



BOISE STATE UNIVERSITY

COLLEGE OF ENGINEERING

College of Engineering
Emergency Action & Evacuation Plan

Implementation Date: 6-6-14

College of Engineering Emergency Action Plan

CONTENTS

INTRODUCTION.....	3
GENERAL EMERGENCY INSTRUCTIONS AND CALLING 9-1-1	4
EMERGENCY CONTACT NUMBERS.....	5
BUILDING EVACUATION PROCEDURES.....	6
ACTIVE SHOOTER	7
BOMB THREAT	10
EARTHQUAKE	12
ELECTRICAL POWER OUTAGE	13
FIRE AND SMOKE CONDITIONS.....	14
FLOOD	16
HAZARDOUS MATERIALS	17
MEDICAL EMERGENCIES	19
NATURAL GAS LEAKS AND PIPELINE BREAKS.....	20
PERSONS WHO ARE DISRUPTIVE	21
PERSONS WHO ARE DISTRESSED	21
REPORT A CRIME.....	22
REPORT INCIDENTS/UNSAFE CONDITIONS.....	22
TORNADO.....	23
WORK-RELATED INJURY OR ILLNESS.....	24
BUILDING MAPS.....	25
Engineering Bldg	26
Environmental Research Bldg	29
HML Bldg.....	34
Micron Engineering Center	36
1015 Grant Ave. Annex, Prelim. (former Ext. Studies Bldg).....	40
1021 S. Manitou Annex (MNX4) (former Idaho Small Bus. Dev. Cntr)	42
1375 Belmont St. Annex (former TechHELP building)	43

INTRODUCTION

An Emergency Action Plan (EAP) covers designated actions faculty, staff, and students must take to ensure safety during emergencies. This plan is a supplement to the comprehensive [Boise State University Emergency Operations Plan](#). The following emergency response information is provided with the understanding that all situations in a critical incident cannot be predicted, but this information will assist in establishing the minimum emergency preparedness procedures training for all personnel in our building.

- The following emergency response information provided is intended to be used as guidelines only.
- Always remember, the first priority is the safety and protection of life.
- In accordance with the guidance in the [BSU Emergency Operations Plan](#), this plan will be reviewed and updated annually.
- Annual training on this plan should include all key staff members and building occupants to provide the most effective Emergency Preparedness.
- *This Emergency Action Plan (EAP) is intended for use by all Departments that occupy University facilities and should be completed as an overall building plan, including all Departments and areas of the building.*
- *It is assumed that departments will customize the content of this EAP to meet their specific needs, operations and locations.*
- *Once this plan is completed, it will be considered to be an appendix to the larger Boise State University Emergency Operations Plan.*
- *If further assistance is required or if you have additional suggestions to improve this template, contact the Office of Emergency Management at 426-3638.*

Additional Resources

- **BroncoAlert** [BroncoAlert](#) is a mass notification system that automatically sends emergency messages to Boise State e-mail addresses and telephone numbers during an urgent situation that has the potential to affect your health and safety.
 - Opting in is voluntary, but you are strongly urged to opt-in and provide your personal contact information, as it may prove to be the most direct way to reach you in a campus emergency.
 - Students, faculty and staff may choose to be contacted by the [BroncoAlert](#) system by cell phone, text messaging, personal email and/or home telephone.
- **[Boise State Emergency Operations Plan](#)** To see the entire University Emergency Operations Plan, go to the Boise State University Emergency Management Website at <http://emergencymanagement.boisestate.edu/>.

If you have any questions or suggestions regarding this document, please direct them to: Rob Littrell, Emergency Management Planner, (208) 426-3638, roblittrell@boisestate.edu

GENERAL EMERGENCY INSTRUCTIONS AND CALLING 9-1-1

General Instructions for all Emergency Situations:

- Get out of immediate danger and stay calm.**
- In the event of a fire, or if you feel the building's occupants are in danger:
 - Activate the building's fire alarm system **BEFORE** calling 9-1-1.
 - Evacuate the building immediately!
 - Refer to the **Evacuation Procedure / Building Maps** section at the end of this document for additional evacuation information.
- To report any police, fire, or medical emergency, call 9-1-1 from any phone.**

When calling 9-1-1:

- Stay on the line with the dispatcher.
- Provide the address of the building involved and your exact location. This is especially important if you are calling from a cell phone.
- College of Engineering addresses are listed below:

Primary Buildings

- Engineering Building (ENGR) - 1375 University Drive
- Environmental Research Building (ERB) - 1295 University Drive
- Harry Morrison Civil Engineering Bldg (HML) - 1019 Euclid Ave.
- Micron Engineering Center (MEC) - 1020 S. Manitou Ave.
- 1015 Grant Ave. Annex (GRX1) (former Ext. Studies building)

Secondary Buildings

- 1021 S. Manitou Ave. Annex (MNX4) (former Idaho Small Business Dev. Center)
- 1375 Belmont St. Annex (BLX1) (former TechHelp building)
- Construction Management Lab (CSTL) -1029 S. Manitou Ave.
- Construction Management (CSTM) - 1029 ½ S. Manitou Ave.

Remote Buildings

- Occupants of remote campus buildings such as Yanke Family Research Park should follow the emergency action plan for that building
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- When providing a description of an individual, describe from top (head) to bottom (feet).
- Do not hang up until the dispatcher tells you to.**

EMERGENCY CONTACT NUMBERS

- Medical Emergencies
- Fire/Smoke
- Uncontrolled Hazardous Material Spills
- Violence & Threats
- When in doubt...

DIAL 9-1-1 FROM ANY PHONE



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.

AED Locations:

For ENGR, MEC and HML, the nearest **AED** is located on MEC 2nd fl. corridor, across from elevator

For ERB and Grant Avenue Annex (GRX1), the nearest **AED** is located on ERB 2nd fl. in the elevator lobby

Important Phone Numbers: For an actual emergency, Dial 9-1-1

University Security & Police Services	(208) 426-6911
Environmental Health & Safety	(208) 426-3999
Facilities Operations & Maintenance	(208) 426-1409
Risk Management & Insurance	(208) 426-3636
University Health Services	(208) 426-1459
Housing and Residence Life	(208) 447-1001
Women's Center	(208) 426-4259

Building Emergency Contact Information

Name	Title	Office	Work Number	After Hours/ Emergency	First Aid/CPR?
<i>Paul Robertson</i>	<i>Facilities Mgr.</i>	<i>ENGR 333</i>	<i>426-5932</i>	<i>761-6824</i>	
<i>Chris Siefert</i>	<i>Lab Safety Specialist</i>	<i>ENGR 332</i>	<i>426-3913</i>	<i>440-8591</i>	
<i>Rex Oxford</i>	<i>Asst. Dean of Research & Infrastr.</i>	<i>ENGR 338A</i>	<i>426-5744</i>	<i>850-4490</i>	

College of Engineering Emergency Action Plan

BUILDING EVACUATION PROCEDURES

The following emergency evacuation procedures have been developed for buildings in the College of Engineering.

Prior to Exiting: After being notified to evacuate, stop all work activities and evacuate immediately. Close, but do not lock, the doors (locked doors can hamper rescue operations). Remember, you may not be allowed back into the building for an extended time.

