

EMERGENCY RESPONSE PLAN

Crises and Disaster Management

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EMERGENCY RESPONSE PLAN

Crises and Disaster Management

I. INTRODUCTION

A. PURPOSE

Boise State University is committed to protect its faculty, staff, students, visitors and property, and to maintain an environment suitable for the orderly conduct of its educational function. Accordingly, the University must be prepared at all times to respond to situations that would adversely affect the ability to fulfill these responsibilities and has thus developed this Emergency Response Plan. The fundamental purpose of the plan is to establish procedures and an organizational hierarchy for the rapid and effective response to all categories of campus emergencies ranging from individual departmental or building incidents to catastrophic events involving the entire campus and the surrounding community.

B. SCOPE

This current version of the Boise State University Emergency Response Plan supersedes all previous plans and precludes employee actions not in concert with its intent or the emergency management organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto. In addition, in the case of extraordinary, widespread or catastrophic events, this plan and organization shall be subordinate to the applicable state or federal governmental authorities having legal or assigned responsibility for the type of incident occurring.

This plan sets forth many of the standard operating procedures used by [Ada-City County Emergency Management \(ACCEM\)](#) for handling emergencies, disseminating public information, establishing emergency communications, assessing and reporting damage and implementing recovery actions. In addition, the plan calls for significant cooperation with and dependence on the [State of Idaho Bureau of Homeland Security](#) and various other local, state or federal emergency response entities.

This plan also fulfills the University's responsibilities to comply with applicable statutes and directives including the State of Idaho Disaster Preparedness Act and Executive Orders 2001-13 and 2000-04 ("Assignments of All-Hazard Mitigation, Preparedness, Response and Recovery Functions to State Agencies in Support of Local and State Government Prior to and During Emergencies and Disasters").

C. AUTHORITY AND DUTY TO IMPLEMENT

The University's Emergency Response Plan is promulgated under the authority of the President of Boise State University and only the President or designee is authorized to declare a state of emergency at the University. When thus activated, this plan will be implemented by all assigned officials under the direction of the members of the Emergency Policy and Operations Groups (see section II. B). These officials will be responsible for all decisions, resource allocation, emergency response and recovery actions during and following any crisis

or disaster. The plan shall be subsequently deactivated by the President or designee when all phases of managing the emergency have concluded.

The [Boise State University Emergency Management \(BSUEM\) Department](#) is currently responsible to review and where necessary, update the University's Emergency Response Plan in accordance with applicable regulations and University Administrative policies. In addition, BSUEM will ensure annual validation is sent to the Office of the State Board of Education that the plan has been reviewed and that emergency preparedness training for appropriate personnel is provided. Recommendations for other changes or improvements are encouraged and suggestions should be directed to BSUEM.

II. MANAGEMENT OF UNIVERSITY EMERGENCY RESPONSE OPERATIONS

A. FIRST RESPONSE ACTIONS

The first responsible person at the scene of a campus emergency situation, crises or disaster scene should evaluate the circumstances, get out of immediate danger and then call 911 or the campus office of the Boise Police Department (telephone: 208-426-1453). These emergency response officials will continue to exercise supervision of the situation unless relieved by other governmental agencies or military officials having legal or assigned responsibility for the type of incident occurring. First actions at the scene will normally be to initiate necessary evacuations, care for the injured and to isolate the area to protect others from being exposed to known or suspected hazards. Refer to [APPENDIX E](#) for a more detailed listing of first response procedures that should be taken when dealing with various major categories of emergencies.

B. EMERGENCY MANAGEMENT SYSTEM - ORGANIZATION

This Emergency Response Plan is designed according to principles or concepts of the Incident Command System, a nationally recognized on-scene emergency management model specifically designed to allow users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. This organizational structure allows responsible University officials the flexibility to respond to an incident as it potentially escalates in severity and to give them the control necessary to direct all campus operations in coordination with outside emergency response agencies. At Boise State University, this emergency management consists of the following:

- Emergency Policy Group
- Emergency Operations Group
- Incident Scene Commander
- Emergency Operations Center
- Manager, Emergency Operations Center
- Building Administrators, Building Coordinators and Floor Monitors

1. Emergency Policy Group

The Policy Group shall make and/or approve all major emergency or disaster response decisions, priorities and strategies for the University as necessitated by the situation at hand and based upon the economic, political, legal or other implications of both the actual or potential threat faced. [APPENDIX A](#) of this plan provides a description of individual responsibilities of each policy group member and a checklist of suggested duties to assist them in carrying out their functions during an emergency situation. However, nothing in the

duty checklists shall be construed in a manner that limits the use of good judgment and common sense on the part of an individual member in dealing with the details of the emergency, crises or disaster at hand. The following persons comprise the membership of Emergency Policy Group:

[President](#)
[Provost](#)
[Vice President, Finance and Administration](#)
[Vice President, Student Affairs](#)
[Vice President, University Advancement](#)
[Vice President, Research](#)
[Associate Vice President and University Counsel](#)
[Associate Vice President, Campus Planning and Facilities](#)
[Director, Marketing and Communications](#)

2. Emergency Operations Group

The Operations Group carries out the decisions reached by the Policy Group; gathers, confirms and evaluates incident information; coordinates, directs and tracks field level personnel, equipment and material resources deployed; identifies resource needs/shortfalls; and documents situation status. [APPENDIX B](#) provides a description of individual responsibilities of each group member and a checklist of duties to assist them in carrying out their functions. However, nothing in the duty checklists shall be construed in a manner that limits the use of good judgment and common sense on the part of an individual member in dealing with the details of the emergency, crises or disaster at hand. The following persons comprise the membership of Emergency Operations Group:

[Associate Vice President, Undergraduate Studies](#)
[Associate Vice President, Finance and Administration](#)
[Executive Director, University Housing](#)
[Executive Director, Human Resource Services](#)
[Executive Director, Health, Wellness and Counseling Services](#)
[Executive Director, Office of Information Technology](#)
[Director, Facilities Operations and Maintenance](#)
[Assistant Director, Marketing and Communications](#)
[Manager, Risk Management and Insurance](#)
[Environmental Health Officer](#)
[Occupational Health and Safety Officer](#)

3. Incident Scene Commander

The Incident Scene Commander (ISC) is the individual responsible for the command of all functions at the field response level; i.e., at the site of an emergency, disaster, or crises incident. Unless designated otherwise by the President or other federal/state governmental authorities, the ISC at Boise State University properties is the Director, Emergency Management. In case of this person's absence or incapacitation, an alternate substitute will be designated by the President or the Emergency Policy Group. Refer to [APPENDIX C](#) for the specific duties of the ISC.

4. Emergency Operations Center

The Emergency Operations Center (EOC) is where the emergency team officials meet to control operations and make critical decisions during a crises or disaster situation. The EOC shall be activated only by the President or designated members of the Policy Group. When thus activated, all normal lines of authority, University procedures and regulations will be superseded by the appointed members of the Emergency Policy Group and Emergency Operations Group. When the EOC is deactivated, all normal chains of authority, regulations and procedures will immediately resume. For detailed information on the functions of the EOC, refer to [APPENDIX F](#).

5. Manager, Emergency Operations Center

The Executive Director of Security and Police will serve as the manager of the Emergency Operations Center (EOC). When directed by the President or designee, the EOC Manager will be responsible to notify each member of the Emergency Policy Group and where appropriate, Emergency Operations Group members, to convene at the Emergency Operations Center or other designated location dictated by the incident. Refer to [APPENDIX D](#) for the specific responsibilities and duties of the Manager, EOC.

6. Building Administrators, Building Coordinators and Floor Monitors

In accordance with [BSU Administrative Policy 6816-C](#), Building Administrators, Building Coordinators and Floor Monitors are the key personnel appointed for each building or facility to assist emergency planning and response departments during drills and in actual emergencies. Unless instructed otherwise by University officials, when a building alarm sounds, these designated individuals are expected to ensure, to the extent practical, that a safe, orderly evacuation is carried out until emergency responders arrive on the scene.

III. IMMEDIATE EMERGENCY RESPONSE INSTRUCTIONS AND ACTIONS

Boise State University may be at risk from a wide variety of potential natural or man-made hazards and hazardous conditions. Refer to [APPENDIX E](#) for a listing of several major types of hazards or specific situations that could occur on campus or in the surrounding community and recommended emergency action procedures that could be taken in response to each. Appendix E also covers special information and contingency planning for acts of terrorism and the use of weapons of mass destruction, Pandemics, and an Active Shooter incident.

IV. EMERGENCY CATEGORIES AND RESPONSE PRIORITIES

General categories of campus emergencies are divided into levels of scope or severity as listed below; normally, the President or designee would activate the Emergency Operations Center and members of the emergency policy and operations groups would be called to convene only in response to CATEGORY 3 and 4 situations:

CATEGORY 1 SITUATION - A minor or other-than-serious department or building incident that can usually be resolved by a single University service unit. Examples of Category 1 incidents could include broken water pipes, minor hazardous material spills, or individual building loss of heat or electricity for several hours.

CATEGORY 2 SITUATION - A department, building or campus incident that is serious but which can be typically resolved with existing University resources or limited outside help. A Category 2 incident is usually a short duration event with limited impact to the campus

community beyond those using the areas or buildings in which it occurred. Examples of Category 2 incidents could include violent or sexual assault on a single person; campus-wide power outages; minor fire confined to a room and not involving hazardous chemicals; potential employee exposure to ionizing radiation or biological-chemical agents; single student fatality off-campus due to natural causes or accident.

CATEGORY 3 SITUATION – A major emergency or crisis situation potentially impacting numerous persons or a sizable portion of the campus and/or outside community. Category 3 emergencies may be single or multi-hazard situations and often require considerable coordination both within and outside the university. Category 3 emergencies could include imminent events on campus or in the general community that can develop into a major university crisis or full disaster. In particular, many student issues can become quite complex because of varied institutional and support responses that must be coordinated. Examples of Category 3 incidents may include violent assaults affecting many persons, student death on campus, student homicide on or near campus, building/office hostage incidents, hate crimes, limited small-scale threats or incidents of acts of terrorism including bomb threats, the use of weapons of mass destruction (e.g., Chemical/biological release in one room); destructive ice, windstorms or thunderstorms, major fire or explosion, contagious disease outbreak; domestic water contamination; natural gas line breaks requiring large area evacuations, or by request of a member of the Emergency Policy Group, or Emergency Response Manager in response to a situation.

CATEGORY 4 SITUATION - A catastrophic, usually multi-hazard emergency event involving the entire campus and surrounding community and where immediate resolution is beyond the emergency response capabilities of campus and local resources. Examples of category 4 incidents could include major earthquake, flood or devastating tornado, pandemic contagious disease outbreak, widespread threats or incidents of acts of terrorism and the use of weapons of mass destruction affecting entire portions of the campus or surrounding community.

In dealing with any emergency, all available University personnel, equipment and materials will be used to respond to and provide protection of life, property and operations with the following priorities:

Response Priority A: Life Safety - assisting the injured, evacuating hazardous areas, eliminating life safety hazards;

Response Priority B: Life Support and Assessment - eliminating or minimizing risks to facilities and systems that could lead to serious property loss beyond that already sustained;

Response Priority C: Restoration of General Campus Operations - restoration of services, facilities and programs to allow resumption of classes and research programs.

For detailed descriptions and information on each of these response priorities, refer to [APPENDIX G](#).

V. MEDIA AND PUBLIC INFORMATION GUIDELINES

Official, accurate public information regarding the University on campus emergency, crises or disaster situations will be delivered by a limited number of specified spokespersons as promptly as possible. Refer to [APPENDIX H](#) for general guidelines and template letters that may be useful to personnel handling university relations with the public or news media.

VI. DISASTER RECOVERY GUIDELINES

Refer to [APPENDIX I](#) for general guidelines or recommendations on recovery efforts following any major emergency or disaster that has caused partial or total discontinuance of operations.

Appendix A

EMERGENCY POLICY GROUP RESPONSIBILITIES AND DUTY CHECKLISTS

MEMBER RESPONSIBILITIES	DUTIES CHECKLIST
<p>President Act as highest level of campus authority during an emergency, crises or disaster. Acquires response resources from outside the University as necessary.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain log of significant events, messages, and phone calls and pass on to relief with instructions to maintain it. <input type="checkbox"/> Assess situation; obtain information and periodic updates from Emergency Policy/Operations Group executives; decide if a state of emergency must be declared and/or activate the Emergency Operations Center (EOC). <input type="checkbox"/> Establish communications with the Office of the State Board of Education, Governor, and other Federal, State and local officials as the situation warrants. <input type="checkbox"/> Authorize the following protective or precautionary actions as appropriate: <ul style="list-style-type: none"> <input type="checkbox"/> Partial or total campus evacuation (evacuations for site-specific emergencies may also be ordered by the highest ranking University or community law enforcement officer on duty) <input type="checkbox"/> Sheltering, campus closure and/or re-opening; declared curfew <input type="checkbox"/> Cancellation and reservation of classes and all other events. <input type="checkbox"/> Issue any necessary public statements personally or through the University Marketing and Communications Office. <input type="checkbox"/> Seek advice/direction from the Provost and all VP's concerning actual or potential effect of the crisis or disaster situation on critical mission of the institution. <input type="checkbox"/> Order de-activation of campus state of emergency when all phases of emergency have concluded. <input type="checkbox"/> Establish target date for resumption of full or limited administrative and academic schedules.
<p>Provost Act as primary alternate in the absence of the President. Responsible for decisions concerning the cancellation, rescheduling or relocation of classes, tests and other programs interrupted by an incident.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain log of significant events, messages and phone calls and pass on to relief with instructions to maintain it. <input type="checkbox"/> Serve as lead representative in matters related to academic interface with EOC operations. <input type="checkbox"/> Assess monetary, class scheduling and staffing effects of a disaster on academic areas. <input type="checkbox"/> Coordinate the use of academic space in providing mass care facilities. <input type="checkbox"/> Assist in determining security requirements for academic areas. <input type="checkbox"/> Assist in dissemination of information related to the disaster to the academic community. <input type="checkbox"/> Coordinate the use of foreign language interpreters if needed. <input type="checkbox"/> In absence of President, assume emergency duties of President.
<p>Vice President, Finance and Administration Assess and advise on finance/legal issues.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Poll other Emergency Policy and Operations Group members to assess potential or actual monetary impact of the crises or disaster at hand. <input type="checkbox"/> Develop and maintain a tracking system for all events tied to reimbursement to assure maximum financial recovery for the University. <input type="checkbox"/> Poll other EOC staff to assess requests for reimbursement or other finance issues. <input type="checkbox"/> Develop public announcement for recruiting volunteers. Announcement should include skills needed, reporting location, sign-up roster (volunteers must be registered to be covered by University insurance). <input type="checkbox"/> Develop a plan to deal with large numbers of unsolicited volunteers. <input type="checkbox"/> In absence of President and Provost, assume emergency operation duties of President.
<p>Vice President, Student Affairs Assess crisis management needs for students; provide short and long-term plan for student housing and food service and coordinate records survey.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Coordinate the recruitment of student volunteers with VP, Finance and Admin. <input type="checkbox"/> Coordinate/arrange for student counseling personnel, medical triage and other student necessities as warranted. <input type="checkbox"/> Assist with organizing student housing and food services. <input type="checkbox"/> In absence of President, Provost, and Vice President, Finance and Administration, assume emergency operation duties of President.

