supplies.</td>
<td></td>
</tr>
<tr>
<td>Arrange for food service for shelters.</td>
<td></td>
</tr>
<tr>
<td>Set up Registration &amp; Inquiry desk.</td>
<td></td>
</tr>
<tr>
<td>Use the following as emergency food service planning guidelines when normal water and sanitation are not available:</td>
<td></td>
</tr>
<tr>
<td>1 toilet per 40 persons, 40 square feet sleeping space (5’x 8’) per person, 1 quart of drinking water (minimum per person, per day).</td>
<td></td>
</tr>
<tr>
<td>5 gallons of water per person per day (all uses), 2500 calories per person per day (approx. 3 ½ lb. unprepared food).</td>
<td></td>
</tr>
<tr>
<td>Provide communications, where needed, to link mass care centers to the EOC.</td>
<td></td>
</tr>
<tr>
<td>Request necessary food supplies, equipment and supplies to operate care facilities.</td>
<td></td>
</tr>
<tr>
<td>Coordinate with neighboring jurisdictions for care of students if evacuation is required.</td>
<td></td>
</tr>
<tr>
<td>Evacuate and relocate any mass care facilities, which become endangered by any hazardous conditions.</td>
<td></td>
</tr>
<tr>
<td>Coordinate efforts with Red Cross, Salvation Army, campus religious centers and other emergency welfare agencies.</td>
<td></td>
</tr>
<tr>
<td>Ensure procedures are in effect to link Registration &amp; Inquiry operations at different care centers with the EOC.</td>
<td></td>
</tr>
<tr>
<td>Develop plans to close down the care centers as the emergency stabilizes or other temporary housing becomes available.</td>
<td></td>
</tr>
</tbody>
</table>
# Checklist 4C - Facilities

## Assignment: FACILITIES

<table>
<thead>
<tr>
<th>Position</th>
<th>Shops Construction Supervisor, Facilities Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Logistics Support</td>
</tr>
</tbody>
</table>

## FOR IMMEDIATE ACTION

- Remain calm.
- Turn on your cellular phone.

If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on [Evacuation Procedures](#). **Do not go to incident site.**

If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Check in with the Logistics Chief.

Provide information and recommendations to the Planning Chief for facilities and locations (playing fields, parking lots) that can be used for emergency operations.

Coordinate with the EOC to determine the facility needs of the campus.

Set up any emergency operations facilities, as requested. These might include:

- An alternate Emergency Operations Center
- First Aid Station
- An alternate Communications dispatch center
- Assembly locations for evacuations
- Rest areas for emergency workers

Coordinate with Building & Utilities Officer to verify sites are safe for occupancy.

Assist Care/Shelter Officer with establishing temporary campus rest areas and shelter sites as needed. Provide information on available locations.

Provide information and recommendations to the Planning Chief for the After Action Report.

Coordinate with the EOC to determine if there is an anticipated need for temporary shelter to be provided at the campus.

Check with the Incident Commander and EOC Manager for sheltering requests. Remember that if the Red Cross selects ISU for shelter use, they are responsible for all shelter support.
If shelter needs are anticipated, make arrangements for the resources, beginning with contacting the Red Cross. It is expected these resources will only be needed on a short-term basis, as every effort will be made to remove everyone to more suitable sites.

Provide temporary lodging and other support for responding outside agencies and others as requested by the Incident Commander and/or EOC Manager.

**PRIMARY RESPONSIBILITIES**

| Assist with finding temporary facilities. |
| Set up and maintain emergency facilities. |

**SUPPORT RESPONSIBILITIES**

| Assist the Care/Shelter Officer with establishing temporary campus rest areas and shelter sites as needed. |
| Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc. |

**ADDITIONAL ITEMS TO CONSIDER**

| Security and Access Control |
| Perimeter security needs and resources for night operations. |
| Will the campus become a reception point for outside victims? |

| Extended Operations |
| Some incidents could extend for several hours or days. The Facility Officer must determine continued availability of staff and resources and arrange for replacements. |
**Checklist 4D - Human Resources**

**Assignment: HUMAN RESOURCE OFFICER**

<table>
<thead>
<tr>
<th>Position</th>
<th>Associate Director, Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Logistics Support</td>
</tr>
</tbody>
</table>