Evacuation Routes/Exiting the Building: During an emergency evacuation, use the nearest door or stairway if available. Each employee needs to be aware of at least two exit routes in their main building in the event one is compromised. All campus buildings have building evacuation signs posted on every floor for reference. **DO NOT USE ELEVATORS** for evacuation. Faculty and staff will direct occupants in their area (classroom/floor) to evacuate and lead them to evacuation routes.

Areas Awaiting Evacuation and Evacuation of Occupants with Impairments: **Occupants that cannot descend stairs should stay in the evacuation assistance area(s) of each building and wait for first responders to move them.**

Critical Equipment Operation: This facility currently has no critical equipment operation or shutdown requirements.

Assembly Area: After exiting the building, all faculty, staff, students, and visitors should follow the evacuation route to the pre-arranged assembly area. The assembly area is the initial location to complete an initial accounting of building occupants and to determine if another location is more appropriate.

Notification of Emergencies: Occupants will be notified of emergencies by the sounding of the installed fire alarm system or occupants may receive verbal notification of an emergency.

Fire and Emergency Reporting: The preferred method of fire or emergency reporting is by dialing 911 from any phone (even if the fire is out). Alternatively, activation of any fire alarm system device (smoke/heat detector, sprinkler head) will automatically summon emergency responders.

Emergency Phone Locations (blue light phones):

- Near the main (northwest) entrance to the HML Building
- Inside the southwest entrance of the ERB Building

Rescue and First Aid: Boise State University relies on Ada county Paramedics and Boise Fire Department to provide emergency medical response and rescue. Do not rely on COEN faculty or staff to provide medical or rescue assistance in an emergency.

Alert System:

Different buildings have different alerts. The alert may be a series of tones and/or voice messages. Also, fire strobe lights will flash to indicate an emergency condition and evacuation is required.

Additional Information: For additional information regarding this plan, please contact:

- Building Coordinator: Paul Robertson
- Assistant Building Coordinator: Chris Siepert, Rex Oxford

ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- ❑ Be aware of your environment and any possible dangers
- ❑ Take note of the two nearest exits in any facility you visit
- ❑ If you are in an office, stay there and secure the door
- ❑ If you are in a hallway, get into a room and secure the door
- ❑ As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

- ❑ **CALL 911 WHEN IT IS SAFE TO DO SO!**

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

1. **Evacuate.** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - ❑ Have an escape route and plan in mind
 - ❑ Evacuate regardless of whether others agree to follow
 - ❑ Leave your belongings behind
 - ❑ Help others escape, if possible
 - ❑ Prevent individuals from entering an area where the active shooter may be
 - ❑ Keep your hands visible
 - ❑ Follow the instructions of any police officers
 - ❑ Do not attempt to move wounded people
 - ❑ Call 911 when you are safe

ACTIVE SHOOTER (continued)

2. Hide out. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- ❑ Be out of the active shooter's view
- ❑ Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- ❑ Do not trap yourself or restrict your options for movement
- ❑ To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture

If the active shooter is nearby:

- ❑ Lock the door
- ❑ Silence your cell phone and/or pager
- ❑ Turn off any source of noise (i.e., radios, televisions)
- ❑ Hide behind large items (i.e., cabinets, desks)
- ❑ Remain quiet

If evacuation and hiding out are not possible:

- ❑ Remain calm
- ❑ Dial 911, if possible, to alert police to the active shooter's location
- ❑ If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- ❑ Acting as aggressively as possible against him/her
- ❑ Throwing items and improvising weapons
- ❑ Yelling
- ❑ Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- ❑ Officers usually arrive in teams of four (4)
- ❑ Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- ❑ Officers may be armed with rifles, shotguns, handguns
- ❑ Officers may use pepper spray or tear gas to control the situation
- ❑ Officers may shout commands, and may push individuals to the ground for their safety

ACTIVE SHOOTER (continued)

How to react when law enforcement arrives:

- ❑ Remain calm and follow officers' instructions
- ❑ Put down any items in your hands (i.e., bags, jackets)
- ❑ Immediately raise hands and spread fingers
- ❑ Keep hands visible at all times
- ❑ Avoid making quick movements toward officers such as holding on to them for safety
- ❑ Avoid pointing, screaming and/or yelling
- ❑ Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- ❑ Location of the active shooter
- ❑ Number of shooters, if more than one
- ❑ Physical description of shooter/s
- ❑ Number and type of weapons held by the shooter/s
- ❑ Number of potential victims at the location

Notes: The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

College of Engineering Emergency Action Plan

BOMB THREAT

- ❑ Stay calm.
- ❑ If you are speaking with the person calling in the threat, and your phone has Caller ID, record the number displayed.
- ❑ Gain the attention of someone else close-by, ***point to this information***, and have that person call 911 from any other campus or cell phone. This call should be made out of hearing range from the caller.
- ❑ Try to keep the caller on the phone long enough to complete the Bomb Threat Phone Call Checklist that follows this page.
- ❑ Work with arriving emergency personnel to assist them in evaluating the situation.
- ❑ Assist emergency responders with a search of the area if requested.
- ❑ Provide for an orderly evacuation **ONLY** when ordered by emergency personnel.
- ❑ Do NOT sound the evacuation alarm or evacuate the building unless told to do so by your Building Coordinator or Incident Commander.
- ❑ If ordered to evacuate, proceed to safe assembly locations. Do NOT return to an evacuated building unless told to do so by the on-scene Incident Commander.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact 9-1-1 immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Boise State University Campus Information:

- Contact 9-1-1 or
- Contact 426-6911 (University Dispatch)
- Boise State Bomb Threat Response Checklist: www.emergencymanagement.boisestate.edu

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice Background Sounds: Threat Language:

- | | | |
|------------------------------------------|--------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Angry | <input type="checkbox"/> House Noises | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Kitchen Noises | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Street Noises | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Booth | <input type="checkbox"/> Profane |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> PA system | <input type="checkbox"/> Well-spoken |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Conversation | |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Music | |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Motor | |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Clear | |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Static | |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Office machinery | |
| <input type="checkbox"/> Female | <input type="checkbox"/> Factory machinery | |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Local | |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Long distance | |
| <input type="checkbox"/> Loud | | |
| <input type="checkbox"/> Male | | |
| <input type="checkbox"/> Nasal | | |
| <input type="checkbox"/> Normal | | |
| <input type="checkbox"/> Ragged | | |
| <input type="checkbox"/> Rapid | | |
| <input type="checkbox"/> Raspy | | |
| <input type="checkbox"/> Slow | | |
| <input type="checkbox"/> Slurred | | |
| <input type="checkbox"/> Soft | | |
| <input type="checkbox"/> Stutter | | |
- Other Information:** _____



Homeland Security

EARTHQUAKE

During an earthquake:

- ❑ 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. Protect your head with your arms. Do not attempt to restrain falling objects unless they endanger your life.
- ❑ Hold your position until the shaking stops.
- ❑ Call 9-1-1 **only** if emergency assistance is required.