<p>Vice President, University Advancement Formulate and disseminate general public information.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls and log of all media releases and statements. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Establish procedures for release of public information noting that unless otherwise directed, the Director, University Communications is the official spokesperson for BSU. <input type="checkbox"/> Authenticate all sources of information received, and verify for accuracy. <input type="checkbox"/> Designate location for media to setup providing for needed supplies and utilities. <input type="checkbox"/> Prepare and issue public statements that are concise, factual and non-speculative as soon as practical after the incident or disaster, and update regularly thereafter. <input type="checkbox"/> Prepare recorded messages on the Univ. Emerg. Info. Line (388-1428) concerning the state of the campus. <input type="checkbox"/> Where possible, establish phone lines for a Disaster Inquiry Center to answer questions from the public; provide bilingual staff when available; publicize the DIC phone numbers. <input type="checkbox"/> Coordinate media releases and statements with the EOC members before release. <input type="checkbox"/> Determine the need for on-scene media briefings and designate a media-briefing center. <input type="checkbox"/> When appropriate, contact city/county public relations to share information. <input type="checkbox"/> Periodically prepare and disseminate a media release that addresses rumor control. <input type="checkbox"/> Contact the Director of Student Housing responsible for shelters. Request the location(s) and preferred method of contact for Disaster Welfare Inquiry (DWI) and Locator Services. Prepare and disseminate a media release advising the public of this information.
<p>Vice President, Research Preserve research activities and other related programs interrupted by an emergency incident.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Coordinate provisions for all academic divisions that have need to preserve and continue research activities, possess and use hazardous materials, use animals that require containment or safe habitation areas.
<p>Associate Vice President and University Counsel, Legal advice and direction.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Provide legal guidance to the Emergency Policy/Operations Group executives and assess the emergency situation for legal risk to the University and personnel providing voluntary assistance. <input type="checkbox"/> Provide/monitor/advise EOC executive on legal responsibilities/authority for emergency declarations, intergovernmental aid, social control (curfews), other restrictions.
<p>Associate Vice President, Campus Planning and Facilities Conduct facility damage assessment; prioritize salvage operations and short term building replacement program.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Respond to and advise Emergency Policy/Operations Group executives on facilities needed. <input type="checkbox"/> Maintaining inventory of all facilities resources and their deployment. <input type="checkbox"/> Ensure Director, FO&M and staff carries out their duties and responsibilities as required.
<p>Director, Marketing and Communications Formulate and disseminate general public information</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls and log of all media releases and statements. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Establish procedures for release of public information noting that unless otherwise directed the director, Communications and Marketing is the official spokesperson for BSU. <input type="checkbox"/> Authenticate all sources of information received, and verify for accuracy. <input type="checkbox"/> Designate location for mediate to setup providing for needed supplies and utilities. <input type="checkbox"/> Prepare and issue public statements that are concise, factual and non-speculative as soon as practical after the incident or disaster, and update regularly thereafter. <input type="checkbox"/> Prepare recorded messages on the Univ. Emerg. Info. Line (334-2296) concerning the state of the campus. <input type="checkbox"/> Where possible establish phone lines for a Disaster Inquiry Center to answer questions from the public; provide bilingual staff and when available; publicize the DIC phone numbers. <input type="checkbox"/> Coordinate media releases and statements with the EOC members before release. <input type="checkbox"/> Determine the need for on-scene media briefings and designate a media-briefing center. <input type="checkbox"/> When appropriate, contact city/county public relations to share information. <input type="checkbox"/> Periodically prepare and disseminate a media release that addresses rumor control. <input type="checkbox"/> Contact the Director of Student Housing responsible for shelters. Request the location(s) and preferred method of contact for Disaster Welfare Inquiry (DWI) and Locator Services. Prepare and disseminate a media release advising the public of this information.

APPENDIX B

**EMERGENCY OPERATIONS GROUP
RESPONSIBILITIES AND DUTY CHECKLISTS**

MEMBERSHIP AND RESPONSIBILITIES	DUTIES CHECKLIST
<p>Associate Vice President, Undergraduate Studies Coordinate matters related to academic interface with EOC Operations.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Assess the monetary and class scheduling and staffing effects of a disaster on academic areas. <input type="checkbox"/> If needed, coordinate the use of academic space in providing mass care facilities. <input type="checkbox"/> Assist in determining security requirements from academic areas. <input type="checkbox"/> Assist in dissemination of information related to the disaster to the academic community. <input type="checkbox"/> Coordinate the use of foreign language interpreters if needed. <input type="checkbox"/> In absence of Provost, assume emergency operation duties of Provost.
<p>Associate Vice President, Finance and Administration Assess and advise on finance/legal issues.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Advise/Assist VP, F&A to carry out his/her responsibilities and duties. <input type="checkbox"/> Develop procurement system for goods and services; establish lines of credit. <input type="checkbox"/> In absence of Vice President, Finance and Administration, assume emergency operation duties of Vice President, Finance and Administration.
<p>Executive Director, University Housing Coordinate student assistance program through residential education program.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Advise/Assist VP, Student Affairs to carry out his/her responsibilities and duties. <input type="checkbox"/> Poll other EOC staff to determine community or student volunteer needs and assist in their organization. <input type="checkbox"/> Develop public announcement for recruiting volunteers. Announcement should include skills needed, reporting location, etc. Ensure volunteers are registered to be covered by University insurance. <input type="checkbox"/> Assist with student housing and food service and establish student information program. <input type="checkbox"/> Develop a plan to deal with large numbers of unsolicited volunteers. <input type="checkbox"/> Assist with organizing student emergency housing and food services. <input type="checkbox"/> In absence of Vice President, Student Affairs, assume emergency operation duties of Vice President, Student Affairs <p align="center">STUDENT HOUSING</p> <ul style="list-style-type: none"> <input type="checkbox"/> If you are part of the initial EOC team, determine if shelter operations need to be initiated. <input type="checkbox"/> Alert American Red Cross if their assistance in operations is needed immediately. 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, number of evacuees with special needs (e.g., critically ill, persons with disabilities, non-English speaking) <input type="checkbox"/> Based upon data received by following the previous steps, allocate shelter space and assign evacuees by area to facilities. <input type="checkbox"/> Coordinate the information flow between shelter facilities and the EOC as required. If phone service is unavailable, coordinate with OIT and/or Security to place radios at shelters. Assign shelter/reception center teams. Request bilingual staff if needed. <p align="center">FOOD SERVICE DUTIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the provisions of food and emergency dining services for student residents. <input type="checkbox"/> Where requested by EOC executives, coordinate feeding of University employees and volunteers. <input type="checkbox"/> Coordinate food efforts and support to on campus mass-care facilities, necessary student activities, and the Ada City-County Emergency Management Agency. <input type="checkbox"/> Project feeding supply capabilities and procure adequate food supplies via pre-arranged sources. <input type="checkbox"/> Coordinate assessment of water needs and the provision of acceptable water as needed with the aid of Central Health District, Environmental Health & Safety, and Facilities Operations and Maintenance. <input type="checkbox"/> Protect existing food supplies affected by the emergency and provide 24-hour coverage for adequate provision of services if needed.
<p>Executive Director, Human Resource Services Provide employee information and notification. Organize volunteers for operational use.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Poll other Emergency Policy/Operations Group executives to determine personnel needs. <input type="checkbox"/> Provide employee information and notification. Organize volunteers for operational use. <input type="checkbox"/> Maintain a tracking system for all events tied to payroll and timekeeping issues. <input type="checkbox"/> Provide guidance to all EOC staff on acceptable procedures and documentation for timekeeping and payroll operations. Assist other University departments in implementation of these procedures as needed. <input type="checkbox"/> Attempt to meet staffing needs by utilizing in-house resources. If this is not feasible: <ul style="list-style-type: none"> o Use volunteers and other disaster service workers. o If semi-skilled, skilled, or professional staff are required, contact local personnel agencies, state and federal agencies, or professional organizations. <input type="checkbox"/> Designate and arrange for staffing of registration centers for disaster service workers.

<p>Executive Director, Health, Wellness and Counseling Services Organize and administer response actions for medical care for students, faculty and staff.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain. <input type="checkbox"/> Establish and brief EOC members on location of emergency triage and medical treatment points, using hospitals and community resources. <input type="checkbox"/> Coordinate with Ada County 911 Dispatch Center for needed medical resources. <input type="checkbox"/> Organize medical and health teams; survey disaster area for health hazards and sanitation. <input type="checkbox"/> Establish priorities for medical personnel; inventory medical resources available and those needed. <input type="checkbox"/> Establish contact with Ada County Coroner to establish temporary morgue to deal with fatalities. <input type="checkbox"/> Maintain proper medical records of patients. <input type="checkbox"/> Coordinate with Central District Health if required to test water for contamination and potability. <input type="checkbox"/> Obtain bulk water container and sufficient potable water, if required. <input type="checkbox"/> Prepare to administer inoculations, if warranted by threat of disease. <input type="checkbox"/> Following the evacuation of an area, establish and operate emergency medical care centers or first aid stations to serve disaster workers/essential workers in the hazard area. <input type="checkbox"/> Provide the Vice President, University Advancement and other EOC members with information on public health threats from the disaster event, i.e. radiation, contamination. <input type="checkbox"/> If additional medical personnel are required, coordinate with the Director, Human Resources <input type="checkbox"/> Consult the Central District Health Department to identify sources of supply to augment and/or satisfy expanded medical needs during emergency operations. <input type="checkbox"/> In conjunction with EMS, provide transportation and care of individuals from the disaster site to medical facilities and establish a patient tracking system.
<p>Executive Director, Office of Information Technology Conduct communications and computer network damage assessments. Establish and manage emergency telephone services and IT systems using available resources.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Poll Emergency Policy/Operations Group executives to determine emergency information technology, computer network and telephone services needs. <input type="checkbox"/> Determine status of University computer and telephone systems. <input type="checkbox"/> Initiate repairs, procure equipment and personnel to effect repairs. <input type="checkbox"/> Implement disaster recovery plan for all IT systems, activating contracts with external organizations for alternate work sites as needed.
<p>Director, Facilities Operations and Maintenance Provide field support for the surveying and provision of communications, utilities, heavy equipment (rescue, cleanup) transportation and other facilities needs.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this log on to your relief with instructions to maintain it. <input type="checkbox"/> Poll field units and obtain necessary technical assistance to determine structural integrity of any damaged University facilities; location of damaged gas and water mains, waste water lines, and downed power lines; determine anticipated time of restoration of service. <input type="checkbox"/> Poll other staff and utility companies to determine status of gas, electric, water, wastewater, cable television and telephone service; University heat plant; <input type="checkbox"/> Determine status of all University vehicles; take inventory of University fuel and number of additional staff needed to provide sufficient vehicle operators. Assist in coordination of evacuation operations particularly detour route selection, marking, and debris removal. <input type="checkbox"/> Poll other EOC staff to determine facilities and transportation requirements and needs; prioritize/allocate limited resources to those involved in: <ul style="list-style-type: none"> <input type="checkbox"/> Lifesaving <input type="checkbox"/> Medical/public health activities <input type="checkbox"/> Law enforcement <input type="checkbox"/> Property protection and salvage
<p>Assistant Director, Marketing and Communications Formulate and release emergency information to the news media, public and other appropriate agencies, as approved by the President or designee.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Check in at the Emergency Operations Center or establish communication with the EOC executive members and obtain briefing. <input type="checkbox"/> Activate, organize and brief information staff as necessary. <input type="checkbox"/> Set up an area designated only for news media and control their activity in this area. <input type="checkbox"/> Contact the news media personnel. <input type="checkbox"/> Assemble and prepare information for the Emergency Broadcasting System (EBS); this would include press release messages and instructions. Prepare information and releases for the campus community. <input type="checkbox"/> Establish liaison with local, county and state agencies for uniformity of all messages to media and public. <input type="checkbox"/> Obtain approval from campus President via VP, Univ. Advancement for release of all messages to the media and/or public. <input type="checkbox"/> Prepare post-incident releases and/or summary information for use by the news media. <input type="checkbox"/> Maintain a hard copy of all press release messages. <input type="checkbox"/> Maintain an office where Public Information Officer (PIO) activities will be logged, times of operation maintained, significant event information recorded, and equipment or supplies purchased. <input type="checkbox"/> When requested, secure operations and forward all necessary messages, reports and logs to the Emergency Operations Executive.