**FOR IMMEDIATE ACTION**

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remain calm.</td>
</tr>
<tr>
<td>Turn on your cellular phone.</td>
</tr>
<tr>
<td>If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on <a href="#">Evacuation Procedures</a>. <strong>Do not go to incident site.</strong></td>
</tr>
<tr>
<td>If your office or building is not affected, go to the EOC. (If unable to report to the EOC, call Dispatch at 208-282-2515.) Check in with the Logistics Chief.</td>
</tr>
<tr>
<td>Coordinate the EOC and other staff to determine the status of all ISU faculty, staff and students.</td>
</tr>
<tr>
<td>Provide information to the Logistics Chief concerning available staff.</td>
</tr>
<tr>
<td>Coordinate with EOC staff to determine staffing needs and provide staff as available.</td>
</tr>
<tr>
<td>Assist Operations Chief with determining policy for overtime hours, extended workdays and special duty assignments.</td>
</tr>
<tr>
<td>Compile overtime costs and provide, along with other personnel information, for FEMA Documentation.</td>
</tr>
<tr>
<td>Receive (from Medical Officer) and keep on file, records of all injuries and casualties. Handle notifications and family messages for employees.</td>
</tr>
<tr>
<td>Arrange for the recruitment and orientation of any temporary employees.</td>
</tr>
<tr>
<td>Register and maintain records on any volunteers that are used.</td>
</tr>
<tr>
<td>Provide information and recommendations to the Planning Chief for the After Action Report.</td>
</tr>
</tbody>
</table>

**PRIMARY RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine the status and location of all personnel.</td>
</tr>
<tr>
<td>Provide information about available staff.</td>
</tr>
<tr>
<td>Register and assign all volunteer workers.</td>
</tr>
<tr>
<td>Assist in determination of staff recall needs.</td>
</tr>
<tr>
<td>Receive and process injury reports, compensation claims and other personnel related matters.</td>
</tr>
<tr>
<td>Make family notifications, as needed.</td>
</tr>
</tbody>
</table>
**SUPPORT RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Keep a log of your activities. Compile personnel information for FEMA documentation. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist the Operations Chief with policy decisions regarding extended work hours and duties.</td>
</tr>
</tbody>
</table>

**ADDITIONAL ITEMS TO CONSIDER**

<table>
<thead>
<tr>
<th><strong>Continued operations and resources:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimate the duration of the response and develop plans for replacing human and physical resources.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Security and access control:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Perimeter security needs for storage and distribution sites and resources for night operations.</td>
</tr>
</tbody>
</table>

**VOLUNTEER WORK OPERATIONS**

**RESPONSE - ALL HAZARDS**

The following actions may/will be taken under any major emergency affecting the campus:

<table>
<thead>
<tr>
<th><strong>FIRST PRIORITIES:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify personnel resources that are on duty and available.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine the number of additional personnel needed and skills required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish a pool of available personnel.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate community resource plans.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Provide the Incident Commander and EOC Manager with current status of staff.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Establish a clearinghouse for employee information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Maintain employee records for payroll or claims purposes.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Contact ESF Unit Leaders and determine staffing needs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Establish a process to register all volunteers and issue ID cards.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Set up volunteer assignments and schedules.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish schedules for work crews and arrange for relief.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>EARTHQUAKE CONSIDERATIONS:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Coordinate with the Situation Status Officer to determine structural status of buildings before assigning volunteer workers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan for the possibility that prior established routes will be blocked and impassable.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinate with medical staff the use of volunteer personnel for rescue of injured.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine specialized equipment and personnel needed.</td>
</tr>
<tr>
<td><strong>HAZARDOUS MATERIAL INCIDENT/FIRE CONSIDERATIONS:</strong></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Develop a staging area away from hazard for volunteers.</td>
</tr>
<tr>
<td>Ensure personnel have adequate protective clothing and equipment.</td>
</tr>
<tr>
<td>Ensure the operational area has been evaluated by Health &amp; Safety personnel.</td>
</tr>
<tr>
<td><strong>ADDITIONAL CONSIDERATIONS:</strong></td>
</tr>
<tr>
<td>Identification of staff, equipment and supplies needed for long term operations.</td>
</tr>
<tr>
<td>Special equipment needed for night operations.</td>
</tr>
<tr>
<td>Staging areas and requirements for incoming assistance.</td>
</tr>
</tbody>
</table>
Checklist 4E - Transportation

Assignment: TRANSPORTATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Shop Foreman, Transportation Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Logistics Support</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION

| Remain calm. | |
| Turn on your cellular phone. | |
| If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** | |
| If your office or building is not affected, go the EOC. (If unable to report to EOC, call Dispatch at 208-282-2515.) Check in with the Logistics Chief. | |
| Determine the needs of the EOC staff and field staff. | |
| Coordinate with the Purchasing Officer to obtain and arrange for delivery and distribution of the needed resources. | |
| Provide information and recommendations to the Planning Chief. | |
| Take an inventory of ISU vehicle resources and fuel supplies. | |
| Be prepared to provide transportation, resources as requested. Be sure to include a licensed driver with buses and trucks. | |

PRIMARY RESPONSIBILITIES

| Provide for support for the EOC. | |
| Arrange for the use of ISU transportation vehicles and drivers. | |

