

Idaho State

UNIVERSITY

EMERGENCY RESPONSE GUIDELINES FOR FACULTY, STAFF AND STUDENTS

EVACUATIONS

During certain emergency conditions, it may be necessary to evacuate a building. **Examples of emergencies where evacuation may be required include: smoke/fire, gas leak, bomb threat, active shooter, weather extremes, etc.** Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation.

Evacuation Drill Policy

1. Evacuation drills shall be conducted at least once every year at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. These drills may be obstructed, (having various means of exit made temporarily unavailable) in order to familiarize occupants with secondary routes of evacuation, or unobstructed.
2. Evacuation drills will be scheduled by the Building Coordinator and Public Safety at least one week prior to the drill.
3. Evacuation drills shall involve **all** occupants. Everyone shall leave the building when the fire alarm sounds. Exceptions are strongly discouraged. It may be advisable to notify anyone needing special assistance prior to the planned evacuation drills.
4. In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Building Coordinator and Floor Monitors are expected to perform their assigned duties as if in an actual emergency situation.
5. Provisions should be made for timing and evaluating the orderliness of each drill. The Public Safety Department will provide Exercise/Emergency Report forms.

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 (**911 or Public Safety 282-2515 or 2911**).
- 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.

Building Evacuation

1. When the fire alarm sounds, occupants should ensure that nearby personnel are aware of the emergency, close doors (but do not lock them), and exit the building by the established evacuation routes. Occupants should leave the building whether or not an emergency text message was received.
2. Occupants should assist visitors, students, and others who are not familiar with the plan to safely evacuate.
3. All occupants should go to the assembly area and await further instructions from the Department of Public Safety.
4. All personnel should know where their primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes are posted in the building.
5. Building occupants must not use elevators as an escape route in the event of a fire. Elevators are programmed to return to the lobby for use by firefighters.
6. No employee is permitted to re-enter the building until advised it is safe to do so by a representative of the Department of Public Safety, Pocatello Fire Department, or other emergency response agency.

IMPORTANT: After any evacuation, report to your designated assembly point. Stay there until an accurate head count is taken. The Building Coordinator will assist in accounting for all building occupants.

EVACUATION OF DISABLED PERSONS

Buddy System Option

Make use of a "Buddy System." Individuals with a disability should inform colleagues of any special assistance that may be required in the event of an emergency or emergency evacuation (i.e., hearing the alarm, guidance during the alarm, etc.).

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.

When there has been notification of an emergency situation, the "Buddy" will make sure of the location of the person with a disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

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 situation:

- 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.

PROTECTIVE COVER

Purpose

Protective cover relates to any emergency situation where evacuation may pose a greater risk than seeking protective cover.

What to Do

In the event of, or when an announcement is made of a serious incident on campus, such as those mentioned above, the following steps should be followed:

- Remain calm, and leave the area or campus, if possible to do so safely.
- If unable to leave, proceed to an area that can be secured.
- Call 911 and Public Safety (282-2515 or 2911) when safe to do so.
- You can also send information to ISU Public Safety via email or text at emergency@isu.edu.
- Lock or barricade all doors where possible; use furniture or desks as cover, or use a belt or other item to tie the door handle to something stable.
- Close window blinds or pull shades down. Turn off all lights. If possible, cover any windows or openings that have a direct line of sight into a hallway.
- Stay low, away from windows and doors. Sit on the floor or crouch under or behind desks and bookshelves. Position yourself so you can react quickly to escape and/or fight.
- Immediately silence all cell phones; if communication is needed, use text messaging only.
- Do not sound the fire alarm in the building unless there is a fire.
- Do not unlock doors or attempt to leave your secured area until instructed by Public Safety, local law enforcement or you hear an "All Clear" announcement via the ISU Alerts Emergency Notification System.
- Do not unlock doors or attempt to leave your secured area until instructed by a uniformed Police Officer, Public Safety Officer, or you hear an "All Clear" announcement via the ISU Alerts Emergency Notification System.

SHELTER IN PLACE

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.

How you will Be Alerted

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 (RAVE) which uses the following methods:

- Landlines and cell phones
- E-mail
- Text messaging
- University homepage
- Campus-wide exterior and interior Public Address Systems
- Facebook and Twitter

(E-mail notification through ISU-Alerts and through the RAVE home office can be done when the ISU Alerts system is inoperable.)

By Other Methods As Needed:

- University closure phone line
- Manual entry to Public Safety homepage
- Using staff to make physical contact at each building
- Vehicle and hand held public address systems
- KISU radio (Station 91.1fm) (Pocatello and Idaho Falls Campuses Only)
- Public and private television stations
- IPAWS (strictly as a redundant system and in coordination with county agencies)

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