<p>Manager, Risk Management and Insurance Provision of loss analysis, assessment and administration of all the University's insurance and worker compensation issues during and after the emergency.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Coordinate contact with insurance carriers in response to BSU individuals claiming injury/illness as result of the emergency incident. <input type="checkbox"/> Establish an account with the Business Office to provide an efficient method for reporting and accounting for all equipment, supplies, employees and volunteers, or other expenditures associated with the disaster. <input type="checkbox"/> Keep University Counsel advised of all tort claims filed and/or serious worker's compensation claims relative to any disaster.
<p>Environmental Health Officer Evaluate, measure, recommend control of hazardous substances, infectious agents, and radioactive sources. Provide sampling and analytical services.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Conduct environmental health and safety surveys throughout the emergency. <input type="checkbox"/> Determine whether any hazardous material situations are affected or caused by the emergency at hand and procure necessary resources needed to contain and manage the hazardous material situations. <input type="checkbox"/> Assist emergency personnel in the evacuation and decontamination of individuals and facilities. <input type="checkbox"/> Maintain records of hazardous waste sites and coordinated the disposal of hazardous waste. <input type="checkbox"/> Determine releases of radiation and recommend action to minimize radioactive contamination. <input type="checkbox"/> Coordinate with Facilities Operations and Maintenance for the acquisition of temporary toilet facilities and supplies. <input type="checkbox"/> Establish contact with State DEQ and City environmental agencies and coordinate emergency response efforts with the Ada-City Co. Emergency Management Agency. <input type="checkbox"/> Provide inspections of food operations and the sampling of water supplies in conjunction with dining services and the Central health District when necessary; recommend safe sources of drinking water. <input type="checkbox"/> Recommend proper safety equipment and safe work practices to on-site employees and volunteers. <p>NOTE: Staff of this office will not enter an actual site when appropriate personal protective gear is not available and/or when proper training has not been provided to ensure the immediate safety and long term health of the individual.</p>
<p>Occupational Health and Safety Officer Evaluate, measure, recommend control of hazardous substances, infectious agents, and radioactive sources. Provide sampling and analytical services.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it. <input type="checkbox"/> Conduct occupational health and safety surveys throughout the emergency as requested by the Incident Scene Commander or EOC executives. <input type="checkbox"/> Assist emergency personnel in the evacuation and decontamination of individuals and facilities. <input type="checkbox"/> Assist in determining whether buildings need to be evacuated and when they can be re-occupied. <input type="checkbox"/> Recommend proper safety equipment and safe work practices to on-site employees and volunteers. <p>NOTE: Staff of this office will not enter an actual site when appropriate personal protective gear is not available and/or when proper training has not been provided to ensure the immediate safety and long term health of the individual.</p>

APPENDIX C

INCIDENT SCENE COMMANDER

The Incident Scene Commander (ISC) is designated to be in charge of all emergency incident operations at Boise State University and is thus empowered to direct the response of University field supervisors and personnel and coordinate with all outside local, state or federal emergency response and law enforcement agencies responding to campus emergencies. The incident scene commander for BSU is the Director of Emergency Management.

DUTY CHECKLIST

- Provide security for protection of the Emergency Operations Center (EOC) and its staff.
- Determine the need to evacuate affected or threatened areas. Make certain that this action is coordinated with appropriate personnel and agencies. With regard to evacuation operations:
 - If BSU resources appear to be insufficient to support shelter operations, seek Policy Group advice whether to request assistance of American Red Cross; Idaho Bureau of Homeland Security(Disaster Services).
 - Ensure that persons with special needs such as the hearing impaired, blind, or non-English speaking are made aware of the evacuation order, assembly points, and transportation modes.
- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.
- Have staff conduct a situation analysis to determine the nature, scope, and severity of the incident(s) and issue decisions regarding requests for mutual aid, evacuation taking into considering the following:
 - Nature of the emergency(s) and multiple incidents
 - Areas of the campus affected or threatened
 - Containment potential
 - Number of fatalities and injuries and damage assessment to BSU facilities
 - Determine the need to issue public warnings.
- Poll law enforcement/security field units and substations to determine:
 - Initial observations and intelligence relative to the scope and nature of the emergency.
 - Location and response capability of law enforcement resources.
 - Number and location of uncommitted units.
- If curfew is to be imposed, review circumstances and legal powers with the University Counsel, prepare instructions and curfew order, submit to Policy Group for approval, and issue instructions to all law enforcement personnel, campus-wide. Coordinate release of curfew order with Vice President, University Advancement and University Counsel.
- Determine security needs for mass care facilities; maintain order, crowd control, public warning measures.
- Assign staff to assist the civil emergency response forces in urban search and rescue operations as requested; poll field forces to determine if they are in threatened areas.
- Provide security and anti-looting patrols for inundation/evacuation areas.
- Arrange/assign assembly points for people using public transportation, including availability of disabled access vehicles
- In the event of a hazardous chemical/biological/radiological incident, coordinate or receive direction from campus or community health/safety responders to set up perimeter/access/traffic control.
- Coordinate evacuation notification of impacted residents with city/county/state/federal law enforcement using their field resources and public address systems.
- If evacuations are ordered:
 - Coordinate University Security and parking services with outside governmental law enforcement personnel for traffic control and security for the evacuated area and shelters,
 - Develop security plans for re-entry after the event.
 - Assign personnel to patrol vacated areas and provide perimeter and traffic control as necessary using equipment from Campus Parking Services or borrow from Boise City/Ada County resources.
 - Coordinate or direct Public Information Officer to provide information on evacuation routes/shelter sites to the public through the media. Notification should include the following information:
 - Why the public must evacuate:
 - Whether the evacuation is mandatory or voluntary;
 - Evacuation routes, including road conditions;
 - What to do if a vehicle breaks down;
 - Location of shelter sites.

APPENDIX D

MANAGER, EMERGENCY OPERATIONS CENTER

The Manager, Emergency Operations Center (EOC) is designated to supervise and coordinate the functions of the EOC, ensure its availability and suitability at all times and shall serve as the primary liaison between Operations and Policy Groups to relay emergency status information to each group member. The manager of the emergency operations center is the Executive Director of Security and Police.

DUTY CHECKLIST

- When the President or designee has declared a state of emergency at the University, activate the Emergency Operations Center (EOC); notify each policy and operations group member of the situation and where to immediately convene.
- Initiate/maintain a log of significant events, messages, and phone calls made and received. If necessary, pass this on to your relief with instructions to maintain it.
- Provide for 24-hour staffing (12-hour shifts) of Emergency Operations Center.
- Once EOC staff has been assembled, conduct an initial EOC staff meeting, situation briefing and EOC orientation.
- Notify Ada City-County Emergency Management and the Idaho Bureau of Homeland Security (Disaster Services) of the situation and that the University's EOC is activated. Alert the following, as warranted by the situation:
 - BSU Radio; Fire & Law Enforcement through 911 dispatch; American Red Cross; local hospitals; Idaho Power; Intermountain Gas; United Water; local telecommunication companies, and the National Weather Service.
- Set up status boards and maps; post critical information regularly; conduct periodic staff meetings and situation briefings throughout the emergency.
- Instruct staff to periodically poll field units and report findings to EOC staff as required.
- Coordinate feeding and housing arrangements for EOC staffers if event will be long term.
- Collect information from Operations Group. Where required or requested, communicate operations group actions and recommendations to prepare briefings to the policy group.

APPENDIX E

IMMEDIATE EMERGENCY RESPONSE INSTRUCTIONS AND SPECIFIC HAZARD INFORMATION

This section provides specific hazard information, emergency action procedures and building evacuation instructions for faculty, staff, students and visitors of the University to follow in response to certain emergencies. Any condition that may be harmful or threatening to the employees, students and visitors of the University or to its buildings and contents is a reason to call for emergency assistance.

Employees are expected to know this emergency action information and to retain the University Emergency Response Plan in every office on campus for ready reference. Copies and revisions may be printed from the University Security website <http://finad.boisestate.edu/security>.

Each University building or facility shall have an appointed Building Coordinator and alternate/assistant as set forth in BSU Administrative Policy 6815-C. Unless instructed otherwise by officials, when a building alarm sounds or an evacuation is ordered, designated Building Coordinators and/or alternates and assistants shall direct and ensure, to the extent practical, that a safe evacuation proceeds until campus and community emergency personnel arrive.

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APPENDIX E

IMMEDIATE EMERGENCY RESPONSE INSTRUCTIONS AND SPECIFIC HAZARD INFORMATION

E-1. GENERAL INSTRUCTIONS FOR ALL EMERGENCY SITUATIONS:

GET OUT OF IMMEDIATE DANGER AND THEN REPORT THE SITUATION BY DIALING 911 FROM ANY TELEPHONE.

Identify yourself, your location, the location and type of incident and if an evacuation is underway. Answer any questions and do not hang up the phone until the operator is finished.

IMPORTANT PHONE NUMBERS:

University Emergency Information Line (recorded message):	(208) 334-2296
Campus Police (<u>non-emergency</u>):	(208) 426-1453

E-2. SPECIFIC BUILDING EVACUATION PROCEDURES:

A. WHEN ORDERED TO EVACUATE OR WHEN ALARMS ARE ACTIVATED, ALWAYS LEAVE IMMEDIATELY.

- Unless ordered otherwise by officials, designated Building Coordinators and/or alternates and assistants (identified with red armbands) shall direct and ensure, to the extent practical, that a safe personnel evacuation is conducted. Treat all alarms as warning of an actual emergency situation.
- All department heads, faculty, managers and supervisors must help direct employees, students, visitors and each other to obey evacuation instructions of emergency response personnel and/or the Building Coordinators.
- Building Coordinators and/or alternates and assistants shall notify emergency personnel immediately upon their arrival at the scene concerning the status of the evacuation, the exact location of any injured or trapped persons, those waiting in designated Areas for Evacuation Assistance and any others who may be anywhere in the building and any other relevant information on the emergency situation.

B. EXIT QUICKLY AND CALMLY USING NEAREST EMERGENCY ESCAPE ROUTES AND MARKED EXITS AND PROCEED TO SAFE ASSEMBLY LOCATIONS. DO NOT USE ELEVATORS.

Do not attempt to use elevators during an emergency. Elevators are called to the first floor when the fire alarm system is activated. Use only stairways in an evacuation.

Use clear, safe escape routes and exits and proceed to the nearest outside Safe Assembly Location shown on this building's posted evacuation map or to a location ordered by emergency response personnel. Do not return to an evacuated building until directed by University officials. If possible, take your coat and keys but do not take time to go to lockers or offices for personal possessions.

Where applicable and if possible and safe, turn off laboratory gases, exhaust fans and close doors/windows as you exit.

C. ASSIST PERSONS REQUIRING EVACUATION ASSISTANCE TO GET TO DESIGNATED AREAS FOR EVACUATION ASSISTANCE. BE ALERT FOR TRAPPED, INJURED OR OTHER PERSONS NEEDING ASSISTANCE.

Transporting of individuals requiring evacuation assistance up or down stairwells shall be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist, relocation of these individuals shall be limited to the designated Areas for Evacuation Assistance.

Notify emergency personnel immediately upon their arrival of the exact location of any injured or trapped persons, those waiting in designated Areas for Evacuation Assistance and any others who may be anywhere in the building.

E-3. FIRE AND SMOKE CONDITIONS: ALERT PERSONNEL IN IMMEDIATE VICINITY AND EVACUATE.

- ❑ Unless a fire is small and easily extinguished, alert others, activate a fire alarm and evacuate the building. Dial 9-1-1 from any phone to reach the fire department. If possible, close doors on your way out to prevent spread of smoke or vapors into adjoining rooms and corridors. Never enter a smoke-filled room. Feel all doors for heat and do not open a door that is hot to the touch. When heavy smoke is present, stay close to the floor.
- ❑ If your or another person's clothing is on fire, STOP, DROP to the floor or other horizontal surface and ROLL to put out the flames. Seek immediate medical assistance.

E-4. HAZARDOUS MATERIALS INCIDENTS: ALERT PERSONNEL IN IMMEDIATE VICINITY AND EVACUATE.

- ❑ If highly toxic, radioactive or a large amount of chemical material is involved, leave the area quickly, alert other personnel in the vicinity and initiate an evacuation of the building. Call **911** and the Environmental Health and Safety Office at **426-3303 or 3999** for help. Advise emergency response personnel concerning any person's inhalation, skin, eye, mouth, or ingestion exposure to any hazardous substance using product labeling, Material Safety Data Sheets (MSDSs) or other available information.
- ❑ If a spill involves a small amount of chemical material and if possible without endangering yourself or other personnel, confine the spill keeping yourself between the chemical and an exit to avoid being trapped. If the spill is inside a fume hood, lower the sash. For flammable liquid spills, shut off all potential ignition sources and do not turn on switches or unplug any electrical equipment.

E-5. NATURAL GAS LEAKS AND PIPELINE BREAKS

NOTE: Flammable fuel gases (e.g., methane and propane) are naturally odorless, colorless and tasteless; therefore, suppliers add to these gases a very distinct, foul-smelling chemicals such as methyl mercaptan. This rotten cabbage or sulfur-type odor allows a person to detect even small concentrations of combustible gas in the air and take the appropriate life safety and fire/explosion prevention precautions.

INCIDENT PRIORITY: The first responsible person discovering a natural gas leak or pipeline break incident should assess the immediate threat to human life in case of fire or explosion and if necessary, initiate evacuation(s) of the surrounding area and buildings.