SUPPORT RESPONSIBILITIES

| Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc. | |
| Assist with de-activation process. | |

TRANSPORTATION

The following action may/will be taken under any major emergency affecting the campus:

<p>| Determine status and location of all campus owned vehicles and drivers. | |
| Determine status of fuel storage pumps and determine if they are operable. If not, proceed to make necessary repairs, supply emergency power, etc. | |</p>
<table>
<thead>
<tr>
<th><strong>Task</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine spare parts inventory and establish repair schedule for damaged vehicles.</td>
</tr>
<tr>
<td>Stage all available vehicles at a designated location.</td>
</tr>
<tr>
<td>Determine probable requirement for vehicle use during the anticipated duration of the emergency.</td>
</tr>
<tr>
<td>When directed by EOC, request additional transportation resources as necessary through city, county or private rental agencies.</td>
</tr>
<tr>
<td>When directed by EOC, request through city, county or private concerns heavy-duty equipment as necessary, e.g.: earth movers, forklifts, tractor trailers, cranes.</td>
</tr>
<tr>
<td>Provide equipment operators as needed.</td>
</tr>
<tr>
<td>Have the Facility Officer arrange building for operations, place signs, etc.</td>
</tr>
<tr>
<td>Dispatch vehicles and equipment as requested by the EOC. Ensure the Finance Chief is aware of any direct arrangements made with off campus vehicles and/or equipment providers.</td>
</tr>
</tbody>
</table>
## General Staff - Finance Section

### Checklist 5A - Finance Chief

#### Assignment: FINANCE CHIEF

<table>
<thead>
<tr>
<th>Position</th>
<th>Budget Officer, Financial Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Finance Section/General Staff</td>
</tr>
</tbody>
</table>

#### FOR IMMEDIATE ACTION

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remain calm.</td>
</tr>
<tr>
<td>Turn on your cellular phone.</td>
</tr>
<tr>
<td>If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on Evacuation Procedures. <strong>Do not go to incident site.</strong></td>
</tr>
<tr>
<td>If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Activate and organize the Finance Section; activate the Accounting and Insurance/FEMA Documentation functions.</td>
</tr>
<tr>
<td>Establish a journal/log for recording major activities.</td>
</tr>
<tr>
<td>Set up the accounting system for the emergency, including labor procurement contracts and all other accounts.</td>
</tr>
<tr>
<td>Oversee all accounting and financial aspects of the disaster.</td>
</tr>
<tr>
<td>Prepare periodic budget reports for the EOC Manager containing estimated damage amounts (coordinated with Structural and Infrastructure Damage Assessment) and estimated emergency expenditures (coordinated with Planning and Logistics).</td>
</tr>
<tr>
<td>Ensure that Insurance/FEMA documentation files for each major facility are initiated and expenses tracked by site, in preparation for state and federal disaster assistance eligibility requirements.</td>
</tr>
<tr>
<td>Compile the overtime costs and provide other personnel information for Insurance/FEMA documentation.</td>
</tr>
<tr>
<td>Assist the Structural Damage Assessment Officer with the preparation of reports and damage estimates.</td>
</tr>
<tr>
<td>Provide information and recommendations to the Planning Chief for the After Action Report. Continue to follow through with the Insurance/FEMA disaster assistance application process.</td>
</tr>
</tbody>
</table>
**PRIMARY RESPONSIBILITIES**

| Function as the head of the Finance Section. |
| Set up the accounting system to be used for the emergency. |
| Oversee all accounting and financial aspects of the disaster. |
| Prepare periodic budget reports for the EOC Manager and University files for each major site, for tracking expenses for the Insurance/FEMA disaster assistance application requirements. |

**SUPPORT RESPONSIBILITIES**

| Assist with damage estimates. Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc. |

**ADDITIONAL ITEMS TO CONSIDER**

| Continued conditions: |
| ☐ What is the extent of casualties, injuries and damage? What is the extent of the damage to the surrounding local community? |
| Recovery expectations: |
| ☐ When will the academic process resume? |
| Documentation: |
| ☐ Remind Emergency Section Chiefs and Officers concerning documentation of their activities for recovery records. |
Checklist 5A-1 - Finance Deputy

Assignment: FINANCE DEPUTY

<table>
<thead>
<tr>
<th>Position</th>
<th>Fiscal Officer, Facilities Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Finance Section/General Staff</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION

- Remain calm.
- Turn on your cellular phone.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on [Evacuation Procedures](#). **Do not go to incident site.**
- If your office or building is not affected, go the EOC. (If unable to report to EOC, call Dispatch at 208-282-2515.) Assist in activating and organizing the Finance Section including the Accounting and Insurance/FEMA Documentation functions.
- Establish a journal/log for recording major activities.
- Assist in setting up the accounting system for the emergency, including labor procurement contracts and all other accounts.
- Assist in oversight of all accounting and financial aspects of the disaster.
- Prepare periodic budget reports for the EOC Manager containing estimated damage amounts (coordinated with Structural and Infrastructure Damage Assessment) and estimated emergency expenditures (coordinated with Planning and Logistics).
- Ensure that Insurance/FEMA documentation files for each major facility are initiated and expenses tracked by site, in preparation for state and federal disaster assistance eligibility requirements.
- Compile the overtime costs and provide other personnel information for Insurance/FEMA documentation.
- Assist the Structural Damage Assessment Officer with the preparation of reports and damage estimates.
- Provide information and recommendations to the Planning Chief for the After Action report. Continue to follow through with the Insurance/FEMA disaster assistance application process.
### PRIMARY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist the head of the Finance Section.</td>
<td></td>
</tr>
<tr>
<td>Help set up the accounting system to be used for the emergency.</td>
<td></td>
</tr>
<tr>
<td>Assist in overseeing all accounting and financial aspects of the disaster.</td>
<td></td>
</tr>
<tr>
<td>Prepare periodic budget reports for the EOC Manager and University files for each major site, for tracking expenses for the Insurance/FEMA disaster assistance application requirements.</td>
<td></td>
</tr>
</tbody>
</table>

### SUPPORT RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist with damage estimates. Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.</td>
<td></td>
</tr>
</tbody>
</table>

### ADDITIONAL ITEMS TO CONSIDER

**Continued conditions:**
- What is the extent of casualties, injuries, and damage? What is the extent of damage to the surrounding local community?

**Recovery expectations:**
- When will the academic process resume?

**Documentation:**
- Remind Emergency Section Chiefs and Officers concerning documentation of their activities for recovery records.
# Checklist 5B - Accounting

## Assignment: ACCOUNTING

<table>
<thead>
<tr>
<th>Position</th>
<th>Controller, Financial Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Finance Support</td>
</tr>
</tbody>
</table>

## FOR IMMEDIATE ACTION

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remain calm.</td>
</tr>
<tr>
<td>Turn on your cellular phone.</td>
</tr>
<tr>
<td>If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on <a href="#">Evacuation Procedures</a>. <strong>Do not go to incident site.</strong></td>
</tr>
<tr>
<td>If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Report to the Finance Chief and set up the Accounting function, by computer. If power is out, use a manual system.</td>
</tr>
<tr>
<td>Assign a disaster account code for use in all emergency related transactions, to provide a tracking mechanism for calculating all disaster costs.</td>
</tr>
<tr>
<td>Obtain copies of all purchase orders, contracts, labor hour reports and other expense records pertaining to the emergency response.</td>
</tr>
<tr>
<td>As soon as possible, provide a disaster cost estimate to the Finance Chief, updating the report as requested.</td>
</tr>
<tr>
<td>Set up an accounting file by facility; prepare files to provide detail on additional work force labor, individual invoices for expenses, time records, etc.</td>
</tr>
<tr>
<td>Maintain the files throughout the emergency and forward to Insurance/FEMA Documentation Section. (It is helpful to organize the files as binders, with duplicates prepared for the disaster assistance program application.)</td>
</tr>
<tr>
<td>Provide information and recommendations to the Planning Chief for the After Action Report.</td>
</tr>
<tr>
<td>Assist with the Insurance/FEMA disaster assistance application process.</td>
</tr>
</tbody>
</table>

## PRIMARY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide account documentation of all emergency expenses.</td>
</tr>
<tr>
<td>Audit all expenditures and records.</td>
</tr>
</tbody>
</table>
### SUPPORT RESPONSIBILITIES

Support the Insurance/FEMA Documentation Position. Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.

### ADDITIONAL ITEMS TO CONSIDER

<table>
<thead>
<tr>
<th>Campus conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the extent of casualties, injuries and damage? What is the extent of the damage to the surrounding local community?</td>
</tr>
</tbody>
</table>
### Checklist 5C - Insurance/FEMA Documentation

#### Assignment: Insurance/FEMA DOCUMENTATION

<table>
<thead>
<tr>
<th>Position</th>
<th>Risk Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Finance Support</td>
</tr>
</tbody>
</table>