After an earthquake:

- ❑ When the shaking stops, move cautiously and observe your surroundings for hazardous situations as you leave the building.
- ❑ **DO NOT use elevators.**
- ❑ Proceed to safe assembly locations as identified in the **BUILDING EVACUATION PROCEDURE /BUILDING MAPS** sections.
- ❑ If outdoors, move into an open area away from overhangs, power lines, trees and all large or tall structures.
- ❑ Do not use landline or mobile telephones except for genuine emergency calls.
- ❑ Report missing persons and ruptured utilities to emergency personnel immediately.
- ❑ Long delays for emergency assistance can be expected after a serious quake.
- ❑ Do not return to an evacuated building unless directed to do so by authorities.

ELECTRICAL POWER OUTAGE

- **During all power shortages and outages, all university classes, offices, administrative and computer network systems shall carry on unless specifically directed otherwise by the University President.**
 - The BSU Emergency Manager coordinates 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.
- **To report a localized power outage (DO NOT call 9-1-1):**
 - Contact Facilities Operation and Maintenance at 426-1409 during regular hours
 - **Contact BSU Security & Police Dispatch at 426-6911 after hours**
- If directed to evacuate buildings:
 - Turn off or unplug electronic equipment and appliances that were in use (computers, air conditioners, portable heaters) and turn off most lights; this will help prevent electrical overload when power returns.
 - Secure all vital equipment, records, experiments, and hazardous materials if safe to do so.
 - Use clear safe escape routes and exits and proceed to safe assembly locations as identified in the **BUILDING EVACUATION PROCEDURE /BUILDING MAPS** sections.
 - Assist persons requiring evacuation assistance to designated areas for evacuation assistance.
- Do not return to evacuated buildings until directed to do so by authorities.

Notes:

- Many facilities have emergency lighting, which comes on upon loss of normal power; this lighting will last about 1.5 hours and is generally located in common areas and hallways.
- The University telephone system has limited back-up emergency power and telephone use should be restricted to urgent or emergency situations.

FIRE AND SMOKE CONDITIONS

LARGE FIRE

- ❑ **Pull the fire alarm to notify building occupants and fire department**
- ❑ **EVACUATE** the building
 - It may be necessary to verbally announce the alarm if people are still in the building and the alarm does not sound--this should be done while exiting the building
 - **Never enter a room that is smoke filled**
- ❑ **Before opening doors, check to ensure it is not hot to the touch.**
 - If hot, **DO NOT open**
 - If warm, open slowly to check room/hallway conditions
- ❑ If possible, close doors on your way out to prevent spread of smoke and/or vapors into adjoining rooms and corridors
- ❑ **DO NOT use elevators**
- ❑ Assemble in the safe assembly area as identified in the **BUILDING MAPS** sections.
- ❑ **Identify persons with special needs.**
 - Assist them to the safe assembly area if possible.
 - Otherwise, direct them to evacuation assistance areas as identified in the **BUILDING MAPS** sections and alert first responders to their location.
- ❑ **Call 9-1-1 from a safe area.** Provide incident-specific information to arriving emergency responders.
- ❑ **DO NOT return to an evacuated building** unless directed to do so by authorities.

SMALL FIRE (WASTE BASKET SIZE OR SMALLER)

If you have been trained in the use a fire extinguisher and it is safe to do so, you may attempt to extinguish a small fire using the steps below:

- ❑ Remove the fire extinguisher from its bracket and position yourself with your back to the exit so you have an escape route.

FIRE AND SMOKE CONDITIONS (continued)

- Use the **P-A-S-S** procedure:
 - P** - Pull the pin located in the extinguisher handle.
 - A** - Aim the nozzle, horn, or hose at the base of the fire, standing about 8 feet away.
 - S** - Squeeze or press the handles together.
 - S** - Sweep from side to side at the base of the fire until it is out.
- **If you are not quickly able to extinguish the fire, treat as a *Large Fire* above.**

IF CLOTHING CATCHES FIRE

- If your clothing is on fire, **STOP, DROP** to the floor and **ROLL**.
- If a co-worker's clothing catches fire, knock them to the floor and roll them or use a fire blanket to smother the flames. Do not wrap a fire blanket around an individual who is standing, or a chimney effect could be created, leading to burns on the face.

IF CAUGHT IN SMOKE

- Do not breathe the smoke!
- Drop to your knees and crawl to the closest safe exit.
- Breathe through your nose, and use a shirt or towel to breathe through, if possible.

IF TRAPPED IN A BUILDING

- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

College of Engineering Emergency Action Plan

FLOOD

In Case of Imminent or Actual Flooding:

- ❑ If you need sandbags, call the Office of Emergency Management at 426-3636
 - Dial University Dispatch 426-6911 after hours)

If you can do so *safely*:

- ❑ Secure vital equipment, records, and hazardous materials by moving to higher, safer ground.
- ❑ Shut off all non-essential electrical equipment.
- ❑ Wait for instructions from Facilities Operations & Maintenance or University Security & Police.
- ❑ Avoid standing in flood water due to the threat of electrocution.

Once you receive notice to evacuate:

- ❑ Move all personnel to a safe area, away from the building in danger.
- ❑ Locate those persons with special needs, and provide assistance if possible.
- ❑ Otherwise, provide their location to Emergency Responders.
- ❑ Do NOT return to the building until instructed to do so by the Incident Commander, Building Coordinator, or Facilities Operations & Maintenance.
- ❑ Call [Facilities Operations & Maintenance](#) for assistance with flood clean-up as soon as possible to avoid unsanitary conditions and mold:
 - Mon.- Fri. till 4p.m. 426-1409
 - Call University Security & Police Dispatch after hours and on weekends: 426-6911

Note: *Flooding can occur due to major rainstorms, water main breaks, or loss of power to sump pumps*

HAZARDOUS MATERIALS

A hazardous materials incident is defined as “an uncontrolled release of a hazardous material”

MAJOR HAZARDOUS MATERIALS INCIDENT

If the release is highly toxic, involves a substantial amount of material, or cannot be safely contained without endangering yourself or other personnel, follow the steps below:

- ❑ If the release is inside a fume hood of a lab, lower the sash.
- ❑ Alert others in the area to the presence of the release or spill.
- ❑ Turn off any gas burners if you can do so without putting yourself in harm's way.
- ❑ Retrieve a safety data sheet (SDS) on the hazardous material if safe to do so.
- ❑ Evacuate the area, closing doors as you leave.

If there is a threat to the occupants of the building:

- ❑ If an explosion risk is present, avoid turning electrical equipment on or off, and activate a fire alarm from a different floor or building to prevent generating a spark.
- ❑ Pull the fire alarm to alert others in the building to evacuate.
- ❑ Call 9-1-1 from a safe location.
- ❑ From a safe location, **call your supervisor, then BSU Security at 426-6911 and Environmental Health & Security at 863-8024** (24 hr cell).
- ❑ Arrange for those most familiar about the details of the incident, and general knowledge of the material released, to meet with those providing assistance as needed. Bring a safety data sheet (SDS) if possible.
- ❑ See the HAZARDOUS MATERIALS EXPOSURE section below for treatment of those exposed to the hazardous material. Isolate contaminated persons and do not allow them to leave or to spread the contamination. Avoid hazardous material contamination or exposure to yourself.
- ❑ If safe to do so, post “HAZ MAT INCIDENT- DO NOT ENTER” signs on the entrances to the area

HAZARDOUS MATERIALS (continued)

HAZARDOUS MATERIALS EXPOSURE

If you are exposed to a hazardous material:

- Ensure you are in a safe location.
- **If injury is serious or life threatening, call 9-1-1.**
- Use eyewash or safety showers as needed to wash off hazardous materials. Flush the affected area with copious amounts of water for at least 15 minutes.
- Anyone who has had a hazardous materials exposure, including a potential exposure, must follow the steps as outlined in the **WORK-RELATED INJURY OR ILLNESS** section to obtain medical treatment if needed and complete appropriate university documents, etc.