Move UPWIND from the leak incident or into an area where you cannot smell the gas, and then call 911 for emergency assistance.

DO NOT USE cellular phones, radios, pagers, flashlights or other device capable of producing static electricity, sparks, electric arcs or open flame in the immediate vicinity of leaking flammable gas or where concentrations are not known.

Only sealed, intrinsically-safe devices shall be used in an area where flammable gases or liquids are leaking.

During the evacuation of any facility or area affected by unknown concentrations of leaking natural gas, DO NOT turn on/off lights, electrical equipment, elevators or any device that could cause sparks, static electricity or a flame, including a facility's fire alarm system. DO NOT activate a fire or evacuation alarm system unless knowledgeable persons preferably using a properly operating and calibrated Combustible Gas Instrument have determined that combustible or explosive conditions do not exist anywhere in the building or facility.

If persons requiring evacuation assistance cannot be removed safely out of a building or area, help them to the nearest stairwell away from the gas leak and immediately notify emergency responders of their location.

Move people away at least 200 feet from the gas leak OR to a location determined by the Incident Scene Commander or other emergency personnel knowledgeable in natural gas line emergencies and preferably equipped with properly operating and calibrated Combustible Gas Instruments.

Keep all persons out of the hazardous area; emergency personnel should cord off a safe perimeter zone with warning tape or other feasible means. In general, all persons including emergency responders assessing the leak situation should stay 200 feet away from a pipeline leak unless specifically directed as mentioned above.

Do not attempt to repair natural gas line breaks yourself. Only trained, knowledgeable employees of the gas supply company or trained emergency responders shall perform repairs on broken gas lines.

Do not return to an evacuated building involved in a natural gas leak incident unless directed by gas company employees, emergency responders or other knowledgeable persons who have measured the inside air with properly operating and calibrated Combustible Gas Instruments.

E-6. FLOODS

Although the climate in Ada County may be described as semi-arid (dry and temperate), serious flooding could occur as a result of heavy rainfall, snow or ice melt, ice jams, earthquake, land movement, dam failure, or releases from Lucky Peak Dam into the Boise River. Pool or low velocity flooding occurs almost annually and currently there is no county-wide agency responsible for managing drainage. Response to a major flooding incident will require a high degree of local and state or federal interagency cooperation, communication and mutual aid between agencies, municipalities, business, and counties would be required to cope with the situation.

In the event of a flood, use the following procedures unless specifically ordered otherwise by professional emergency responders:

Individuals should exit the flooded area as quickly as possible. Call community emergency dispatch at 911 and provide your name, the flood problem, current conditions and location. Do not hang up the phone until instructed to do so. Assist authorities on the scene with information as needed.

When required and ordered by the President or designee, other University employees and students may be released as conditions warrant.

Avoid standing in flood waters due to the threat of electrocution. One of the greatest hazards to personnel will be electrical grounding of equipment and power lines. Explosions could occur from extinguished gas flames or weakened boilers.

Do not return to any building until professional emergency responders declare that the area is safe.

E-7. EARTHQUAKES: TAKE COVER, HOLD YOUR POSITION UNTIL THE SHAKING STOPS.

Do not rush outside. Move away from windows and outside walls. Get under sturdy furniture or surface and hold on; if it moves, move with it. If nothing is available, seek cover against an interior wall and protect your head with your arms. Do not attempt to restrain falling objects unless they endanger your life.

When the shaking stops, move cautiously and observe your surroundings for hazardous situations. Stay away from windows, tall furniture and other objects that could fall. If outdoors, remain there and move into the open away from overhangs, power lines, trees and all large or tall structures.

Do not use building elevators until officials have assured you that they are safe. If you detect natural gas or any foreign odors, do not use matches or candles. Leave the building immediately and report to University or community emergency personnel.

Do not use landline or mobile telephones except for genuine emergency calls. Expect a long delay for emergency assistance after a serious quake.

Additional earthquake information: As with many emergencies, earthquakes strike with no warning. They can vary greatly, lasting from a few seconds to a minute or more and can range from

minor tremors to a powerful and destructive shifting of the earth, which can result in structural and physical damage. The response to earthquakes will vary, depending on the magnitude and resulting damage. An immediate evacuation may be necessary, or no evacuation at all. The President or his designee will make this decision. The following response procedure should be utilized:

1. Immediately upon commencement of an earthquake, the President/designee should assess the situation and respond accordingly. If major damage occurs, the President may declare a total evacuation of the Campus to begin immediately using the procedures outlined in this manual.
2. The Policy Group should request an inspection of the campus to assess any possible damage. All information should be relayed to the President as soon as possible.
3. All employees, students, visitors etc., must be encouraged to remain calm.
4. The President/designee should request the VP for University Advancement to make an announcement to all by any means possible (telephone, radio, e-mail, emergency alert systems, etc.) stating that we have experienced an earthquake and for everyone to remain calm and that updates should be forthcoming.

E-8. TORNADOES

Tornadoes are violent, local storms with whirling winds that can reach 200-400 miles per hour. The width of a tornado path ranges generally from 200 yards to one mile. The south central, southeastern, and mid-western parts of the United States are particularly susceptible to conditions favoring tornadoes. A tornado may travel "on the ground" from a few hundred yards to fifty miles at speeds of 30 to 75 miles per hour making it nearly impossible to outrun; therefore, one should seek shelter whenever a tornado warning is indicated.

If in a building, one should move away from outside rooms and go to a center hallway. An interior area at the bottom level of the building is preferable. One should avoid auditoriums or gymnasiums or other areas with wide, free span roofs. If caught outside, and there is no time to reach an inside shelter, lie flat in the nearest ditch, ravine, or culvert, with hands and arms shielding one's head. Be sure to leave the ditch, ravine, or culvert immediately after the tornado has passed to avoid the possibility of flash flooding. If in an automobile, follow the same rules as outlined above.

The National Weather Service issues severe weather warnings using the following terms:

A tornado watch means that tornadoes could develop in the designated area.

A tornado warning means that a tornado has actually been sighted in the area or is indicated by radar.

A severe thunderstorm watch indicates the possibility of thunderstorms, frequent lightning and/or damaging winds, hail, and heavy rain.

A severe thunderstorm warning means that a severe thunderstorm has actually been sighted in the area or is indicated by radar.

E-9. CIVIL DISTURBANCES OR DEMONSTRATIONS

In accordance with [Administrative Policy 6615-d](#), Boise State University seeks to ensure that it remains a forum for the broadest expression of views not in conflict with the normal uses of the campus, the rights of others, and the limitations of lawful conduct. More specifically, any free expression activity on campus properties, such as demonstrations, marches, meetings, picketing and rallies, must comply with the following:

- a. They may not be conducted in a manner constituting a violation of federal, state or local law.
- b. They may not be conducted in a manner or at a place or time that unreasonably interferes with the educational, research, service, and other legitimate functions of the University.
- c. They may not be conducted in a manner that violates rules, regulations, and/or policies of the University and/or the State Board of Education, including, but not limited to, regulations set out below or other regulations that may be developed by the University.
- d. They may not be conducted in a manner that violates applicable fire and safety regulations.

If any of the above conditions are violated, the Executive Director, Security and Police should be notified and will be responsible for contacting and informing the President and Vice President for Student Affairs and other

University administration, as necessary. Depending upon the nature of the demonstration, the appropriate guidelines listed below should be followed:

PEACEFUL, NON-DISRUPTIVE DEMONSTRATIONS

- a. Demonstrations of this kind should not be obstructed or provoked. Efforts should be made to conduct University business as normally as possible.
- b. If demonstrators are asked to leave by regular closing time and refuse, the Vice President for Student Affairs and Executive Director, Security and Police should monitor the situation and determine if such refusal constitutes a disruptive activity (see next section).

NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

- a. In the event that a demonstration or other free expression activity violates one or more of the conditions stated above for lawful assembly, the Vice President, Student Affairs, after consultation with the President and Executive Director, Security and Police, should determine the manner in which demonstrators will be ordered to terminate their disruptive activity. The Vice President, Student Affairs should consider having a photographer, key University personnel and applicable student leaders available when such notice is given; consideration should also be given for the need to be accompanied by the Executive Director, Security and Police and/or civil authorities during any confrontation.
- b. Demonstrators who persist in the disruptive activity should 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.
- c. If the Vice President, Student Affairs determines that seeking an injunction is necessary and requests the intervention of civil authorities, efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable. Upon arrival of the Boise Police the remaining demonstrators should be warned of the intention of their arrest.

VIOLENT, DISRUPTIVE DEMONSTRATIONS

- a. In the event that a violent demonstration where injury to persons or damage to property appears imminent, the Boise Police Department should be contacted for immediate assistance and the University's executive Emergency Policy Group should convene. The Executive Director, Security and Police should provide and ensure continuous radio communication between the executive Emergency Policy Group and community police services during the entire disturbance.
- b. If available and safe to do so, the Vice President, Student Affairs should consider arranging for a photographer to videotape the demonstration to facilitate later testimony.
- c. If you are present in the building during a violent demonstration:

MOVE AWAY FROM ALL WINDOWS AND CLOSE BLINDS IF POSSIBLE.

DO NOT OPEN DOORS OR ATTEMPT TO LEAVE THE BUILDING WITHOUT CONSULTING THE POLICE. It may not be advisable to leave at that time.

IF DEMONSTRATORS GAIN ENTRY INTO THE BUILDING, AVOID PROVOKING OR OBSTRUCTING THEM IN ANY WAY. Lock yourself in an office if possible until the police can assist you in leaving the building safely.

E-10. MEDICAL EMERGENCIES

In the event of a serious medical emergency (e.g., heart attack, loss of consciousness, extreme pain, other serious bodily injury) **DIAL 911** from any telephone. Give the building name and address, office and floor number, type of apparent injury.

Alert the Building Coordinator and appropriate supervisory personnel. Have someone go to the elevator lobby of your floor to guide the responding unit to your location. Remain calm and at the scene. The person reporting the emergency will probably have the most important information to give the aid unit.

E-11. WORK-RELATED INJURY OR ILLNESS

Seek medical attention as required. (Primary Health is Boise State University's preferred medical provider). If you receive medical treatment for a work related injury, contact Risk Management at 426-3012 or 426-3636 to file your Worker's Compensation claim.
Report the injury or illness to your supervisor, regardless of severity.
Call in and report the injury to the H-U-R-T line, 426-H-U-R-T (4878)
Complete appropriate documentation (a supervisor's accident/incident report at a minimum) and forward a copy to the Risk Management and Insurance Office.

E-12. VIOLENCE IN THE WORKPLACE

Definition: Any act of physical, verbal, or psychological threat or abuse, assault or trauma against an individual that results in physical and/or psychological injury. Threats of violence may be immediate and direct or non-specific and indirect.

Immediate and direct threats of violence in the workplace include:

- Person threatening to cause bodily harm or property damage.
- Person is in the act of causing bodily harm or property damage.
- Person displaying, showing or waving a weapon: knife, gun, bomb or any device that could be used as a weapon.
- Person stating that s/he has taken steps to commit suicide or harm others.
- Person threatening to commit suicide.

Response to Immediate Direct Threats of Violence

Get out of immediate danger. **Call 911**
Alert your supervisor and/or Human Resources at 426-1616

Non-specific threats of violence include:

Person states that someone "should be" harmed or that damage "should be" done to a building, area, group of people, etc.

Person states the world would be better off without him/her.

Person talks about how use of a weapon would solve problems.

Person talks about intent to harm another or focused on injustices, betrayal, unjust treatment, etc.

Person is preoccupied with thoughts of death of self or others, can't focus on work, is despondent and s/he is drinking or using drugs to cope.

Response to Non-Specific Threats of Violence

Alert your supervisor. Do not hesitate to report a non-specific threat just because there has been no immediate threat of harm to person or property.

Do not try to diagnose or "fix" the person's problems.

Do not set yourself up as an authority regarding the person's problems.

Document your actions by noting pertinent information such as: the presence of drugs or alcohol, the circumstances involved in the threat, what the person said and/or did, who else was present, when and where the threat occurred and what you did after the threat.

E-13. ELECTRICAL POWER SHORTAGES AND OUTAGES

Due to potential power shortages and other factors, Idaho Power Company may at any time request that the University take immediate and effective energy conservation measures (power load shedding). In addition, notice may be received at any time that planned, rotating power outages at the University will be conducted for a given period of time. Although seasonal peak electricity usage can vary significantly, August-September and December-January are reportedly the greatest risk periods for planned outage potential.

To prepare the University for the possibility of power shortages or actual **un-scheduled, campus-wide power** outage situations, the Emergency Response Policy Group has approved the following emergency action and communications procedures in response to electrical outage situations:

Situation 1: Notification requesting that immediate energy conservation (power Load Shedding) measures should be implemented.

If Idaho Power Company's available capacity falls below six percent (6%) or reserves are being used, the company will notify the University of the situation through the Campus Police Office **or other University officials** may request that immediate power load shedding measures be taken. When this notification is received, the following sequence of steps shall be carried out:

1. The Campus Police Office dispatcher **or other University officials receiving the request** shall immediately notify the Executive Director, Security and Police or alternate and relay all information given by Idaho Power.
2. The Executive Director, Security and Police or alternate shall immediately contact the members of the Emergency Policy Group and inform them of all information received from Idaho Power.
3. Upon approval from the Emergency Policy Group, the Associate Vice President, Campus Planning and Facilities or designee(s) shall immediately invoke the implementation of the Facilities Operations and Maintenance Power Shedding Plan and initiate other energy conservation measures as deemed appropriate.
4. The Director, Marketing and Communications or alternate shall carry out subsequent faculty, staff and student notification tasks including but not limited to mass electronic and telephone voice mail messages to alert the campus community as deemed appropriate.
5. Unless specifically directed otherwise by the President or designee(s), all University classes, offices, administrative and computer network systems shall carry on as a normal business day.