#### FOR IMMEDIATE ACTION

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remain calm.</td>
</tr>
<tr>
<td>Turn on your cellular phone.</td>
</tr>
<tr>
<td>If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on <a href="#">Evacuation Procedures</a>. <strong>Do not go to incident site.</strong></td>
</tr>
<tr>
<td>If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Report to the Finance Chief.</td>
</tr>
<tr>
<td>Review Insurance/FEMA Documentation/Information.</td>
</tr>
<tr>
<td>Coordinate with the Finance Chief to obtain source documentation for every insurance and FEMA expense area.</td>
</tr>
<tr>
<td>Set up and maintain a binder or other system for documentation information.</td>
</tr>
<tr>
<td>Make arrangements to attend a briefing with a representative appointed by the Finance Chief and be prepared to submit a Notice of Interest at that time. Provide time records, etc.</td>
</tr>
<tr>
<td>Make sure you have a valid document on file to substantiate every expense listed in your application.</td>
</tr>
<tr>
<td>Provide information and recommendations to the Planning Chief for the After Action Report.</td>
</tr>
<tr>
<td>Manage the FEMA disaster assistance application process. Keep a duplicate of the binder ready for inspection and review during the application and reimbursement process.</td>
</tr>
</tbody>
</table>

#### PRIMARY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare and maintain insurance and Insurance/FEMA documentation.</td>
</tr>
<tr>
<td>Maintain the documentation files, supporting the disaster assistance application process.</td>
</tr>
</tbody>
</table>

#### SUPPORT RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist EOC staff with Insurance/FEMA source documentation. Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.</td>
</tr>
</tbody>
</table>

#### ADDITIONAL ITEMS TO CONSIDER

<table>
<thead>
<tr>
<th>Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus condition:</td>
</tr>
<tr>
<td>What is the extent of casualties, injuries and damage? What is the extent of the damage to the surrounding local community?</td>
</tr>
</tbody>
</table>
## Checklist 5D – Procurement Officer

### Assignment: PROCUREMENT OFFICER

<table>
<thead>
<tr>
<th>Position</th>
<th>Director of Purchasing, Financial Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Finance Support</td>
</tr>
</tbody>
</table>

### FOR IMMEDIATE ACTION

<table>
<thead>
<tr>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Remain calm.</td>
</tr>
<tr>
<td>Turn on your cellular phone.</td>
</tr>
<tr>
<td>If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the Emergency Response Plan on <a href="#">Evacuation Procedures</a>. <strong>Do not go to incident site.</strong></td>
</tr>
<tr>
<td>If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Check in with the Finance Chief and set up the supply and procurement operation.</td>
</tr>
<tr>
<td>Determine the goods, equipment and services needed by the ISU staff.</td>
</tr>
<tr>
<td>Obtain and arrange for delivery and distribution of the needed resources.</td>
</tr>
<tr>
<td>Conduct the process according to the applicable guidelines for disaster reimbursement in order to maximize the financial recovery.</td>
</tr>
<tr>
<td>Keep complete and accurate records for Insurance/FEMA Documentation. Provide them to the Finance Chief.</td>
</tr>
<tr>
<td>Make all logistical arrangements for procurement, delivery, payment and site contact of resources.</td>
</tr>
<tr>
<td>Assist with the de-activation process, tracking the return of equipment and supplies, the cessation of services, and shut down of temporary services.</td>
</tr>
<tr>
<td>Provide information and recommendations to the Planning Chief for the After Action Report.</td>
</tr>
</tbody>
</table>

### PRIMARY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order, receive, store, process and allocate emergency supplies and resources.</td>
</tr>
<tr>
<td>Conduct the supply process to ensure reimbursement.</td>
</tr>
<tr>
<td>Keep complete and accurate records. Keep a log of your activities. Support Insurance/FEMA Documentation files with video or photographs and source documents; time records, field notes, etc.</td>
</tr>
</tbody>
</table>
### SUPPORT RESPONSIBILITIES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assist with Insurance/FEMA documentation.</td>
</tr>
<tr>
<td></td>
<td>Assist with the de-activation process.</td>
</tr>
</tbody>
</table>

### ADDITIONAL ITEMS TO CONSIDER

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continued operations and resources:</strong></td>
<td></td>
</tr>
<tr>
<td>Estimate the duration of the response and develop plans for replacing human and physical resources.</td>
<td></td>
</tr>
<tr>
<td><strong>Security and access control:</strong></td>
<td></td>
</tr>
<tr>
<td>☐ Perimeter security needs for storage and distribution sites and resources for night operations.</td>
<td></td>
</tr>
</tbody>
</table>
Campus Community; Roles and Responsibilities

Emergency Procedures Guide- Campus Emergency Guidelines

This section contains recommended procedures to follow during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

Reporting Emergencies

A. Campus Emergency Services: ON CAMPUS dial 2515, OFF CAMPUS dial 282-2515.
B. In a medical or police emergency in which Public Safety cannot be reached, dial 911.
C. When calling, stay calm and carefully explain the problem and location to the Dispatcher.
D. Do not hang up until told to do so.
E. Keep calm. Keep others calm.

The following should be filled in by individuals at each location of this manual.