MINOR HAZARDOUS MATERIALS INCIDENT

If the release involves a small amount of material and can be contained without endangering you or other personnel, follow the steps below:

- If the release is inside a fume hood of a lab, lower the sash.
- Alert others in the area to the presence of the release or spill.
- If cleaning the release or spill is within your training and comfort level, you may follow your group's procedure to clean it up. Otherwise, evacuate the area and treat as a **MAJOR HAZARDOUS MATERIALS INCIDENT** above.
- Retrieve a safety data sheet (SDS) on the hazardous material if safe to do so.
- Keep yourself between the hazardous material and an exit to avoid being trapped.
- **Call your supervisor, then BSU Dispatch at 426-6911 and Environmental Health & Security at 863-8024 (24 hr cell).**

MEDICAL EMERGENCIES

If you become aware of a seriously ill or injured person, you should:

- ❑ **Call 9-1-1 right away.**
- ❑ **Give the 9-1-1 dispatcher as much information** as possible about the injury or illness and the location of the victim to include:
 - Building Name
 - Address
 - Office and floor number
 - Condition of the ill or injured person
 - Any dangerous conditions
- ❑ Unless trained, do not attempt to render first aid before assistance arrives.
 - **DO NOT attempt to move a seriously injured person.**
 - Protect yourself from blood or body fluid exposures
- ❑ Attempt to obtain the following information from the ill or injured person:
 - Name
 - Description of symptoms
 - Allergies
 - Medications
 - Major medical history
- ❑ **Remain with the person** until the police or emergency medical personnel arrive.
- ❑ Have someone standby outside of your building to direct emergency responders to the person requiring attention
- ❑ ***If the injured person is a Boise State University employee, contact their supervisor as soon as possible.*** If it is after hours or on the weekend, call University Security Dispatch at 426-6911 and they can locate a specific faculty or staff member and leave them a message.
- ❑ ***Nearest AED locations are:***
 - MEC 2nd Floor, opposite elevator***
 - ERB 2nd Floor, in elevator lobby***

NATURAL GAS LEAKS AND PIPELINE BREAKS

- ❑ Confine any fire or fumes to the extent possible (close off any doors to the affected area that you can safely do so). This will help limit the impact of the leak or fire.
- ❑ If you suspect there is a leak of an explosive gas (i.e. natural gas), **DO NOT** use cell phones, elevators, fire alarm pulls, flashlights or other devices capable of producing static electricity, sparks, electric arcs or open flames.
- ❑ When ordered to evacuate, immediately leave the building and proceed to safe assembly locations as identified in the **EVACUATION ROUTE MAPS AND INSTRUCTIONS** posted in your building.
- ❑ **Move at least 200 feet upwind from the gas leak** into an area where you cannot smell the gas.
- ❑ **When in a safe location, call 9-1-1** to report the situation; provide your location and the location of the odor to the dispatcher.
- ❑ Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- ❑ **DO NOT** return to an evacuated building unless directed to do so by authorities.

PERSONS WHO ARE DISRUPTIVE

If you are concerned with an individual who displays conduct that is reckless, disorderly, dangerous, threatening, including self-harmful behavior, and you are concerned for your safety or the safety of others, you have these options:

- If there is an immediate potential for danger, call 9-1-1 or University Security & Police Services at 426-6911
- Submit a C.A.R.E. (Campus Assessment, Resource, and Education) report (<http://care.boisestate.edu/notify/>), an electronic referral system which connects the individual of concern to campus services that can provide appropriate intervention and counseling.

PERSONS WHO ARE DISTRESSED

If you are concerned with an individual who displays conduct that is reckless, disorderly, dangerous, threatening

A person who is distressed often displays persistent traits and behaviors, such as: excessive anxiety, sadness, irritability, withdrawal, confusion, lacking motivation and /or concentration, seeking constant attention, demonstrating bizarre or erratic behavior, or expressing suicidal thoughts.

- If there is an immediate potential for danger, call 9-1-1 or University Security & Police Services at 426-6911 right away.
- If the person is a Boise State student, contact Counseling Services at (208) 426-1459 (healthservices.boisestate.edu/services/counseling)
- If the person is a Boise State student, faculty or staff, submit a C.A.R.E. Report (<http://care.boisestate.edu/notify/>), an electronic referral system, which connects the individual of concern to campus services that provide appropriate interventions and counseling.

Note: Read more about warning signs and options on the C.A.R.E. website: <http://care.boisestate.edu/>

REPORT A CRIME

- Boise State University faculty, students, staff and visitors can call the **University Security Department at 426-6911 to report a crime, emergency, or suspicious activity.** (*Dial 9-1-1 for emergencies requiring Emergency Responders*)
- Additionally, if you have information about a crime that has occurred on campus, but wish to remain anonymous, go to the Boise State University "Silent Witness" page or call the Boise Police Department Crime Stoppers at 343-COPS. Your information will be taken with the strictest confidence by specially trained personnel. Tipsters are issued code numbers to protect their anonymity and never provide their name or personnel information.
- If you have any additional questions or comments on these procedures, contact the University Security Department at policeuniversitysecurity@boisestate.edu or visit their website at University Security Department.

REPORT INCIDENTS/UNSAFE CONDITIONS

All unsafe conditions should be reported to avoid injury or property damage.

- If you observe an unsafe condition that poses a threat of injury or property damage or if you are aware of an incident which happened on campus, contact one of the following Boise State University's Public Safety departments:
 - Environmental Health & Safety (208) 426-3999
 - University Security & Police (208) 426-6911
 - Risk Management (208) 426-3636
 - Facilities Operations & Maintenance (208) 426-1409

Note: *If the situation is critical and needs immediate attention, call University Security at 426-6911 (24/7).*

College of Engineering Emergency Action Plan

TORNADO

- ❑ If in a building, move away from outside rooms and go to a center hallway. An interior area on the bottom level of a building is preferable.
- ❑ **Call 9-1-1** for emergency assistance.
- ❑ Avoid auditoriums or gymnasiums or other areas with wide, free span roofs.
- ❑ If caught outside, lie flat in the nearest ditch, ravine or culvert with hands and arms protecting your head. 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.
- ❑ After the tornado has passed, proceed to safe assembly locations as identified in the **BUILDING EVACUATION PROCEDURE / BUILDING MAPS** section.
- ❑ After the tornado has passed, do not enter any building unless directed to do so by authorities.

WORK-RELATED INJURY OR ILLNESS

If the injury or illness is serious or life threatening, call 9-1-1.