Situation 2: Notification that a single scheduled outage or series of rotating outages will occur.

If Idaho Power's available capacity falls below three percent (3%), the company will notify the University through the Campus Police Office that a scheduled single outage or series of rotating outages will begin at a certain time and will last for a certain length of time. When this notification is received, the following steps shall be carried out:

Follow steps 1-4 listed above.

5. If the planned outage will be **less than one (1) hour**, all University classes, offices, administrative and computer network systems shall carry on unless specifically directed otherwise by the President or designee(s).
6. If the planned outage will be **greater than one (1) hour**, the President or designee(s) shall determine if and when to call for the cancellation of classes, evacuation of buildings and orderly shut-down of administrative and computer network systems at a time deemed appropriate given the information at hand.
7. If directed to evacuate buildings, designated Building Coordinators and/or alternates and assistants shall ensure, to the extent practical, that a safe evacuation proceeds paying special attention to the following points:
 - a. Shut off switches to as many electrical items as possible before leaving including lights, appliances, room air conditioners, heaters, televisions, appliances, etc. This will assist Idaho Power to restore electricity when the system comes back on-line.
 - b. Use clear, safe escape routes and exits and proceed to the nearest outside Safe Assembly Location shown on the building's posted evacuation map or to a location ordered by University officials or emergency response personnel.
 - c. Assist persons requiring evacuation assistance to get to designated Areas for Evacuation Assistance. Unless imminent life-threatening conditions exist or otherwise directed by University officials, transporting of these individuals up or down stairwells shall be avoided but shall be carried out by trained or emergency personnel only.

- d. Do not return to an evacuated building until directed by University officials. Department Heads and designated Building Coordinators shall await further instructions via available telephone or radio communications. If the outage occurs at the end of the work day, directions may be received that personnel may leave the University.

Situation 3: Unscheduled, sudden and widespread power outage occurs.

1. The Director, Emergency Management and/or Facilities Energy Engineer and/or their alternate(s) shall contact Idaho Power to gather any available outage information and best estimates of when service may be restored, and then immediately relay the information to the Manager, Emergency Operations Center (EOC). The Manager, EOC or designee(s) will in turn inform the President and other members of the Emergency Policy Group of the situation.
2. If it is determined that the outage will last for an indefinite or prolonged period, the President or designee(s) shall determine if and when to call for the cancellation of classes, evacuation of buildings and orderly shut-down of administrative and computer network systems at a time deemed appropriate given the information at hand.
3. If directed to evacuate buildings, designated Building Coordinators and alternates/assistants shall ensure, to the extent practical, that a safe evacuation is conducted paying special attention to the following points:
 - a. Shut off switches to as many electrical items as possible before leaving including lights, appliances, room air conditioners, heaters, televisions, appliances, etc. This will assist Idaho Power to restore electricity when the system comes back on-line. **Secure any hazardous materials or processes.**
 - b. Use clear, safe escape routes and exits and proceed to the nearest outside Safe Assembly Location shown on the building's posted evacuation map or to a location ordered by University officials or emergency response personnel.
 - c. **Help persons in darkened work areas move to safety** and where applicable, assist other persons requiring evacuation assistance to get to designated Areas for Evacuation Assistance. Unless imminent life-threatening conditions exist or otherwise directed by University officials, transporting of these individuals up or down stairwells shall be avoided but shall be carried out by trained or emergency personnel only.
 - d. Do not return to an evacuated building until directed by University officials. Department Heads and designated Building Coordinators shall await further instructions via available telephone or radio communications. If the outage occurs at the end of the work day, directions may be received that personnel may leave the University.

E-14. ACTS OF TERRORISM AND THE USE OF WEAPONS OF MASS DESTRUCTION

Introductory Note: State and local emergency response governments and agencies have the primary role for planning for and managing the consequences of a terrorist incident in Idaho and Ada County, using available resources in the critical hours before Federal assistance can arrive. Boise State University would rely heavily upon these governmental resources in dealing with any threat or actual act of terrorism or the use of weapons of mass destruction (WMD). In particular, any reported terrorism act or use of WMD on campus would immediately trigger the implementation of the Ada County Terrorism Contingency Plan developed by the Ada City-County Emergency Management Agency. Nonetheless, the information presented below is provided to help Campus officials and departments recognize and plan for this unique set of extraordinary hazards and to help University officials make logical determinations of appropriate first response actions.

a. BOMB THREATS

1. Any person receiving a threat should remain calm and attempt to obtain as much information as possible from the bomb threat caller using the checklist shown below.
2. Do not sound the evacuation alarm or EVACUATE the building or facility unless directed by University officials. **DIAL 911 from any telephone.** Give your name, location and telephone number. Inform them of the situation, including information you may have as to the location of the threat, time of the threat, time you received the call and any other information from the checklist shown below. **Answer any questions and do not hang up the phone until the**

operator is finished. Emergency and University officials should assess the threat to determine appropriate action.

3. If you see any unusual or suspicious item(s), report it to emergency response personnel. Under no circumstances should you touch, tamper with or move suspicious objects or confront persons acting suspicious.

BOMB THREAT CHECKLIST

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address and your name? _____
9. Exact language of the threat: _____

Description of Person on the phone:

Man _____ Woman _____ Teen _____ Child _____ Age _____ Length of call: _____

Description of Voice on the phone:

Normal _____ Accent _____ Calm _____ Stutter _____ Soft _____ Distinct _____ Familiar _____
Stressed _____ Disguised _____ Slow _____ Deep _____ Lisp _____ Clearing throat _____
Squeaky _____ Slurred _____ Angry _____ Loud _____ Deep breathing _____ Cracking voice _____
Nasal _____ Deep _____ Slow _____ Nasal _____ Whispered _____ Intoxicated _____
Laughing _____ Crying _____ Ragged _____ Rapid excitement _____

Background Sounds:

_____ Street _____ Factory machines _____ Animal noises _____ Voices _____ Clear _____ Static _____
_____ PA System _____ Music _____ Local _____ Long Distance _____ Motor _____ Booth _____
_____ House Noise _____ Office machinery _____ Other: _____

Threat Language:

_____ Well-spoken _____ Incoherent _____ Foul _____ Taped _____ Irrational _____ Pre-prepared message

Other Notes:

b. SUSPICIOUS MAIL HANDLING PROCEDURES

The University recommends the following steps if items are found to contain a written threat of chemical or biological material and what to do if mail were opened that contained some form of powder or unidentified material:

General precautions/information 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 gloves may be appropriate.

Face masks, eye protection or gowns for mail handlers are NOT currently being recommended by public health officials or agencies.

What constitutes a suspicious letter or package? Some typical characteristics or indicators which may trigger suspicion include letters or package that:

- have any powdery substance inside or outside;
- are addressed to someone no longer with your organization or are otherwise outdated and very unexpected;
- have no return address or have one that can't be verified as legitimate;
- are of unusual weight, given their size, or are lopsided or oddly shaped;
- have an unusual amount of tape on them;
- are unexpectedly marked with restrictive endorsements such as "Personal" or "Confidential";
- have strange odors or stains;
- show a city or state in the postmark that doesn't match the return address.

If a letter or package is received with these indicators listed above or contains a written threat of a biological or chemical material:

Do not panic. Do not shake or empty the envelope or package and do not merely discard it. Place it in a plastic bag.

Close the room door or section-off the area so that no one disturbs the item. Leave the area. If possible, turn off any fans or heating, ventilation and air conditioning systems.

Wash your hands with warm water and soap for one minute.

Call 911 concerning what you received and what you have done with it. Emergency officials will coordinate responses from all appropriate agencies.

Do not allow anyone who might have touched the envelope or package to leave unless specifically instructed by emergency responders.

When emergency responders arrive, they will provide further instructions on what to do.

c. USE OF WEAPONS OF MASS DESTRUCTION –IMMEDIATE RESPONSE ACTIONS

In any emergency involving a terrorist act, including but not limited to, the use of a biological or chemical attack agent, call **911** immediately, if doing so does not place you or persons around you in grave danger. The next best response for the general campus community in case of a terrorist attack is to be given information, awareness training and where necessary, specialized training. As a first response in this type of emergency situation, you may first be advised or ordered by local community or University officials to "**shelter in place.**" This means to remain inside your building or office, protect yourself where you are and take the following steps:

Close and lock all windows and exterior doors.

Turn off all fans, heating and air conditioning systems.

If available, get your office disaster supplies kit and make sure the radio and/or television is on.

If possible, go to an interior room without windows that is above ground level.

In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed. Using duct tape, seal all cracks around the door and any vents into the room

Stay in place and listen to your radio or television until you are told all is safe or you are told to evacuate.

d. USE OF WEAPONS OF MASS DESTRUCTION – SPECIFIC HAZARD INFORMATION

1. **Nature of the Hazard.** WMD hazards may be chemical, biological, nuclear/radiological, and/or explosive.

a. **Initial Warning.** While specific events may vary, the emergency response and the protocol followed should remain consistent. Even when an overt WMD incident has occurred, the person calling for emergency assistance may not identify the incident as a terrorist incident, but rather state that there was an explosion, a major “accident,” or a mass casualty event. Information relayed through the dispatcher prior to arrival of first responders on scene, as well as the initial assessment, will provide first responders with the basic data to begin responding to the incident. Over time, it becomes obvious or strongly suspected that an incident has been intentionally perpetrated to harm people, compromise campus safety and well-being, disrupt essential University services, or damage the campus environment.

b. **Initial Detection/Scene Safety and Security.**

As is the case in most common industrial hazardous-materials accidents, the first priority in the management of the incident involves ascertaining the identity and physical properties of the substance that has been released. It is only after the product identity can be ascertained that an effective outer perimeter can be established, neutralizations plans formulated, decontamination procedures entertained, emergency medical treatment plans made, and environmental preservation precautions taken.

Ada City-County Emergency Management Agency, State and local health departments, as well as local emergency first responders, should be relied upon by the University to identify unusual symptoms, patterns of symptom occurrence, and any additional cases of symptoms as the effects spread throughout the campus community and beyond.

The detection of a terrorism incident involving covert biological agents (as well as some chemical agents) will most likely occur through the recognition of similar symptoms or syndromes by clinicians in hospital or clinical settings. Detection of biological agents could occur days or weeks after exposed individuals have left the site of the release. Instead, the “scene” will shift to public health facilities receiving unusual numbers of patients, the majority of whom will self-transport.

When dealing with any potential terrorist attack, the first necessary task is to secure the area and ascertain the nature and severity of the threat. Particularly in the past few years, several instances have been reported when a secondary device has been targeted at emergency responders or armed secondary assault has been perpetrated by offenders, in an attempt to harm or kill rescuers and disrupt emergency operations.

In most cases, both a primary and secondary secured perimeter must be established. A thorough search of these perimeters must be a priority at the onset of the incident. In the event of a biological or chemical release, a large downwind area may also need to be rapidly secured and evacuated in order to minimize community casualties.

c. **Investigation and Containment of Hazards.** Local first responders should provide initial assessment or scene surveillance of a hazard caused by an act of WMD terrorism. The proper local, State, and Federal authorities capable of dealing with and containing the hazard should be alerted to a suspected WMD attack after State/local health departments recognize the occurrence of symptoms that are highly unusual or of an unknown cause. Consequently, State and local emergency responders must be able to assess the situation and request assistance as quickly as possible. A brief list Federal departments and agencies with counter-terrorism-specific roles is provided below:

2. **Hazard Agents**

- a. **Chemical.** Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders—fire departments, police, hazardous materials (HazMat) teams, emergency medical services (EMS), and emergency room staff. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences. Some indicators of the possible use of chemical agents are listed in Table 1 shown below. Early in an investigation, it may not be obvious whether an outbreak was caused by an infectious agent or a hazardous chemical; however, most chemical attacks will be localized, and their effects will be evident within a few minutes. There are both persistent and nonpersistent chemical agents. Persistent agents remain in the affected area for hours, days, or weeks. Nonpersistent agents have high evaporation rates, are lighter than air, and disperse rapidly, thereby losing their ability to cause casualties after 10 to 15 minutes, although they may be more persistent in small, unventilated areas.
- b. **Biological.** Recognition of a biological hazard can occur through several methods, including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent), and detection (gathering and interpretation of public health surveillance data). When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed, and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, or incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community.

Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy. The response to agricultural bioterrorism should also be considered during the planning process. Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of biological agent attack may serve as carriers of the disease with the capability of infecting others (e.g., smallpox, plague). Some indicators of biological attack are given in Table 1 below (or following page).

- c. **Nuclear/Radiological.** The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious, depending upon the nature of the explosive device used. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards. Table 2 lists some indicators of a radiological release.

