

EMERGENCY PROCEDURES

IMPORTANT SAFETY PHONE NUMBERS

- Threat to Life and/or Property: **911**
- Non-Emergency Situations (24/7): **(208) 426-6911**
- Dept of Public Safety
 - Disruptions, Security Escorts, Lockouts, Jumpstarts
- Facilities Issues: **(208) 426-1409**
- Environmental Health Safety & Sustainability: **(208) 863-8024**

IMPORTANT INFORMATION TO PROVIDE CALL-TAKER

- Who you are
- Where you are – be specific as possible
- Nature of the problem
- Timing of the problem: it is happening now, it is going to happen, is it over

TARGETED VIOLENCE/ARMED ASSAILANT

1. Move quickly to a safe place, **CALL 9-1-1 when able.**
2. Provide a description of the person and their location.
 - RUN** – If you have a clear exit and are able to do so.
 - HIDE** – If it isn't safe to evacuate, the attacker is nearby, and you have a place to barricade/lockdown in.
 - FIGHT** – As a last resort, if the threat is imminent, or if you are able to assist others.
3. When you see approaching Law Enforcement responders, show them your raised open hands and do not grab or scream at them.

CLASSROOM DISRUPTION

1. Ensure students are clear on the key elements of respectful classroom conduct, and that disruptions unrelated to the instruction underway will not be tolerated.
2. Inform your Chair, Dean, or Academic Affairs of any incidents that disrupt instruction.
3. Call **(208) 426-6911** for a Campus Security Officer if necessary.
4. If you believe the disruption constitutes a student conduct violation, contact the Dean of Students at **(208) 426-1527** or report to: boisestate.edu/deanofstudents/student-conduct-report-form

SUSPICIOUS OBJECT/PERSON/ACTIVITY

1. **DO NOT** physically confront the suspicion person or handle a suspicious package.
2. Call Dept of Public Safety at **(208) 426-6911** to report any suspicious activity and bomb threats; follow their instructions.
3. Alert others to stay clear of the area.
4. Notify your instructor/supervisor.

POWER OUTAGE

1. Move cautiously to lighted area; exits may be indicated by lighted signage.
2. Turn off and unplug computers and other voltage sensitive equipment.
3. For information about a prolonged outage, check (EM Site response guide).
4. Report to **(208) 426-6911** with your mobile device.

BOISE STATE EMERGENCY MANAGEMENT
eoc@boisestate.edu, **(208) 426-4991**

Sign up for the **RAVE GUARDIAN SAFETY App**
boisestate.edu/publicsafety-security/home/rave-guardian

YOUR LOCATION

Building Name _____

Room # _____

Street Address _____

CARE ALERT

If you are concerned about someone's distressing, disturbing, disruptive or potentially dangerous behavior to themselves or others, consider submitting a **CARE REFERRAL** to get them support and access to assistance and resources: boisestate.edu/care

FIRE OR OTHER EVACUATION

1. Leave the building immediately when signaled by fire alarm, **BroncoAlert**, or instructions by Building Coordinators/Emergency Responders.
2. If you are the first to discover the fire, **ACTIVATE** the nearest fire alarm pull station and then **CALL 9-1-1.**
3. Leave behind any noncritical items while evacuating
4. Turn off equipment, secure hazardous operations, and close fume hoods.
5. Walk calmly, notify others, shut doors, and **ASSIST** persons with disabilities on your way out of the building.
6. Use only stairs and fire exits during evacuations; **DON'T USE ELEVATORS.**
7. Go to the designated evacuation assembly area at least 50 feet from the building for head count and check-in.
8. **Alert emergency responders arriving on-scene if anyone is requiring evacuation assistance**, missing, or needs additional assistance.
9. **DO NOT** re-enter the building until Boise Fire has given the "All-Clear" notification.

MEDICAL EMERGENCY

1. Check surrounding area for hazards; don't rush into situations that could make you another victim.
2. **CALL 9-1-1** and report the emergency.
3. Provide first care according to your ability and training.
4. Send for the nearest first aid kit and/or AED. Ask others to assist if available.
5. Stay with the victim until relieved by emergency responders or the scene becomes unsafe.
6. Do not self-transport; wait for Ada County Paramedics and Boise Fire.

HAZARDOUS MATERIAL RELEASE

1. **CONTAIN** spill if trained and safe to do so.
2. **EVACUATE** self and others away from the site of the hazard to a safe location.
3. Call Dept of Public Safety at **(208) 426-6911** to report the situation and follow their instructions.
4. Alert others to stay clear of the area and close doors as you leave the contaminated area.
5. Inform arriving emergency responders if you have been exposed or have important information.