Otherwise, follow these steps:

- Report the injury to the Boise State HURT line at 426-H-U-R-T (426-4878).
- Report the injury or illness to your supervisor, regardless of severity, within 24 hours.
- Seek medical attention as required and file appropriate forms with the [Office of Risk Management and Insurance](#) (See below for more information)

Faculty, and staff, and student employees injured while performing work duties:

- If an employee is injured on the job, the employee must first contact his/her supervisor regarding the injury.
- With the supervisor's consent, the employee should go to the nearest St. Luke's Occupational Health Services Clinic (8am-5pm):
 - Boise – 703 Americana Blvd., Ste 130 (Americana & Shoreline), (208) 706-7500
 - Meridian – 520 S. Eagle Road (St. Luke's Meridian, Ste 2213), (208) 706-5447
- For injuries that occur after hours or that require immediate care, employees should go directly to the St. Luke's Emergency Room, 190 E. Bannock St, 381-2222
- Supervisor will need to complete and file Supervisor's Accident Report within 48 hours of incident whether or not medical treatment is received.

Students (who are not employed by Boise State) or employee injured outside of work:

- Medical: Consult your insurance provider to determine where to seek medical treatment.
- Complete and file Incident/Accident Injury Report to [Boise State Risk Management](#) within 24 hours of the incident.

College of Engineering Emergency Action Plan

BUILDING MAPS

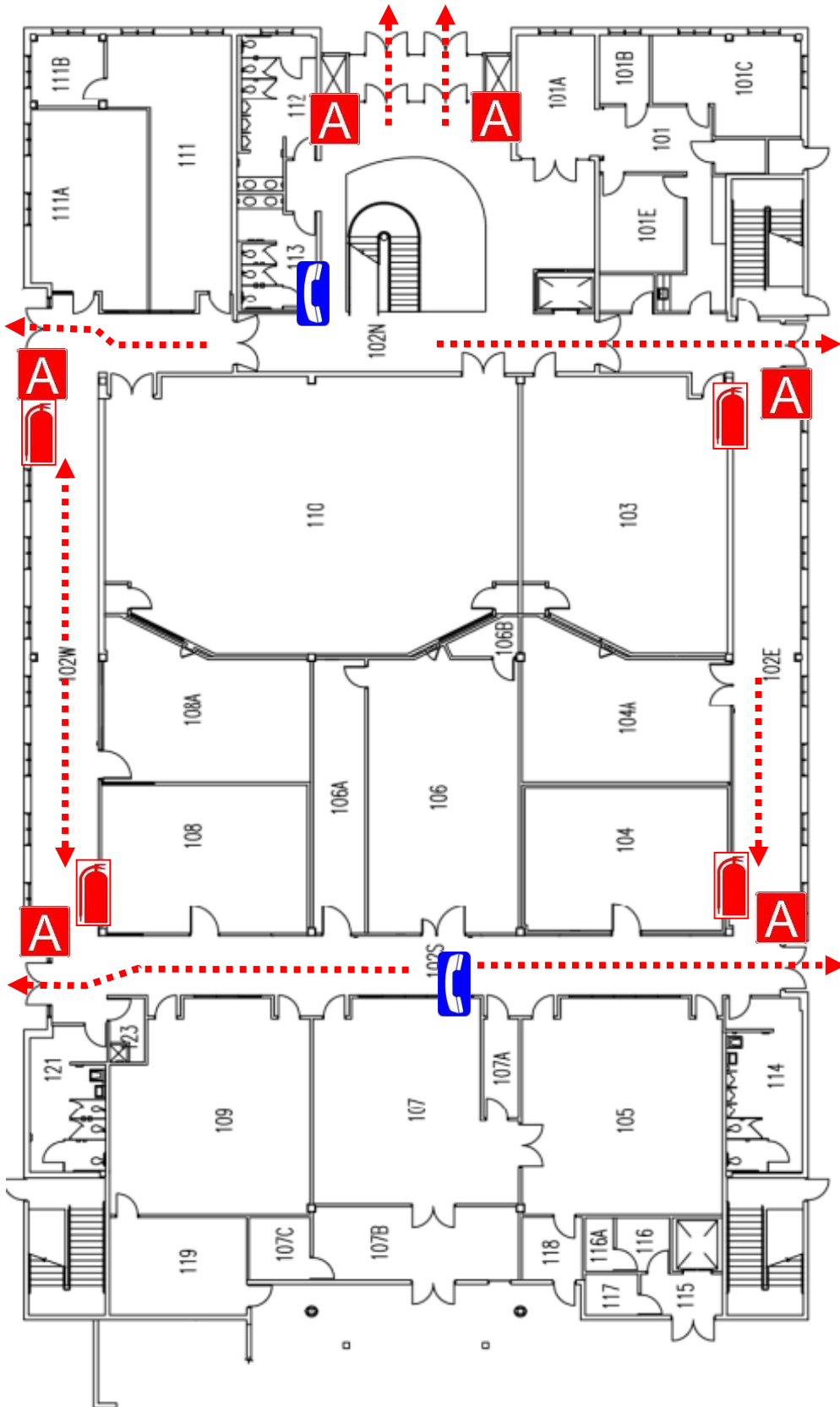
The following maps identify key safety elements of the buildings of the college of engineering. Specifically, they show the locations of:

- Evacuation paths
- Evacuation assistance areas for those with mobility limitations
- Fire alarm pulls
- Fire extinguishers
- Automated external defibrillators
- Emergency phones

Please familiarize yourself with the locations of these items for your building so that you will be more prepared in the event of an evacuation or other emergency.