Table 1. General Indicators of Possible Biological Agent Use

Stated Threat to Release a Biological Agent
Unusual Occurrence of Dead or Dying Animals
Unusual Casualties <ul style="list-style-type: none">• Unusual illness for region/area• Definite pattern inconsistent with natural disease
<u>UNUSUAL LIQUID, SPRAY, OR VAPOR</u> <ul style="list-style-type: none">• Spraying and suspicious devices or packages

Table 2. General Indicators of Possible Nuclear Weapon/Radiological Agent Use

<ul style="list-style-type: none">• A stated threat to deploy a nuclear or radiological device
<ul style="list-style-type: none">• The presence of nuclear or radiological equipment (e.g., spent fuel canisters or nuclear transport vehicles)
<ul style="list-style-type: none">• Nuclear placards or warning materials along with otherwise unexplained casualties

The scenarios constituting an intentional nuclear/radiological emergency include the following:

- (1) Use of an **Improvised Nuclear Device (IND)** includes any explosive device designed to cause a nuclear yield. Depending on the type of trigger device used, either uranium or plutonium isotopes can fuel these devices. While “weapons-grade” material increases the efficiency of a given device, materials of less than weapons grade can still be used.
 - (2) Use of a **Radiological Dispersal Device (RDD)** includes any explosive device utilized to spread radioactive material upon detonation. Any improvised explosive device could be used by placing it in close proximity to radioactive material.
 - (3) Use of a **Simple RDD** that spreads radiological material without the use of an explosive. Any nuclear material (including medical isotopes or waste) can be used in this manner.
- d. **Conventional Explosive Devices.** The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions to construct such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Bombs and firebombs are cheap and easily constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. Historically, less than five percent of actual or attempted bombings were preceded by a threat. Explosive materials can be employed covertly with little signature, and are not readily detectable. Secondary devices may be targeted against responders.
- e. **Combined Hazards.** WMD agents can be combined to achieve a synergistic effect—greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences. Mixed infections or intoxications may occur, thereby complicating or delaying diagnosis. Casualties of multiple agents may exist; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which exacerbate the likelihood of agent contamination. Attacks may be planned and executed so as to take advantage of the reduced effectiveness of protective measures produced by employment of an initial WMD agent. Finally, the potential exists for multiple incidents in single or multiple municipalities.

A. POTENTIAL TARGETS. Ada-City County Emergency Management Agency and the Bureau of Disaster Services will be relied upon to make a determination of the highest risk areas at Boise State University. However, obvious primary targets are likely to be the Stadium, Taco Bell Arena, Special Event Center, Student Union Building and the Morrison Center, simply due to the large numbers of people often occupying these facilities.

B. SITUATION AND ASSUMPTIONS

1. **Situation.** WMD situation planning by Ada County includes provisions for working with Federal crisis and consequence management agencies and strives for smooth coordination with multiple agencies and officials from various jurisdictions regarding all aspects of the response.
2. **Assumptions.** Although situations may vary, planning assumptions remain the same.
 - a. The first responder (e.g., campus official, local emergency or law enforcement personnel) or health and medical personnel will in most cases initially detect and evaluate the potential or actual incident, assess casualties (if any), and determine whether assistance is required. If so, City, County, and/or State support will be requested and provided. This assessment will be based on warning or notification of a WMD incident that may be received from law enforcement, emergency response agencies, or the public.
 - b. The incident may require Federal support. To ensure that there is one overall Lead Federal Agency (LFA), the Federal Emergency Management Agency (FEMA) is authorized to support the Department of Justice (DOJ) (as delegated to the Federal Bureau of Investigation [FBI]) until the Attorney General transfers the overall LFA role to FEMA. (Source: FRP, Terrorism Incident Annex) In addition, FEMA is designated as the lead agency for consequence management within the United States and its territories. FEMA retains authority and responsibility to act as the lead agency for consequence management throughout the Federal response. In this capacity, FEMA will coordinate Federal assistance requested through State authorities using normal FRP mechanisms.
 - c. Federal response will include experts in the identification, containment, and recovery of WMD (chemical, biological, or nuclear/radiological).
 - d. Federal consequence management response will entail the involvement of FEMA, additional FRP departments and agencies, and the American Red Cross as required.

C. EMERGENCY SERVICE DUTIES PERFORMED AT A CHEMICAL/BIOLOGICAL AGENT RELEASE INCIDENT

The primary functions that Emergency Response personnel will perform at any toxic release may involve the following:

- Incident "Size-up" and assessment; Scene Control/establishment of perimeter(s)
- Product Identification/information gathering
- Pre-entry examination and determination/donning of appropriate protective clothing & equipment
- Establishment of a decontamination area
- Entry planning/preparation of equipment
- Entry into a contaminated area and rescue of victims (as needed)
- Containment of spill/release
- Neutralization of spill/release
- Decontamination of victims/patients/rescuers
- Triage of ill/injured
- BLS Care; Hospital/expert consultation; ALS care/specific antidotes
- Transport of patients to appropriate hospital
- Post-Entry evaluation examination of rescuers/equipment
- Complete stabilization of the release/collection of evidence
- Delegation of final clean up to responsible party
- Recordkeeping/after-action reporting; and analysis of actions/recommendations to action plan.

E-15 PANDEMICS

Pandemics are very different from other types of disasters in that they are rarely localized to one specific location on a campus and generally do not impact physical facilities. Pandemics have a severe impact on human health and life, and from an operational standpoint this makes it difficult to provide educational services. The primary tool against a pandemic is planning, education and preparedness prior to a pandemic, and during a pandemic use of proper hygiene and social distancing. Pandemics are usually spread through contact with other humans and animals. Universities are especially prone to pandemics due to the international nature of higher education which includes frequent foreign travel, and the open nature of university campuses. During a pandemic it is likely a large geographic area is being impacted, and as such federal and state resources will be very limited. This places an additional burden on the University to prepare. **Regardless of the University response plan for a pandemic, it is very likely that our plan will be impacted by decisions of other state, local and federal agencies, some examples are:**

1. Department of State initiates an immediate travel ban to countries with known pandemic cases impacting classes to be taught abroad or faculty research.
2. Department of State or Center for Disease Control does not permit incoming traffic and people from countries with known pandemic cases.
3. Idaho Central District Health Department initiates an order to ban all public meetings in excess of a certain number of participants, thus limiting our ability to hold classes, especially large lecture classes.
4. Idaho Governor initiates an executive order closing state offices, or banning large group meetings.
5. State agencies require use of large BSU facilities for treatment and staging centers.

Since pandemic will impact each department on campus, preparation needs to be done by each department. For this effort the University has developed the Department Business Continuity and Pandemic Planning Guide available on the web-site of Parking, Risk Management and Transportation. All departments are encouraged to use this guide to create a department plan, and to update their plan annually. Department plans should be submitted to Risk Management for inclusion in the University Response Plan.

In addition to the department plans, the University has developed a framework to guide our planning and response efforts to a pandemic.

Boise State University, University Pandemic Response and Preparedness Plan

Response Levels and Activation Criteria

Level 1: Potential pandemic being tracked in the world by CDC and WHO with instructions to prepare

Level 2: Confirmed cases of sustained human-to-human transmission somewhere in the world

Level 3: Confirmed cases of sustained human-to-human transmission somewhere in North America

Level 4: One case of human-to-human transmission within 400 mile radius of Boise, Idaho

Level 5: One case of human-to-human transmission within the Boise-metro area

Work Unit	Level 1	Level 2 <i>in addition to previous level</i>	Level 3 <i>in addition to previous level</i>	Level 4 <i>in addition to previous level</i>	Level 5 <i>in addition to previous level</i>
<p>BSU Emergency Policy Group (EPG)</p> <p>and</p> <p>Pandemic Steering Committee (PSC)</p>	<ol style="list-style-type: none"> 1. PSC monitors pandemic situation via info from WHO, CDC, and contact with ID Central District Health Department (CDHD) 2. Creation and distribution of department planning guide 3. Coordination with other agencies, community, and other outreach activities 	<ol style="list-style-type: none"> 1. EPG meets to discuss possible travel bans to and from impacted area. Determination of class and research activity in impacted area, review any State Department, CDC or WHO travel bans 2. Risk Mgmt to provide current and travel reports for BSU faculty, staff and students to or near impacted areas 3. Director of Student Health Center joins EPG as medical advisor 	<ol style="list-style-type: none"> 1. Discuss triggers that may initiate closure of the University, all or in part, including functions with large groups. Notify scheduling if any classes/rooms are canceled 2. Discuss with Academic Affairs the University approach to students wanting to leave school to go home, especially foreign students, withdrawal, fee, grade policies, etc. 3. Marketing and Communications to distribute Level 3 message with a stronger reparation and prevention message 	<ol style="list-style-type: none"> 1. University to communicate with CDHD, as to possible use of campus facilities for community pandemic response resource. Notification to venues and other departments 2. Level 4 communication message to BSU campus (Communications and Student Health) 3. Consider closure of campus, coordinate with CDHD as external agencies may force closure of meetings with a certain number of attendees, Governor executive orders, etc 	<ol style="list-style-type: none"> 1. EOC remains activated 24/7, EPG meet at EOC each morning at 8:00 AM for update, discussion and decisions 2. University to close except for essential and emergency operations, events canceled. Emergency Operations Committee activates to close and control access to campus 3. CDHD most likely takes control of certain venues

Work Unit	Level 1	Level 2 In addition to previous level	Level 3 In addition to previous level	Level 4 In addition to previous level	Level 5 In addition to previous level
		<p>4. Contact CDHD for any direction</p> <p>5. Communications and Marketing to develop message to campus regarding situation and any travel restrictions, plus tips on preparing and preventing illness (Student Health to assist)</p> <p>6. Departments and Emergency Operations Center (EOC) Manager to review and update emergency contacts</p> <p>Health Center joins EPG as medical advisor</p>	<p>4. Update travel restrictions</p> <p>5. Partial opening of EOC, daily updates to EPG via e-mail or meeting if needed, EPG to monitor e-mail regarding EPG meetings</p> <p>6. Departments review their Pandemic BC plans and prepare to initiate</p> <p>7. Emergency Operations Committee is alerted and prepares to provide support</p> <p>8. Monitor state communications radio</p> <p>9. Monitor health alert fax</p>	<p>4. If Student Housing occupancy declines, activate plan to empty Towers Hall in preparation for social distancing center</p> <p>5. Activate emergency Operations Center 24/7, EPG meets at EOC at 8:00 AM and 5:15 PM each day as needed for updates, discussion and decisions</p> <p>6. Ensure SBOE office has emergency contact info including EOC numbers</p> <p>7. Departments to activate BC plans as staffing levels and closures warrant, departments that provide emergency and essential functions to operate even during University closure</p> <p>8. Emergency Operations Group is activated to initiate any decision by EPG and provide the field support</p>	<p>4. Level 5 communication and closure notifications</p> <p>5. If possible Towers Hall vacated</p> <p>6. Coordinate and communicate our actions to other agencies, state and local, including SBOE</p> <p>7. Departments activate BC plans</p>

Work Unit	Level 1	Level 2 In addition to previous level	Level 3 In addition to previous level	Level 4 In addition to previous level	Level 5 In addition to previous level
Emergency Operations Group	1. EOC members to ensure their department has an adequate pandemic plan, thus allowing the EOG member to provide more support to EPG	1. Marketing and Communications to send campus e-mail regarding any travel restrictions 2. Academic Affairs to communicate with International Programs and Extended Studies regarding any travel restrictions and additional implications 3. Student Health is monitoring and reporting any related health alert fax information	1. Identify steps needed to be taken for a partial or full closure of the University and prepare to take those steps 2. Emergency Operations Center activated and Operations Group is notified of any periodic briefings at the center and requested to look for frequent updates	1. EOG to activate their department BC plans, if possible EOG member will allow primary department responsibility to second in command so the EOG member can be more focused on supporting the EPG 2. EOG to receive daily briefings at the emergency operations center 3. EOG is prepared to initiate partial or full closure of the University and assist in communication to the campus	1. <i>EOG to facilitate the campus closure and assist as needed to provide emergency operations and service.</i>
Security	See Security BC Plan			See Emergency Response Plan for Security, Emergency Operations Center, and Incident Commander responsibilities	See Emergency Response Plan for Security, Emergency Operations Center, and Incident Commander responsibilities
Marketing and Communications (M&C)	1. Prepares draft messages for each level for potential communications to students and employees. 2. Coordinates with Health and Wellness for medical information and tips to compliment messages at each level	1. Prepares draft message for travel restrictions to be used as template 2. (M&C) participates on EPG	1. Distributes level 3 message and any other communications to the campus	1. Distributes level 4 message and any other communications to the campus or community	1. Distributes level 5 message and any other communications to the campus or community including information on campus closure

Work Unit	Level 1	Level 2 In addition to previous level	Level 3 In addition to previous level	Level 4 In addition to previous level	Level 5 In addition to previous level
Student Health and Wellness	<ol style="list-style-type: none"> 1. Assist in the monitoring of pandemic and other health emergencies through clinical contacts and health alert fax system 2. Lead efforts to inform the campus about Avian Flu and methods to reduce the risks and chances of becoming ill 3. Develop or use existing system to monitor medical supply inventories 	<ol style="list-style-type: none"> 1. Continue with Level 1 activities 2. Inventory review for emergency supplies and purchase of needed items 	<ol style="list-style-type: none"> 1. Provide related health information and tips to compliment Level 3 message (See Level 3, Emergency Policy Group) 2. Perform inventory of emergency supplies and rush ordering of needed supplies 3. Close monitoring of health alert faxes and coordination with Emergency Response Groups at BSU 4. Communication with Central District Health Department for information and/or instructions 	<ol style="list-style-type: none"> 1. Provide related health information and tips to compliment Level 4 message 2. Perform inventory of emergency supplies and rush ordering of needed supplies 3. Hourly (or more frequent) monitoring of health alert faxes and coordination with Emergency Response Groups at BSU 4. Communication with Central District Health Department for information and/or instructions 5. Preparations for increased traffic in clinic 6. Prepare to activate BC plan 	<ol style="list-style-type: none"> 1. Provide related health information and tips to compliment Level 5 message 2. Perform inventory of emergency supplies and rush ordering of needed supplies 3. Constant monitoring of health alert faxes and coordination with Emergency Response Groups at BSU 4. Communication with Central District Health Department for information and/or instructions 5. Preparations for increased traffic in clinic 6. Activate BC and emergency response plans 7. Health Director provide close support of the EPG
Individual Departments	<ol style="list-style-type: none"> 1. Complete department business continuity planning guide including pandemic scenarios 	<ol style="list-style-type: none"> 1. Evaluate and update department BC plan, look for instructions from University about travel restrictions 	<ol style="list-style-type: none"> 1. Level 2 preparedness with intent to activate BC plan at any moment. 	<ol style="list-style-type: none"> 1. BC plans activated, departments providing essential services only and preparing for possible University closure 	<ol style="list-style-type: none"> 1. Performing limited functions as outlined in BC plan, and assisting the University with closures and notifications

Appendix:

Glossary:

CDC: US Center for Disease Control, the US agency that will monitor pandemics and provide Information

CDHD: Central District Health Department of Idaho, the department that will coordinate state responses to a medical emergency

Emergency Operations Center (EOC): The location the EPG will meet in the event of an emergency, this room is to be equipped with the needed resources to respond and communicate. The EOC shall be located at a site predetermined by the members of the Emergency Policy Group.