Building Emergency Coordinator:

Building Emergency Team Members:

IMPORTANT: After any evacuation, report to your designated assembly point. Stay there until an accurate head count is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.
**Evacuation**

Campus Emergency Services:

If calling from ON CAMPUS dial 2515, and
If calling from OFF CAMPUS dial 282-2515

In an emergency where Public Safety cannot be reached dial 911

**Preparing For an Emergency or Evacuation**

- You are responsible for your own safety. Stay calm - avoid panic and confusion.
- Know your building’s floor plan. Know where the stairs and fire extinguishers are located.
- Know how to report an emergency.
- Determine in advance the nearest exit from your work location and the route you will follow to reach the exit in an emergency. Know the locations of alternate exits from your area.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.
- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.
- Anyone who refuses to evacuate may be reported to Human Resources or the Dean of Students for failure to comply.

**Building Evacuation**

All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or Building Coordinator.

When the building evacuation alarm is activated during an emergency leave by the nearest marked exit and alert others to do the same. WALK - do not run.

If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication(s), glasses, etc. Inform visitors of pertinent about evacuation procedures. Turn off unnecessary equipment if possible.

Close but DO NOT LOCK doors as you leave.

Follow instructions from emergency personnel or your Building Coordinator.

Keep noise to a minimum so you can hear emergency instructions.

Use handrails in stairwells, stay to the right.

Assist people with disabilities.

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 Building Coordinator of your location. Emergency personnel will evacuate occupants needing special assistance from the building.
Remember that elevators are reserved for persons with disabilities. Never use an elevator in a fire or earthquake. Electric power is likely to fail in both cases leaving you trapped.

Once outside, move quickly away from the building and watch for falling glass and debris.

Proceed to the designated area of assembly. This should be a clear area that is at least 300 feet or further away, depending on the type of incident, from the affected building. Stay there.

Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.

Immediately notify your building coordinator of any injured persons and individuals remaining in the affected building.

Do Not Approach Emergency Responders unless necessary. Contact the Building Coordinator or Public Safety.

Do Not Re-enter an evacuated building unless told to do so by emergency personnel, the building coordinator or other University officials. Emergency personnel often silence the alarm in order to communicate with each other. Silencing an alarm is NOT a signal for occupants to re-enter!

**Evacuation of Disabled Persons**

Evacuation may not be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated “Persons With Disabilities Rescue Area” on each floor of the building. *Never use an elevator in a fire or earthquake*. Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities in such rescue areas. Use buddy system if possible.

**If immediate evacuation is necessary, be aware of the following considerations:**

**Non-Ambulatory Persons**

- Wheelchairs have many moving parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries. Life support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.
- If necessary, two or three individuals may carry non-ambulatory persons from the building.
- Do Not use wheelchairs to descend stairwells, if possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/aid, or car seat?
- Is paramedic assistance necessary?
Always consult with the person in the chair regarding how best to assist them.

**Visually Impaired Persons**  
Most visually impaired persons will be familiar with their immediate surroundings. In an emergency:

- Describe the nature of the emergency and offer to act as a “sighted guide” - offer your elbow and escort him/her to a safe place.

- As you walk, describe where you are and advise of any obstacles.

- When you have reached safety, orient the person as to where you are and ask if further assistance is needed.

**Hearing Impaired Persons**  
Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

- Write a note describing the emergency and the nearest evacuation route (“Fire. Go out rear door to the right and down, NOW!”).

- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

**Campus Evacuation**

Evacuation of all or part of the campus grounds will be announced by Public Safety.

All persons (student and staff) are to vacate the site in question immediately and relocate to another part of the campus grounds as directed.

Follow the building evacuation procedures described above for individual building and affected sites.

**Shelter-In-Place Procedures**

During certain emergencies, particularly chemical, biological or radioactive material releases and some weather emergencies, faculty, staff and students may be advised to remain indoors, or “shelter in place,” for a period of time, rather than evacuate the building.

- Stay inside the building (or go indoors as quickly as possible).
- Do not use elevators.
- Quickly locate supplies you may need such as food, water, radio, etc.
- If possible, go to a room or corridor where there are no windows and few doors.
- If there is time, shut and lock all windows and doors. (Locking them may provide a tighter seal against chemicals).
- Push a wet towel up against the crack between the door and the floor to seal it.
- In the event of a chemical release, go to an above-ground level of the building; some chemicals are heavier than air and may seep into basements even if the windows are closed.
• Turn off the heat, fans, air conditioning or ventilation system if you have local controls for these systems. Most University buildings' ventilation systems are controlled centrally by Facilities Services.
• Drink bottled or stored water, not water from the tap.
• If possible, check for additional information via the main University Web page, http://www.isu.edu, and/or monitor radio or television for further details.
• Do not call 911 unless you are reporting a life-threatening situation.