College of Engineering Emergency Action Plan

Evacuation & Safety Equipment- Engineering Bldg, 1st Floor



Safe Assembly Location:
ENGR Building Parking Lot

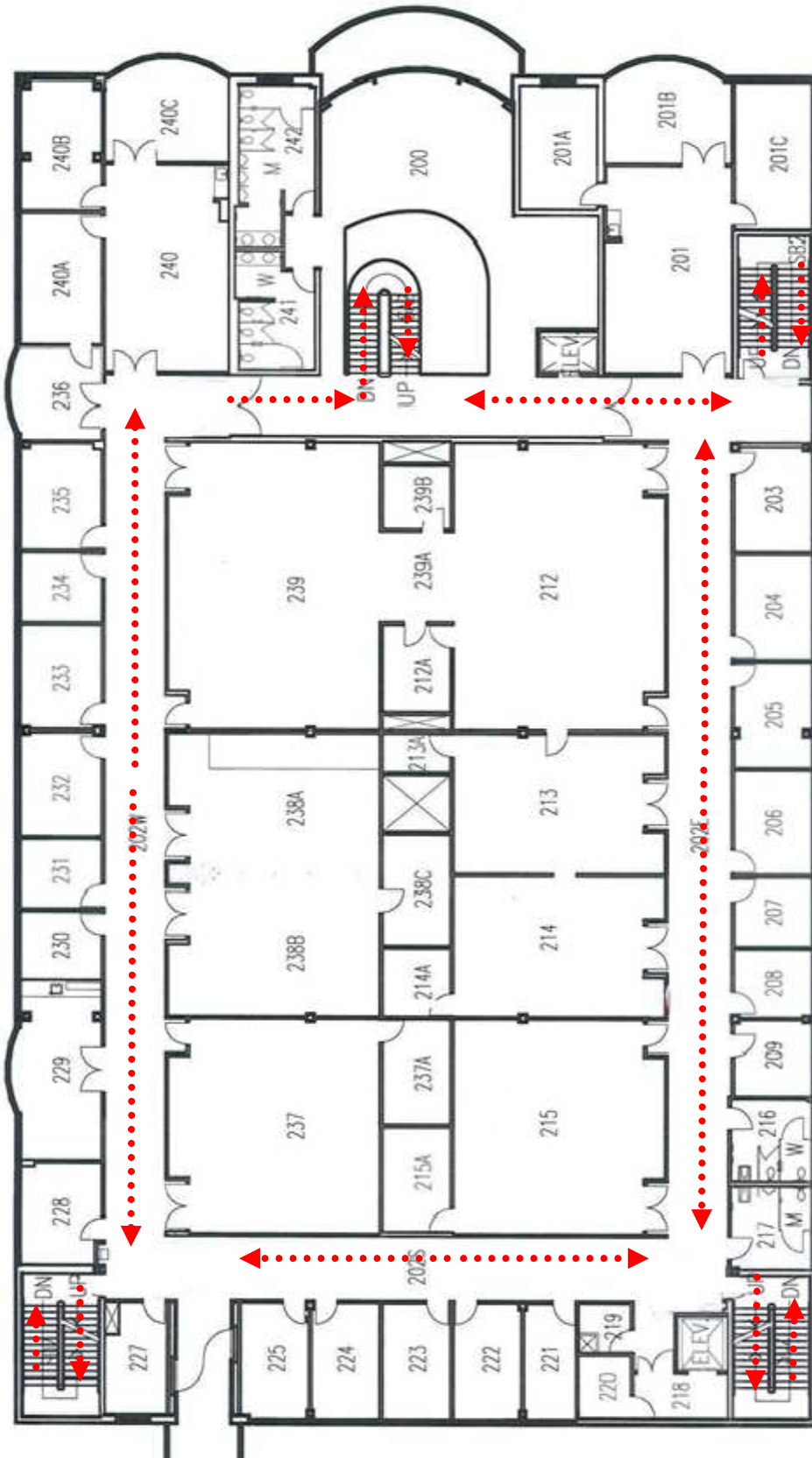


- Fire Alarm Pull Station
- Fire Extinguisher*
- AED- MEC 2nd Floor, Opposite Elevator
- Emergency Phone
- Evacuation Assistance Area

* lab extinguishers not shown.



College of Engineering Emergency Action Plan

Evacuation & Safety Equipment Map- Engineering Bldg, 2nd Floor



Safe Assembly Location:
ENGR Building Parking Lot

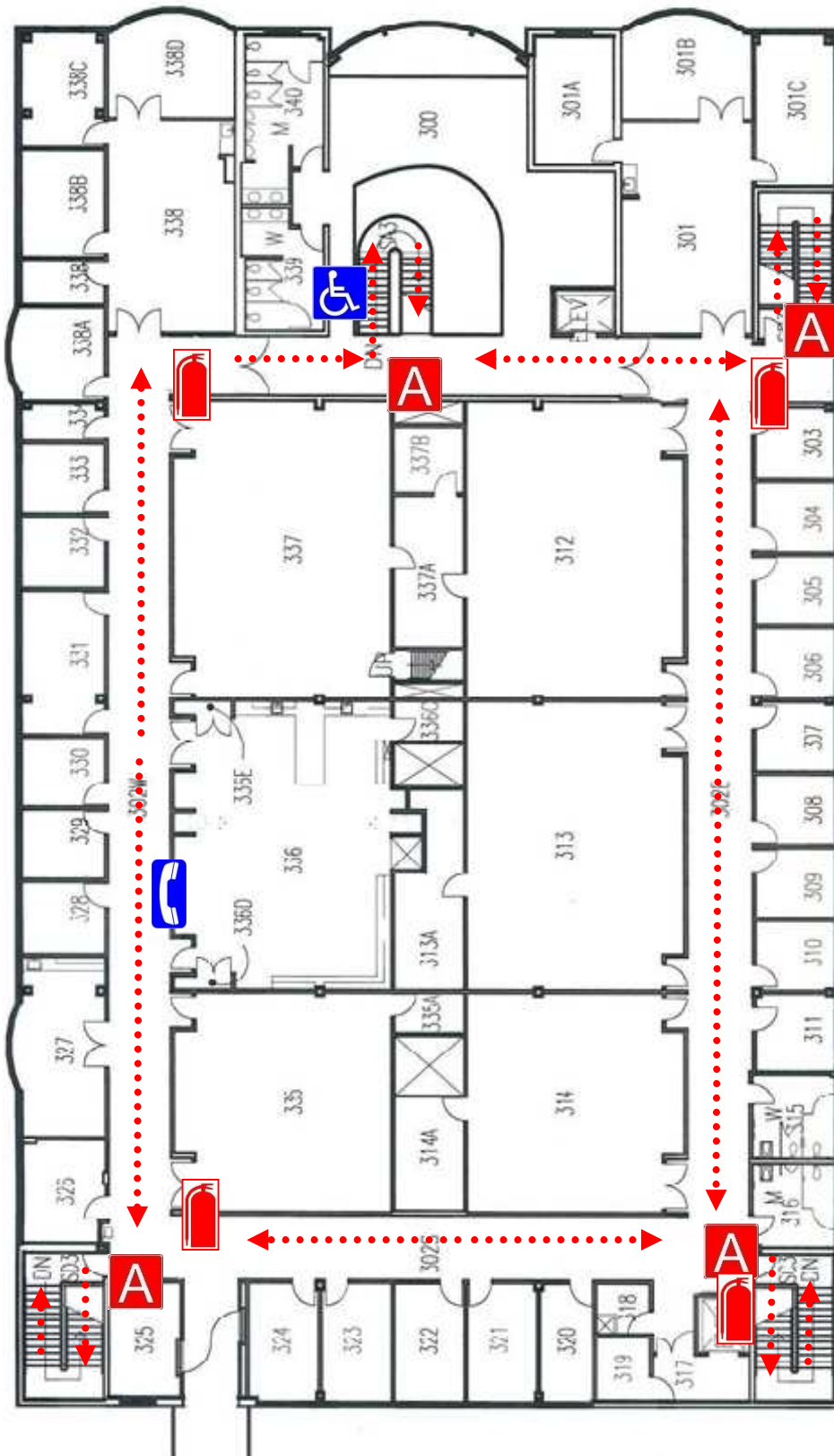


-  **Fire Alarm Pull Station**
-  **Fire Extinguisher***
-  **AED- MEC 2nd Floor, Opposite Elevator**
-  **Emergency Phone**
-  **Evacuation Assistance Area**

* lab extinguishers not shown.