Emergency Operations Center Manager and Incident Commander: Executive Director of University Security and Police and the Director of Emergency Management, manages the communications between BSU and external aid agencies, manages the operations of the EOC.

Emergency Operations Group (EOG): various Associate Vice Presidents, Department Executive Directors, Directors, Associate and Assistant Directors and Managers who will perform the actions to implement a decision by the EPG.

Emergency Policy Group (EPG): Various campus executives including emergency response manager that will coordinate the emergency response.

Emergency Response Manager: Executive Director, Security and Police and coordinator of the Emergency Policy Group

SBOE: State Board of Education

WHO: World Health Organization, the international body that will monitor pandemics and communicate status

Emergency Policy Group:

Regular Members:

- President
- Provost
- Vice President, Finance and Administration
- Vice President, Student Affairs
- Vice President, University Advancement
- Vice President, Research
- Associate Vice President and University Counsel
- Associate Vice President, Campus Planning & Facilities
- Director, Marketing and Communications

Special Members:

- Dr. Vincent Serio, Medical Services Director
- Dr. Uwe Reischl, BSU Faculty (Situations of a medical emergency/pandemics)
- Other special members as needed for expertise

Emergency Operations Group:

- Associate Vice President, Undergraduate Studies
- Associate Vice President, Finance and Administration
- Executive Director, University Housing
- Executive Director, Human Resources Services
- Executive Director, Health, Wellness and Counseling Services
- Executive Director, Office of Information Technology
- Director, Facilities Operations and Maintenance
- Assistant Director, Marketing and Communications
- Manager, Risk Management and Insurance
- Environmental Health Officer
- Occupational Health and Safety Officer

--Level 2 memo draft--

Date

Dear Members of the Boise State Campus Community:

If you are planning to travel abroad, the university's Division of Health, Wellness & Counseling Services (HWC) encourages you to take precautions against season influenza by getting the flu vaccine. Vaccines can be administered by injection or by an intranasal spray called FluMist. If you are interested in receiving the vaccine, please contact the university's Health Center ext. 426-1459.

Most travel advice can be found online at the Centers for Disease Control and Prevention at www.cdc.gov or the World Health Organization www.who.int.

Given the heightened awareness of the avian influenza Type H5N1, commonly known as the "bird flu," HWC offers the following tips for those who may be traveling to areas where cases of the avian flu have been reported.

- Avoid contact with poultry or any wild birds.
- Avoid settings where H5N1-infected poultry may be present.
- Do not eat uncooked or undercooked poultry or poultry products.
- Discuss antiviral medication with your health-care provider before departing the United States.

In addition, if you believe you may have been exposed to influenza, including avian influenza, during your travel, please follow these important steps:

- Monitor your health for at least 10 days
- If at any point during this period, you become ill with fever and develop a cough, sore throat, or difficulty breathing, or if you develop any illness with fever, consult a health-care provider.
- Before you visit the university's Health Center or any health-care provider, call the provider's office and provide the following information: your symptoms, where you traveled, and if you have had any direct contact with poultry.

If you have questions, please contact the Health Center at ext. 426-1459.

Sincerely,

Vincent Serio, M.D.
Medical Services Director

--Level 3 memo draft--

Date

Dear Members of the Boise State Campus Community:

This is to inform you that confirmed cases of sustained human-to-human transmission of the avian influenza Type H5N1, commonly known as the “bird flu,” have been confirmed in North America.

In response to the possibility of a bird flu pandemic, university officials are prepared to take precautionary measures that could include, but are not limited to, the closure of all or part of the university. Please be advised that these are planned steps the university will carefully consider before such decisions are made, and we will keep the university community apprised of such measures.

In the meantime, if you believe you may have been exposed to influenza, including avian influenza, please follow these important steps:

- Monitor your health for at least 10 days
- If at any point during this period, you become ill with fever and develop a cough, sore throat, or difficulty breathing, or if you develop any illness with fever, consult a health-care provider.
- Before you visit the university’s Health Center or any health-care provider, call the provider’s office and provide the following information: your symptoms, where you traveled, and if you have had any direct contact with poultry.

If you have questions, please contact the Health Center at ext. 426-1459.

Sincerely,

Vincent Serio, M.D.
Medical Services Director

--Level 4 memo draft--

Date

Dear Members of the Boise State Campus Community:

This is to inform you that confirmed cases of sustained human-to-human transmission of the avian influenza Type H5N1, commonly known as the “bird flu,” have been confirmed within a 400-mile radius of Boise.

As part of Idaho’s pandemic influenza response plans, university officials are in contact with the Central District Health Department (CDHD) of Idaho and are prepared to take precautionary measures that could include, but are not limited to, the closure of all or part of the university. In addition, campus facilities may be used to assist with CDHD’s community pandemic response plan.

In the meantime, if you believe you may have been exposed to influenza, including avian influenza, please follow these important steps:

- Monitor your health for at least 10 days
- If at any point during this period, you become ill with fever and develop a cough, sore throat, or difficulty breathing, or if you develop any illness with fever, consult a health-care provider.
- Before you visit the university’s Health Center or any health-care provider, call the provider’s office and provide the following information: your symptoms, where you traveled, and if you have had any direct contact with poultry.

If you have questions, please contact the Health Center at ext. 426-1459.

Sincerely,

Vincent Serio, M.D.
Medical Services Director

--Level 5 memo draft--

Date

Dear Members of the Boise State Campus Community:

This is to inform you that there has been at least one confirmed case of sustained human-to-human transmission of the avian influenza Type H5N1, commonly known as the “bird flu,” within the Boise metropolitan area.

As a precaution to prevent further spreading of the flu, classes and on-campus events at Boise State have been canceled and the university has been closed except for essential and emergency operations.

As part of Idaho’s pandemic influenza response plans, university officials have established an Emergency Operations Center (EOC) and are in contact with the Central District Health Department (CDHD) of Idaho.

To help keep you informed, Boise State has established a bird flu hotline at 426-1577. Up-to-date information is also available on the CDHD Web site at www.cdhd.idaho.gov/.

If you have questions, please contact the Health Center at ext. 426-1459.

Sincerely,

Vincent Serio, M.D.
Medical Services Director

E-16 Active Shooter

An Active Shooter incident is considered the greatest terrorist threat on campus.

The Mentality of an Active Shooter

- Desire to kill and seriously injure without concern for his/her safety or threat of capture.
- Normally has intended victim and will search them out.
- Accepts targets of opportunity while searching for or after finding intended victims.
- Will continue to move throughout building/area until stopped by law enforcement, suicide, or other intervention.

Boise State University features:

- Robust law enforcement presence and response capability.
- Dedicated and concerned community base.
- Multiple means for reporting emergencies and alerting the campus community to an emergency.
- Solidly constructed facilities which provide places of refuge and multiple escape routes.

Contacting Emergency Personnel

- Emergency 9-1-1
 - Busy Signal
 - Multiple rings
- 426-1453 BSU Security/Police
- Policeuniversitysecurity@boisestate.edu

What To Report

- Your specific location
- Building Name
- Office/Classroom number
- Number of people at your specific location.

Injuries

- Number of people injured
- Types of injuries
- Dispatcher may provide instructions on how to care for injured until medical assistance can be provided.

Assailant(s)

- Specific location
- Number of assailant(s)
- Race and Gender
- Clothing color and style
- Physical features – height, weight, facial hair, glasses
- Type of weapons (rifle, shotgun, handgun)
- Backpack
- Do you recognize the shooter?
- What is his/her name?
- Have you heard explosions separate from gunshots?

Unsecured Areas

- If you find yourself in an open area, immediately seek protection.
- Put something between you and the shooter.
- Is escape your best option? Do you know where the shooter is? Is escape immediately available?
- If in doubt find a safe area and secure it in the best way you can.

Your response

- Secure the immediate area. Whether classroom, bathroom, or office.
- Lock the door. This may require advanced planning to ensure ability to lock the door-key and type of lock.
- Most doors in University buildings are solid core, and many walls are block and brick. This may provide some protection.
- Block the door using whatever is available – desks, file cabinets, book shelves, and other furniture.
- If the shooter enters your room and leaves, lock/barricade the door behind him/her.
- If safe, allow others to seek refuge with you.

Doors, Windows, Openings, and Noise

- Close blinds
- Block windows
- Turn off radios and computer monitor if necessary
- Silence cell phones
- Keep occupants calm and quiet
- Signs can be placed in exterior windows to communicate and identify the location of injured persons.
- After securing the room, people should be in a position out of sight and behind items that might offer additional protection- walls, desks, file cabinets, etc.

Treat the Injured

- Remember basic first aid.
- For bleeding apply pressure and elevate.
- Be creative in identifying items to use for this purpose-clothing, paper towels, feminine hygiene products, newspapers, etc.

Un-securing an Area

- The shooter will not stop until his/her objectives have been met unless engaged by law enforcement.
- Consider the risk exposure created by opening the door.
- Attempts to rescue people should only be made if that can be done without further endangering the persons inside a secure area.
- The shooter may bang on the door and yell for help to entice you to open the door.
- Remember, the safety of the masses versus the safety of a few.
- If there is any doubt to the safety of the individuals inside the room, the area needs to remain secured.

Law Enforcement Response

- Law enforcement will immediately respond to the area.
- It is important for you to convey to others that help is on the way. Remain inside the secure area.
- Law enforcement's goal is to locate, contain, and stop the shooter.
- The shooter will not flee when law enforcement enters the building, instead he/she will have new targets to shoot.
- Remember, the shooter's mindset is not escape. His/her goal is to kill and injure.

Injured Persons

- Initial responding officers will not treat the injured or begin evacuation until the threat has been neutralized.
- You may need to explain this to others in an attempt to calm them.
- Once the situation is contained, officers will begin treatment and evacuation.

Evacuation

- Safety corridors will be established. This may be time consuming.
- Remain in secure areas until instructed otherwise.

- You may be instructed to keep your hands on your head.
- You may be searched.
- You will be escorted out of the building by law enforcement personnel.

The Investigation

- Information will be released to the BSU community and media as quickly as possible.
- The entire area will be treated as a crime scene.
- Once you have been evacuated you will not be permitted to retrieve items or access the crime scene.
- After the evacuation you will be taken to a holding area for medical care, interviewing, counseling, etc.

We cannot predict the origin of the next threat. Assaultants in some recent incidents across the country were not students or employees. There were no obvious specific targets and the victims were unaware they were targets until attacked.

If an active shooter incident occurs at Boise State University you should take a leadership role, seek a secure area, calm, reassure and quiet others, report the incident, treat the injured, and wait for the law enforcement response.

APPENDIX F

EMERGENCY OPERATION CENTER (EOC) DESCRIPTION AND FUNCTIONS

The Emergency Operations Center (EOC) is the command post for coordinating the use of personnel, equipment and supplies and for directing the University's emergency response. The tasks and responsibilities of the EOC should ultimately evolve from one emergency stage to another, changing staff and resources as events and circumstances dictate.

A. LOCATION AND REQUIREMENTS

The EOC shall be located at a site predetermined by the members of the Emergency Policy Group. When established, the EOC should be staffed by designated personnel 24 hours a day and should have the ability to communicate directly by radio and/or telephone to local, State, and when necessary, Federal emergency management agencies. When activated, the Executive Director, Security and Police or designee, or the senior University official present should supervise the EOC operations and act as the liaison between the Emergency Policy and Operations groups. Where possible, the EOC shall be equipped and designed with:

- multiple room layout
- electric generator or hook-up capacity
- lavatories
- ability to feed staff on a continual basis (kitchen equipment and supplies)
- status and situation boards (dry erase boards, chalkboards, etc.)
- rest/sleep areas
- multiple telephone capability
- independent water supply
- showers (or access to)

Essential equipment and supplies kept at the EOC or readily available in nearby offices/facilities:

- medical and sanitary supplies
- maps/charts/blueprints/logs (kept in storage area)
- computer/internet terminals & portable media, e.g., floppy disks etc.
- campus telephones and cellular phones
- copy machine/phones
- fax machine
- security badges/identification tags
- multiple tables and chairs
- blank videotapes, video camera & VCR, television, radio
- manual typewriters
- administrative supplies e.g., pens/pencils, flip charts, masking tape, name boards, message pads
- tape recorder

B. FUNCTIONS - the major functions performed by the staff in the EOC include:

1. **DIRECTION AND CONTROL** - The EOC is the focal point where all information is received and analyzed, decisions are made, priorities are established, and resources are allocated.
2. **INFORMATION COLLECTION, EVALUATION, AND DISPLAY** - From the information gathered in the course of an incident, the entire situation can be reviewed and evaluated; as a result, two key questions raised by the emergency, "What has happened? What is about to happen?" can best be answered. The situation can be analyzed and response actions developed based upon factual, coordinated data and rumors may be counteracted.
3. **COORDINATION** - Facilitates coordination among responding personnel, departments, and off-campus agencies. This is especially important in the area of communications.
4. **ESTABLISHMENT OF PRIORITIES** - Determining the order that problems should be addressed.

5. RESOURCE MANAGEMENT - Facilitates the acquisition, distribution, and use of personnel and materials needed to evaluate and control the situation.