When the "all clear" is announced:

• Open windows and doors.
• Turn on heating, air conditioning or ventilation system.
• Go outside and wait until the building has been vented.
**University Management**

**Checklist 6A - Deans & Directors**

**Assignment: UNIVERSITY MANAGEMENT**

<table>
<thead>
<tr>
<th>Position</th>
<th>Deans and Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>University Management</td>
</tr>
</tbody>
</table>

**FOR IMMEDIATE CONSIDERATION OR ACTION**

- Remain calm.
- Turn on your cellular phone.
- Assess situation and coordinate information with Public Safety & VP Academic Affairs.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See [Evacuation Procedures](#) in this plan. **Do not go to incident site.**
- Implement telephone tree and advise your staff.
- Inform and brief your staff on the emergency situation as it affects their areas.
- Provide resources or resource information to the Management/Command Group.
- Provide volunteer resources as available. Keep a log of your activities. Assign someone to videotape or take pictures, as needed.

**If Lockdown of Your Building is Required:**

- If a lockdown of your building is required, you will be notified via the Emergency Notification System.
- Coordinate the lockdown with other Deans/Directors in your Bldg and your Bldg. Coordinator. Then [lockdown procedures](#) can be found in this plan.
- Locate and use the Lockdown Procedure Packet in your building.
- Ensure that all classrooms, labs, etc. are notified and instruct them to remain in classrooms until further notice. Provide them with a copy of the lockdown procedures.
- Students and faculty are to remain in their classrooms. Do Not answer the door.
- Keep back from any windows and doors, lay flat on the floor or seek protective cover for yourself and others (concrete walls, thick desks, filing cabinets. Cover may protect you from bullets).
- Remain calm and assist others with you in remaining calm, quiet and out of sight.
- Place signs in exterior windows to identify the location of injured persons.
- All doors, windows, and classrooms will be closed and locked or barricaded, if possible.
- Turn off all lights and close blinds.
<table>
<thead>
<tr>
<th>Silence all cell phones.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once in a lockdown area, building occupants should call 911 or Public Safety at 282-2515 and give the dispatchers the phone number(s) at which they can be reached for further instructions.</td>
</tr>
<tr>
<td><strong>If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at <a href="mailto:isu-alert@isu.edu">isu-alert@isu.edu</a>.</strong> Public Safety Dispatch will immediately receive and respond to the message.</td>
</tr>
<tr>
<td>Account for everyone in the room or office.</td>
</tr>
<tr>
<td>Do Not Approach Emergency Responders - let them come to you.</td>
</tr>
<tr>
<td>Building occupants should remain in that area until they receive further instructions or an “all clear” is issued.</td>
</tr>
<tr>
<td>No one will be allowed to enter or leave the building(s) or area(s).</td>
</tr>
<tr>
<td>Parents, friends, concerned loved ones will not be allowed to pickup faculty, staff or students from the University, unless instructed to do so.</td>
</tr>
<tr>
<td>Lock all exterior doors to building and post the provided Lockdown Signs on the inside and outside of each door.</td>
</tr>
<tr>
<td>Once lockdown is completed notify emergency response personnel and man the main office to receive any other instructions.</td>
</tr>
<tr>
<td>Once “all clear” is called, notify all classrooms, labs, etc.</td>
</tr>
<tr>
<td>Unlock all exterior doors and remove Lockdown Signs.</td>
</tr>
<tr>
<td>Notify Emergency Response Personnel when unlock is complete.</td>
</tr>
</tbody>
</table>

Departments are encouraged to review the areas surrounding their departmental space to include public spaces in their notification procedures. Such areas should include classrooms, seminar rooms, conference rooms, lecture rooms, lounges and restrooms. During an “active threat” situation, there is no guarantee that persons occupying such space (i.e. k-12 students, teachers or staff, visitors/lecturers on campus, conference attendees, etc.) will receive a notification that an “active threat” exists. Therefore departments are encouraged to establish mechanisms to notify persons in these areas of the status of an active threat situation, as long as it is safe to do so.

In buildings where there are multiple departments the coordination of these procedures will reduce the responsibility of any single department. In this section, the department can include a listing of those spaces and an assignment of responsibility to notify persons who occupy those spaces of an existing “active threat.”

