

# Emergency Procedures

CSI's Campus Safety Department publishes this emergency manual for public use and display. Generally, the procedures outlined in this manual are to be followed by personnel who are on the scene. However, the procedure(s) to follow should be known by all members of the Emergency Management Team and Building Captains.

## **Types of emergencies covered by the emergency manual are:**

1. Active Shooter
2. Bomb Threat
3. Crime in Progress
4. Disruptive Persons/Events
5. Earthquake, Flood, Tornado, Extreme Weather
6. Evacuation of Persons with Disabilities
7. Exposure to Blood or Bodily Fluids
8. Fire or Explosion
- 9.

believe it's unsafe to be outside. During a lockout, occupants inside the building should remain calm and stand

# **Active Shooter Situation**

## **PRE-PLANNING:**

1. Determine what you are able and willing to do in a crisis situation. Develop your survival instinct, plan your actions and be ready to engage your action plan quickly.
- 2.

## **Bomb Threat**

1. If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT. Call Campus Safety at extension 6605.
2. If you receive a bomb threat on the telephone:  
.



## Disruptive Persons/Events

**If a person causes a disruption**, call the Campus Safety Department at **extension 6605** for assistance.

It is the goal of CSI to provide a safe work and learning environment. Safety is the responsibility of all employees. CSI views threat, acts of violence, or any conduct that may be construed as threatening or intimidating as disruptive and contrary to the development and maintenance of a safe, productive and supportive environment. Any intimidation, threat of violence, or act of violence, any seizing of any portion of property, or any unauthorized activity, which prevents the normal operation of the College in any way by any individual or group, will be considered in direct opposition to the necessary operation of the College. Such behavior will not be tolerated. Action will be taken immediately, up to and including dismissal. Similar action will be taken against those who advocate such described activities.

Disruptive behavior will not be tolerated in the classroom. Instructors, at their discretion, will decide if the learning process is being affected and make the appropriate decision up to and including removal of the disruptive student from the classroom.

Follow-up on misconduct by a student will be made through the Dean of Students. Follow-up about an employee will be made through Administration and Human Resources. Campus Safety will handle non-



## Evacuation of Persons with Disabilities

Please, be aware that people with disabilities, who may be entirely self-sufficient under normal circumstances, may need extra assistance in an emergency. **Note to students and staff with disabilities: You are strongly encouraged to contact the Office of Student Accessibility Services (208-732-6260) to arrange for an individualized safety plan.**

For all College of Southern Idaho community members: In the event of an emergency, observe the following evacuation procedures for people with disabilities, who often need more time in an emergency:

1. Be aware of areas of refuge in your buildings that have been designated for wheelchair users and others with disabilities.
2. Rescue, Fire, Police personnel and Campus Safety will check all exit corridors and exit stairwells for trapped persons, including persons with disabilities who are unable to use stairs.
3. If possible, prepare an emergency plan in advance with students and coworkers with disabilities.
4. Offer assistance.

### MOBILITY IMPAIRMENTS:

1. Persons using wheelchairs on ground level floors can evacuate along with other persons provided there is no debris or blocked access obstructing the exit path.
2. People with mobility impairments are often concerned about being dropped when being lifted or carried. Ask permission.
3. In order to carry a third person, in a safe manner, while descending stairs, two persons must use specific techniques, which must be learned and practiced prior to an actual emergency. If you do not know their techniques, or if the person does not wish to be carried, tell the person using the wheelchair to remain in the area of rescue assistance and/or stairwell. Immediately seek help from Campus Safety, Police and/or Fire personnel.

### VISION LOSS:



# **Exposure to Blood or Bodily Fluids**

If it is wet and not yours, do not touch it!

# Fire or Explosion

## FIRE

### **Before a fire:**

1. Know the locations of fire alarm pull stations and fire extinguishers.
2. Know the locations of exits in your area.
3. Be aware of any flammable or corrosive chemicals stored in your building.
4. Locate areas that have been designated for wheelchair users and others with disabilities.

### **During a fire:**

1. If you notice fire, smoke, or any evidence of fire, evacuate the area, close the door to the room where the fire is located and **immediately sound the building fire alarm**.
2. **Dial 9-1-1**

# Hazardous Materials-Leaks/Spills

(Flammable, Toxic, Corrosive, Oxygenic, Cryogenic Leaks/Spills)

Know what types of chemicals may be in your building. Maintenance/Campus Safety should be contacted to deal with hazardous materials and waste.

If a gas cylinder or other chemical container begins leaking, and if, in the judgment of the persons responsible for such materials, it presents any danger to themselves or the other building occupants, the following steps should be taken:

1. Leave the area immediately, confining the fumes or fire by shutting the door to the room behind you.
2. Call Campus Safety at extension 6605. Give your name, department, location of emergency, and kind of spill, if you know.
3. If deemed necessary by Campus Safety, sound the building fire alarm so evacuation can begin.
4. Evacuate the building to a safe area upwind. Do NOT return to the building until instructed that it is safe to do so.

At all times, suspected gas leaks or suspicious odors should be reported to the CSI Campus Safety Department so appropriate action can be taken.

Note: Contact the CSI Campus Safety Department to document the situation regardless of severity (see information on Accident Reports).