C. EOC ACTIVATION PROCEDURES - In the event of a major crisis or disaster and if so directed by the President or designee, the Emergency Operations Center should be activated in the following ways:

1. If telephone services are functioning, the Manager, EOC (Executive Director, Security and Police) or designee should contact members of the Emergency Policy and Operations Groups and request they report to the EOC or brief the individual over the telephone of required actions.
2. If telephone services are NOT functioning:
 - a. All available members of the Emergency Operations Group and Emergency Policy Group should immediately report to the EOC as soon as they become aware that a major disaster affecting the BSU campus has occurred.
 - b. If designated members do not respond to the EOC in a timely manner, messengers may be sent to reach them.
3. The EOC Manager should appoint qualified individuals with appropriate skills to fill any vacant positions required in the EOC.
4. Upon arriving at the Emergency Operations Center, all members of the Emergency Operations Group and the Emergency Policy Group shall be briefed on the situation and shall begin to fulfill their assigned responsibilities and duties outlined in Appendices A and B of this plan.

APPENDIX G

EMERGENCY RESPONSE PRIORITIES

The Emergency Response Plan identifies three levels of priority response during a campus emergency:

- Priority A:** Life Safety - assisting the injured, evacuating hazardous areas, eliminating life safety hazards.
- Priority B:** Life Support and Facilities Assessment - eliminating or minimizing risks to facilities and systems that could lead to serious property loss beyond that already sustained; and
- Priority C:** Restoration of Academic Programs and General Operations - restoring services, facilities, and academic programs to allow resumption of classes and research programs

The BSU emergency management system should concentrate its initial efforts on **Priority A** until these objectives are substantially met. **Priority B and C** objectives should be addressed as resources become available.

PRIORITY A: LIFE SAFETY

Medical Aid: Evaluate medical services available and inform rescue forces regarding the location of injured persons and availability of treatment facilities.

- BSU Health, Wellness and Counseling Center
- St. Luke's Hospital
- St. Alphonsus Medical Center
- Independent practitioners

Fire Suppression: Evaluate fires or fire hazards and use resources to control and evacuate.

Search and Rescue: Appoint or request search and rescue teams and acquire transportation vehicles and equipment required for specific emergency.

- Public Safety Officers (Fire, Police, Security)
- Volunteer Forces
- Operations & Maintenance (equipment)

Utilities Survey and Stabilization: Evaluate the condition of utilities and shutdown or restore as appropriate and able (i.e. gas, electricity/cogeneration, water, sewer).

- Operations & maintenance
- Idaho Power
- Intermountain Gas
- United Water Idaho
- Boise Public Works
- Volunteer Forces (faculty and graduate students)

Hazardous Materials Control: Immediate response: survey critical areas, evacuate and secure areas as needed. Identify hazards and contain materials as needed. Secondary response: assess hazardous material spills and define procedures for cleanup.

- BSU Environmental Health Officer; Occupational Health and Safety Officer
- Boise Fire Department Hazardous Material Team
- State of Idaho Department of Environmental Quality
- State of Idaho Bureau of Hazardous Materials
- Volunteer Forces (faculty and graduate students)

University Security/Criminal Activity Control - Maintain order and secure facilities.

- BSU security personnel
- Boise Police Department
- Volunteer Forces

Communications Network: Establish a communications network using available resources:

- Telephone (including cellular)
- Operations radio
- Voice mail, E-mail; Messengers (volunteer forces); Fax; Broadcast radio (BSU radio, ham clubs etc.)

PRIORITY B: LIFE SUPPORT AND FACILITIES ASSESSMENT

Full Facilities Survey: Evaluate facilities for occupancy; identify and seal off contaminated areas. Residence units have priority: Student Housing calls for an immediate facilities survey of all residential units.

Environmental Health & Safety Office; Boise Fire Department
Housing/Food Services
Facilities Project Management

Shelter: Identify usable housing structures and organize personnel moves as needed.

Housing/Food Services
Executive Director of Student Housing

Food & Drinking Water: Identify supplies and establish distribution system.

Housing/Food Services
Operations & Maintenance

Sewer System: Evaluate sewer system and identify resources that can be used. Initiate use of latrines, if needed.

Operations & Maintenance
Boise Public Works

Communications: Establish a communications system with the campus community and advise everyone on a regular basis regarding availability of basic services.

BSU radio
Vehicles with public address systems
E-mail
Bullhorns
Send Word Now Emergency Alert System

Research Materials—Perishable & Temperature-Sensitive Substances: Identify items and locations, evaluate conditions. Make assessment for relocation.

Animal Care: Contain and control research animals on campus.

Psychological Assistance: Establish a system to deal with cases where counseling is needed.

BSU Counseling and Testing Center
Psychology Department
Local churches
Critical Incident Stress Management Teams

PRIORITY C: RESTORATION OF ACADEMIC PROGRAM AND GENERAL OPERATIONS

Academic Survey: Contact academic departments and determine requirements to resume academic operations.

Deans, Department Chairs and Faculty

Research Survey: Contact units and determine requirements necessary for the restoration of research operations.

Valuable Materials Survey: Identify, survey, and secure valuable materials (e.g. books, manuscripts, other unique resources) on campus.

Library/Museum/Art Department staff
President/Provost staff
Volunteers

Records Survey: Identify, survey, and secure all campus records (e.g. operational and administrative records).

Controller's staff
Human Resources staff
Registrar staff
President/Provost staff
Financial Aid Staff
University Archives Staff
Volunteers Forces

Administrative Services Survey: Contact units and determine requirements to restore operations.

Supplies and Equipment: Develop system to renew flow of supplies and equipment from outside sources.

Appendix H

Media and Public Information Guidelines

In the event of a crises or disaster, the University must deliver accurate information as promptly as possible and all official public information should come from a limited number of specified spokespersons. In particular, the University Marketing and Communications Department should coordinate communications with campus and off-campus media to ensure that the university's public information response to a disaster is quick, accurate and responsible. In any state of emergency or disaster declared by University officials, the following guidelines for this office or similar group are presented below:

Media center

Where possible, University Marketing and Communications staff should establish a media center in the Student Union, Emergency Operations Center or other location that has equipment for facsimile, land telephones, voice mail, two-way radio and computer network/modem capabilities needed to communicate with the media and with the Policy and Operations Groups. The center should be equipped to serve as a disaster inquiry center that responds to public questions and be near a room or area where press conferences can be held. If this center cannot be established on campus due to the disaster, then it should be established at a nearby location, such as the public library, art museum, historical museum, Statehouse building, city hall, etc.

The University President or his/her designated person(s) and Director of University Marketing and Communications or his/her designated person(s) should serve as the primary spokespersons for the University. The Director of University Marketing and Communications should consult with the President and Policy Group concerning message content and timing and serve as secondary spokesperson to deliver situation updates and technical or detailed information. Other duties should be to coordinate staff, establish media liaison with city fire and police, work directly with media representatives, deliver advisories, set up media access to the disaster scene and address technical aspects of coverage. Some of these duties may need to be shared with Marketing and Communications personnel and other agencies, such as police and fire departments.

Suggested Media Procedures during a Crises or Disaster Situation

- The Director of University Marketing and Communications and Communications staff should gather all available information and receive regular briefings on the situation from the Incident Scene Commander, President and/or Emergency Policy and Operations groups.
- University Marketing and Communications, with assistance from the Emergency Policy and Operations groups, should develop a background sheet for use by spokespersons and by media. University Marketing and Communications should inform the media who the spokespersons are and that only they are to speak officially on behalf of the University.
- As directed by the Emergency Policy and Operations groups, University Marketing and Communications should notify the campus community of the situation using e-mail, phones, fax, voice mail, bulletin boards, send word now emergency alert system, runners or whatever means necessary. Depending on the situation, the message may come directly from the President, other university officials or University Marketing and Communications.
- University Marketing and Communications should coordinate release of information with hospitals and other disaster agencies.
- If phone/fax/e-mail banks need to be established to notify employees, faculty or students families, University Marketing and Communications should ensure that the phone bank coordinator is provided updated information.
- Forward all inquiries regarding the crisis to the media center. University Marketing and Communications personnel should ensure phone lines are established for a disaster inquiry center within the media center, and ensure that personnel in the center are prepared to respond to questions from the public.
- Updates should be provided to the media and campus community as swiftly as they are received, but unconfirmed information should not be disseminated.
- After the disaster, the President may make a general statement about what has happened, future plans, etc. University Marketing and Communications should assist the President in composing and/or disseminating that statement to the general media and to faculty, staff, and students.

- An evaluation of media relations during the disaster should be held no later than a week after the end of a disaster situation. The evaluation should be conducted by the Director of University Marketing and Communications or designee.
- For suggested procedures on handling civil disturbances or demonstrations, refer to [Appendix E, section E-9](#); sample notices to terminate demonstrations are provided below:

(Sample Notices)

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

(Identify Self) Name and Title:

This assembly is seriously disrupting the operations of the University and is in clear violation of University rules or policies. You are directed to terminate this demonstration. If you have not done so within 15 minutes, I will request assistance from local law enforcement personnel. Any student who continues to participate in this demonstration is subject to suspension and possible arrest.

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF THE BOISE POLICE DEPARTMENT

(Identify Self) Name and Title

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the University each of you are hereby suspended from the University.

Local Law Enforcement will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

APPENDIX I

DISASTER RECOVERY GUIDELINES

If a campus crisis or disaster causes widespread discontinuance of operations at the affected area(s), the President and the Emergency Policy Group will control the activation of the Emergency Operations Center and will trigger, coordinate and guide the University's overall disaster recovery efforts. Only the President and when delegated, executive members of the Policy Group have the authority to close the University and its operations, suspend regular space assignments and reassign space as necessary for the duration of any disaster recovery period.

A business impact assessment using a commercial disaster recovery planning manual and its suggested departmental survey forms was conducted beginning in September 1997 and concluded with the issuance of these guidelines in March 1998. A subcommittee was established to design the plan and to ensure that critical business functions were included in it. Because of the size, scope, and diversity of the University, it was the recommendation of the committee that each major operating component of the University should determine its own disaster recovery priorities, maximum acceptable outages and if necessary, their own written continuity plans. Nonetheless, the following general guidelines and recommendations are offered to assist the University and its departments in planning or carrying out recovery efforts in the absence of an organized, written plan.

1. If cleared of safety and human health hazardous conditions, disaster recovery should start with an immediate clean-up followed by restoration/repair to pre-disaster conditions. All clean-up contractors should report through the BSU Facilities Operations and Maintenance Office, which should track clean-up expenses.
2. The following critical and essential functions should be considered as priorities for restoration: Academic operations, Student Affairs/Housing, food services, student health services, voice and data communications, Registrar, Admissions, Financial Aid, and business functions (President's office, Vice Presidents, Human Resources Services (Payroll and HR), Accounting, Accounts Payable, Facilities Operations and Maintenance, and other administrative offices deemed to be essential. Critical facilities which should be restored are listed in priority order:
 1. Classroom buildings
 2. Student Union Building (including bookstore)
 3. Business and Administration buildings (because of the location of the executive offices).
3. Funding for restoration and temporary quarters should be designated and made available. A financial coordinator (preferably from Finance and Administration) should be appointed and an activity and record-keeping structure set up that allows total separation of all disaster-related expenses. A "finance team" should be defined to assist the financial coordinator in evaluating all expense requests to help limit any questions after the fact. (The Facilities Operations and Maintenance Business Manager should be included in this team.) Record-keeping functions must be reviewed to ensure that they meet FEMA's and insurance providers' requirements.
4. If outside contract work is needed to restore the facilities to operating condition, the Purchasing Director and University Counsel should be instructed accordingly. The President may need to contact the Governor's Office to request an emergency declaration which suspends normal purchasing, Department of Public Works (DPW), and other State policies, as well as to request appropriate, emergency federal funding. DPW and the Office of Insurance Management may need to be contacted as appropriate. Contingency contracts (previously set up by request of the Facilities Operations and Maintenance Director) may need to be exercised to secure the services of structural engineers (for priority response and best rates), damage assessment experts, disaster cleanup experts, portable toilet providers, and potable water suppliers. It should be noted that some contracts for recovery of support services, such as those for data processing "hot sites," are currently cost prohibitive. Business interruption insurance coverage (through the State of Idaho) should be maintained for all auxiliary enterprises and other designated units of the University. These units include but are not limited to the Taco Bell Arena, Bookstore, Student Union, Housing, the Morrison Center, Select-a-Seat, Engineering Technology, and Athletics. An insurance coverage survey form should be filled out each year by each covered unit and should be returned to the Risk Management and Insurance Office.

5. When restoration of the facilities has been completed, preparation should be made for deactivation of the temporary site(s) and units should move back into the restored facilities.
6. Design and testing of disaster response scenarios should continue as part of the Emergency Response Plan. The Emergency Operations Center was first tested in the Fall of 1997 during a campus brownout and in 1999 when a bomb threat was received. Since that time, the plan has been tested in several power outage situations and other emergency situations. Mock crisis tabletop exercises continue to be delivered to the President, Policy and Operations Group members.
7. Each Campus operating unit needs to be notified that it should maintain its own recovery plan and that the unit should be prepared to revert back to paper documents if necessary. OIT currently has an agreement for off-site storage of centralized electronic tapes, diskettes, etc. and could be requested to add other campus units' storage items to their vault.
8. Employee training and awareness programs in the area of emergency response, crisis management procedures, and employee safety have been developed and offered to new and continuing employees. Human Resources Services should supply new employees with a booklet or referral to web site resources on the University's emergency response procedures. Appropriate Facilities Operations and Maintenance employees should learn about utility valve shutoff procedures. Executive emergency staff (Policy and Operations Group members) should continue to receive periodic training or familiarization drills in the form of table-top, mock disaster exercises.