Whereas local k-12 students, teachers and staff may be attending classes, conferences, field trips, etc., we have included the Superintendent of School District 25 on our Emergency Notification Phone Tree. If any department is hosting events for other school districts you will need to add them to your notification responsibilities.
Checklist 6B - Building Coordinators/Floor Monitors

Assignment: Building Coordinator - Person Responsible for Area Evacuation Program

<table>
<thead>
<tr>
<th>Position</th>
<th>Appointed by Dean or Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>University Management</td>
</tr>
</tbody>
</table>

FOR IMMEDIATE ACTION OR CONSIDERATION

- Remain calm.
- Turn on your cellular phone. **Do not go to incident site.**
- Evaluate the impact the emergency may be having on the facility and take appropriate action. This may include recommending that operations in the facility be ceased and that building evacuation procedures be initiated.
- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See **Evacuation Procedures** in this plan. **Do not go to incident site.**
- Go to the outside of the building to meet floor monitors as they finish evacuating their areas.
- Keep track of which floors are evacuated and which are not.
- Assist in the accounting of faculty/staff/students from your facility. Keep a log of your activities. Assign someone to videotape or take pictures, as needed.
- Maintain communications from your area (or from an alternate site if necessary) with emergency and EOC officials. Give them the location of anyone who is unable to evacuate. Inform them of anyone who refuses to evacuate.

If Lockdown of Your Building is Required:

- If a lockdown of your building is required, you will be notified via the Emergency Notification System.
- Coordinate the lockdown with Deans/Director in your Bldg. See **The lockdown procedures** in this plan.
- Locate and use the Lockdown Procedure Packet in your building.
- Ensure that all classrooms, labs, etc. are notified and instruct them to remain in classrooms until further notice. Provide them with a copy of the lockdown procedures.
- Students and faculty are to remain in their classrooms. Do Not answer the door.
- Keep back 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 protect you from bullets).
- Remain calm and assist others with you in remaining calm, quiet and out of sight.
- Place signs in exterior windows to identify the location of injured persons.
- All doors, windows, and classrooms will be closed and locked or barricaded, if possible.
| Turn off all lights and close blinds.          |
| Silence all cell phones.                     |
| Once in a lockdown area, building occupants should call 911 or Public Safety at 282-2515 and give the dispatchers the phone number(s) at which they can be reached for further instructions. |
| **If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at isu@isu.edu.** Public Safety Dispatch will immediately receive and respond to the message. |
| Account for everyone in the room or office.  |
| Do Not Approach Emergency Responders - let them come to you. |
| Building occupants should remain in that area until they receive further instructions or an “all clear” is issued. |
| No one will be allowed to enter or leave the building(s) or area(s). |
| Parents, friends, concerned loved ones will not be allowed to pickup faculty, staff or students from the University, unless instructed to do so. |
| Lock all exterior doors to building and post the provided Lockdown Signs on the inside and outside of each door. |
| Once lockdown is completed notify emergency response personnel and help man the main office to receive any other instructions. |
| Once “all clear” is called, notify all classrooms, labs, etc. |
| Unlock all exterior doors and remove Lockdown Signs. |
| Notify Emergency Response Personnel when unlock is complete. |

Departments are encouraged to review the areas surrounding their departmental space to include public spaces in their notification procedures. Such areas should include classrooms, seminar rooms, conference rooms, lecture rooms, lounges and restrooms. During an “active threat” situation, there is no guarantee that persons occupying such space (i.e. k-12 students, teachers or staff, visitors/lecturers on campus, conference attendees, etc.) will receive a notification that an “active threat” exists. Therefore departments are encouraged to establish mechanisms to notify persons in these areas of the status of an active threat situation, as long as it is safe to do so.

In buildings where there are multiple departments the coordination of these procedures will reduce the responsibility of any single department. In this section, the department can include a listing of those spaces and an assignment of responsibility to notify persons who occupy those spaces of an existing “active threat.”

Whereas local k-12 students, teachers and staff may be attending classes, conferences, field trips, etc., we have included the Superintendent of School District 25 on our Emergency Notification Phone Tree. If any department is hosting events for other school districts you will need to add them to your notification responsibilities.
**Floor Monitor - Person Responsible for Evacuating A Specific Area**

- Remain calm.

- Turn on your cellular phone. **Do not go to the incident cite.**

- Coordinate with the Building Coordinator and evaluate the impact the emergency may be having on the facility and take appropriate action. This may include recommending that operations in the facility be ceased and that building evacuation procedures be initiated.

- If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See the [Evacuation Procedures](#) in this plan.

- If possible, without endangering yourself, when the alarm sounds, go door-to-door and inform everyone in your area they must leave the building, and direct them to the nearest exit.

- Start at the furthest point from the exit and evacuate back to the exit.

- Identify persons with disabilities and direct/assist them to an area of rescue.

- After directing everyone to evacuate, report pertinent information to the Building Coordinator (e.g., evacuation status, location of persons with special needs, type and location of emergency).

- Proceed to your **assigned entrance** until further notice from the Building Coordinator. Do not allow personnel to re-enter the building until you have been notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal for personnel to re-enter.

- **If a lockdown of your building is required**, you will be notified via the Building Coordinator. Follow their instructions regarding the lockdown procedures.