College of Engineering Emergency Action Plan

Evacuation & Safety Equipment Map- Engineering Bldg, 3rd Floor



Safe Assembly Location:
ENGR Building Parking Lot

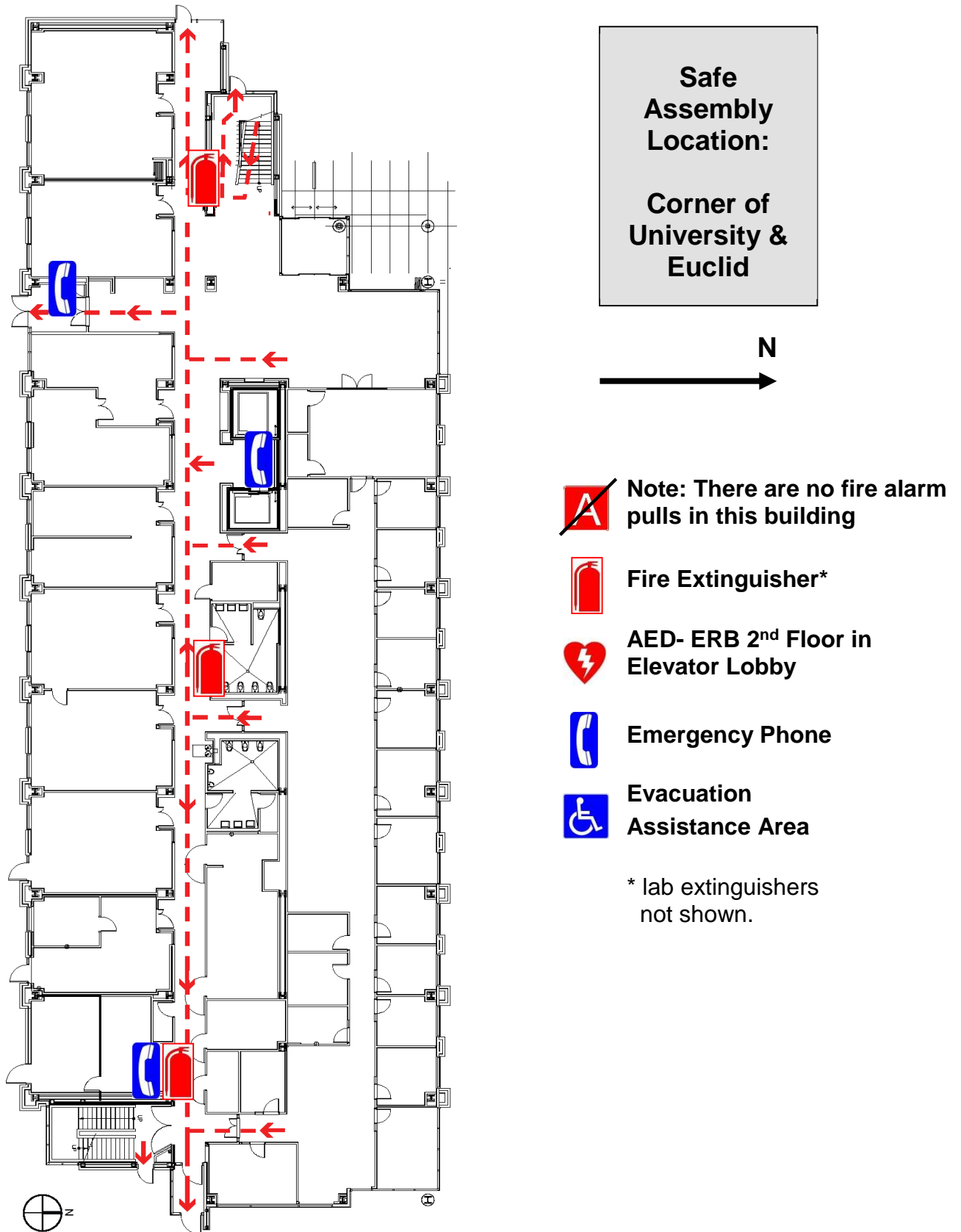


-  **Fire Alarm Pull Station**
-  **Fire Extinguisher***
-  **AED- MEC 2nd Floor, Opposite Elevator**
-  **Emergency Phone**
-  **Evacuation Assistance Area**

* lab extinguishers not shown.

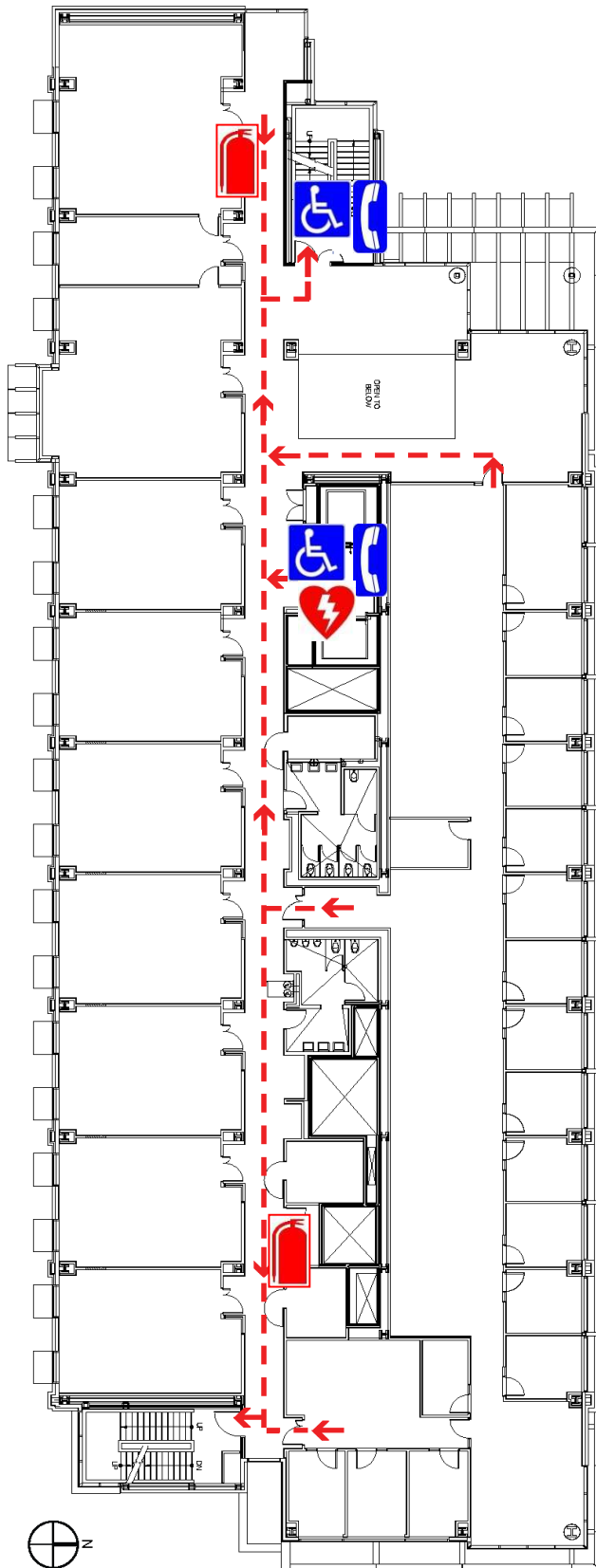
College of Engineering Emergency Action Plan