## **Inclement Weather Closure Information**

The College of Southern Idaho would like to remind everyone of its inclement weather closure notification procedures.

- 1.

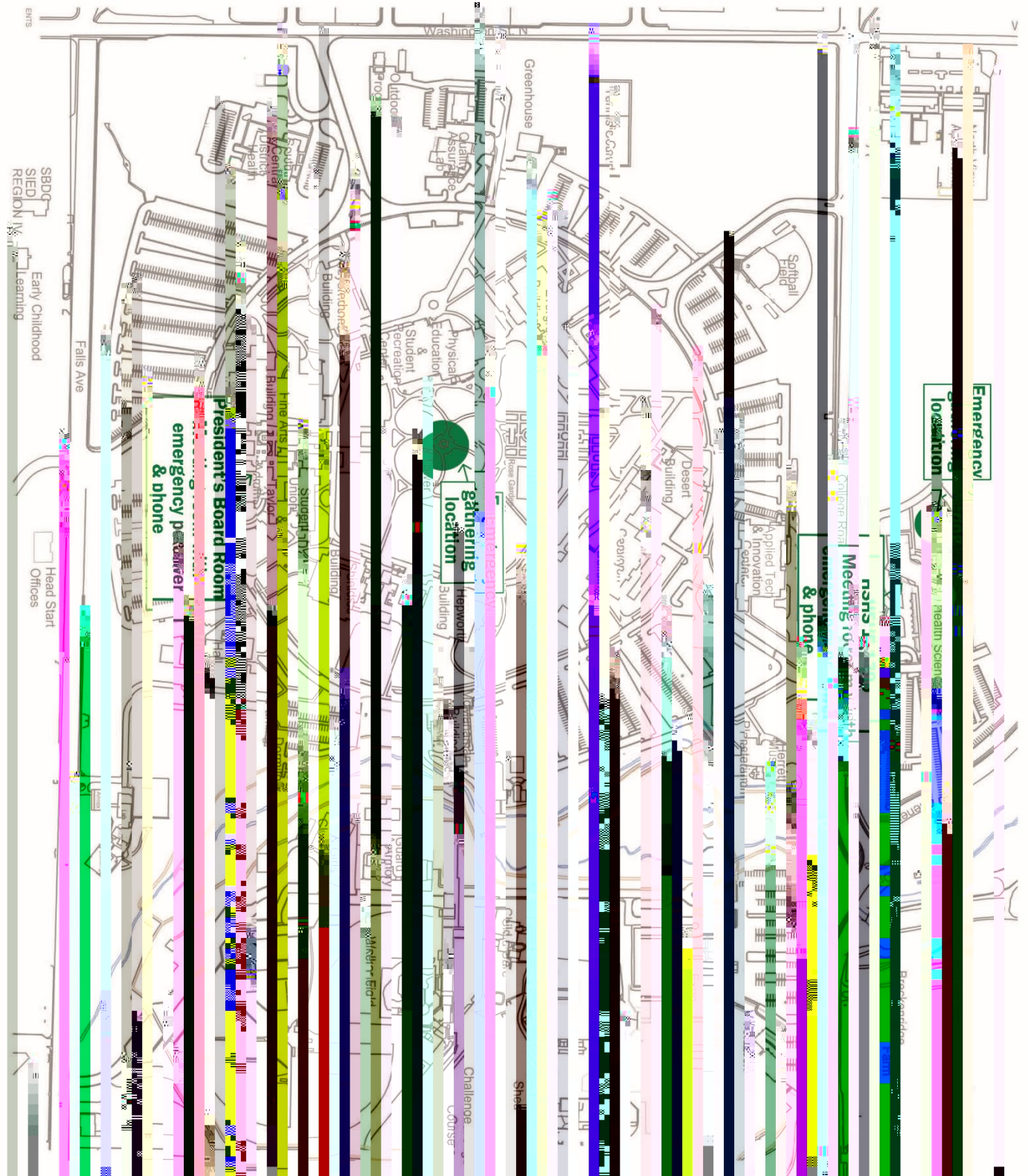
## **Power Failure**

If a power failure occurs during work hours:

1. Turn off all light switches, the voltage may fluctuate and damage any lights that are on.
2. Set all equipment and appliance switches to the OFF position. This is to protect against kicking out circuit breakers, blowing fuses, or damaging equipment when the full surge or current hits as power comes back on.
3. As necessary, evacuate persons from darkened areas. Emergency lights usually last less than one hour.
4. Limit the number of people reporting outages to maintenance.
5. Use the phone located in the elevators or a cell phone in order to report persons trapped in elevators to Campus Safety.
6. Wait for power to return or for additional notification from the EMT.



# Emergency Locations Map



## **Responding to Media Inquiries**

Unauthorized people should not make comments to the news media but should direct all inquiries to the Office of Marketing & Communication (208) 732-6333.

Such inquiries may include the following:

1. Natural disasters, such as earthquakes, fires, etc.
2. Catastrophes, such as explosions, chemical spills, etc.
3. Crime
4. Personnel management issues
5. Scandal
6. Legal/financial matters

In the event one of the above-mentioned situations occur, the CSI Campus Safety Department will provide verified facts to the President, or designee, and to the Office of Marketing & Communication.

Information to the media should be released only by the Office of Marketing & Communication or administrator designated by the President.