Evacuation & Safety Equipment Map- Environmental Research Bldg, 1st Floor



College of Engineering Emergency Action Plan

Evacuation & Safety Equipment Map- Environmental Research Bldg, 2nd Floor



**Safe
Assembly
Location:**

**Corner of
University &
Euclid**



 **Note: There are no fire alarm pulls in this building**

 **Fire Extinguisher***

 **AED- ERB 2nd Floor in
Elevator Lobby**

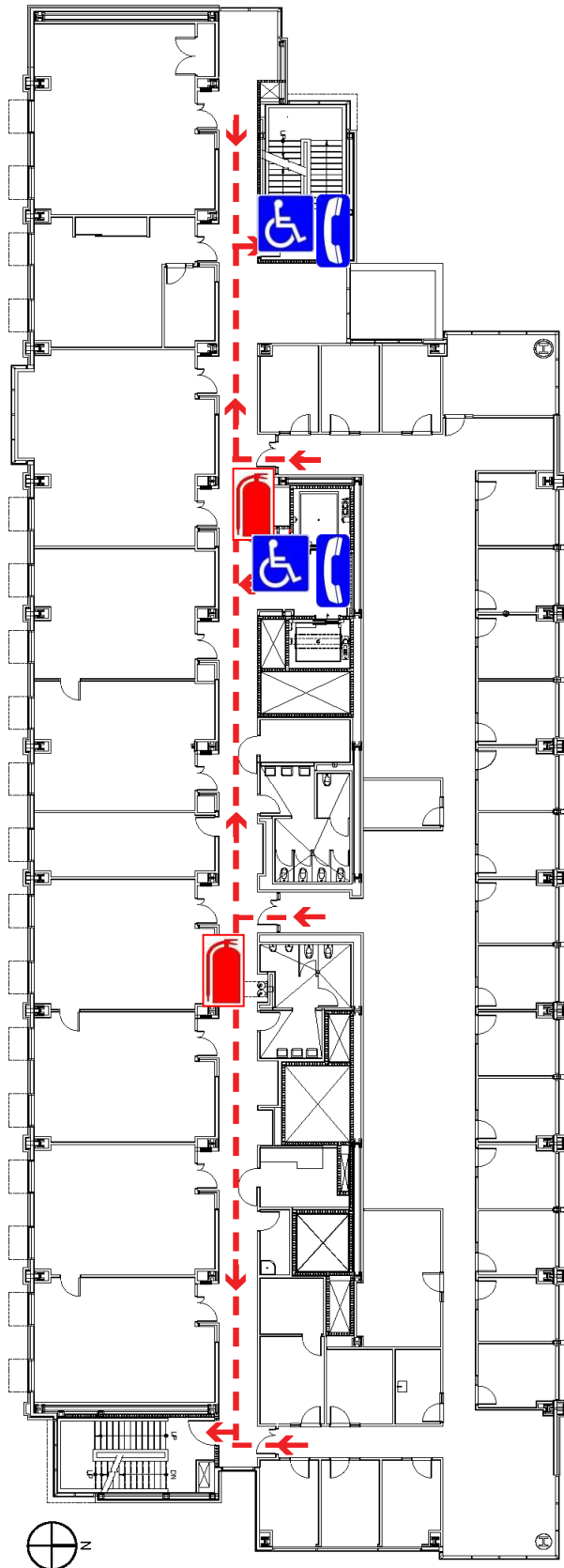
 **Emergency Phone**

 **Evacuation
Assistance Area**

* lab extinguishers
not shown.

College of Engineering Emergency Action Plan

Evacuation & Safety Equipment Map- Environmental Research Bldg, 3rd Floor



**Safe
Assembly
Location:**

**Corner of
University &
Euclid**



 **Note: There are no fire alarm pulls in this building**



Fire Extinguisher*



**AED- ERB 2nd Floor in
Elevator Lobby**



Emergency Phone

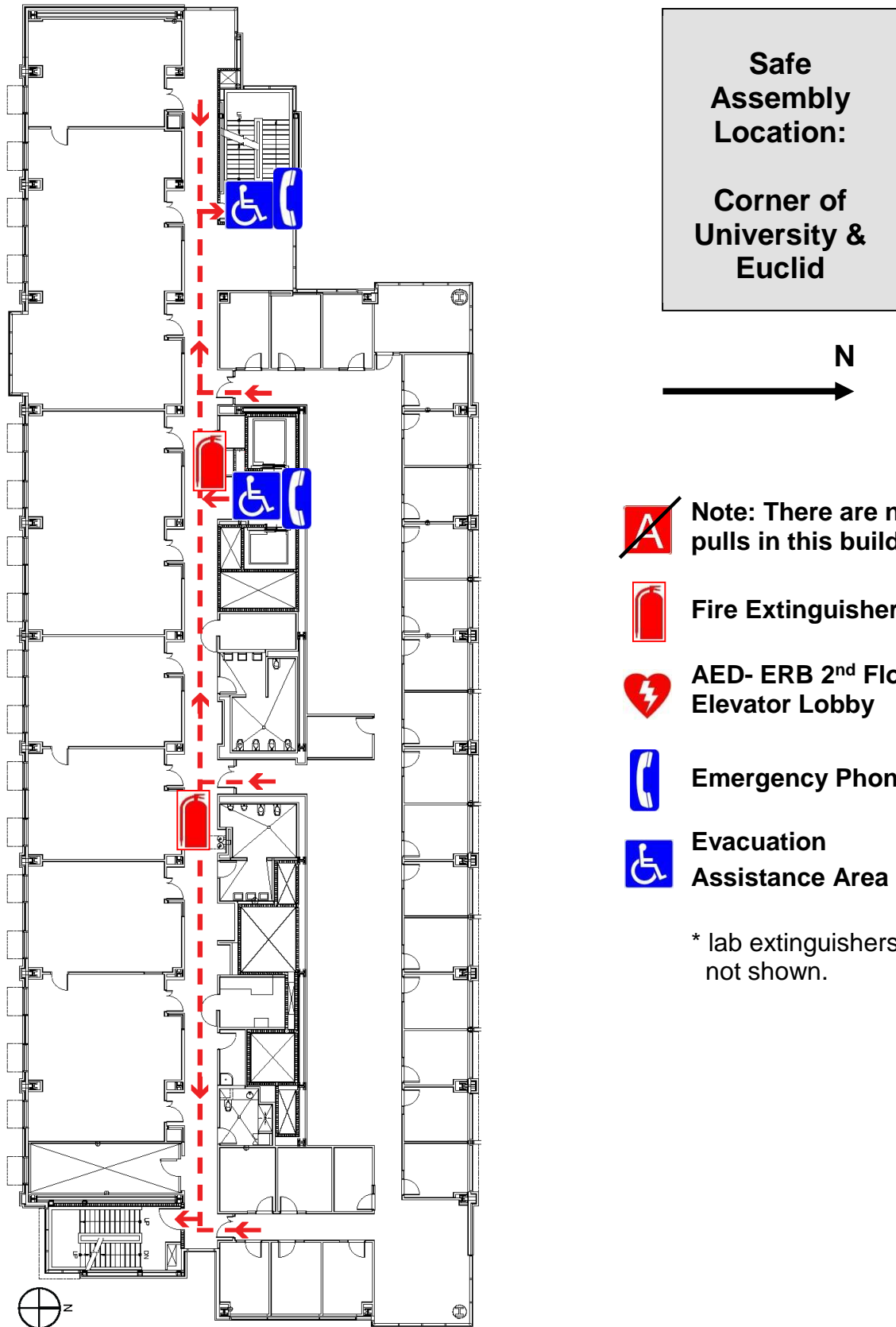


**Evacuation
Assistance Area**

* lab extinguishers
not shown.

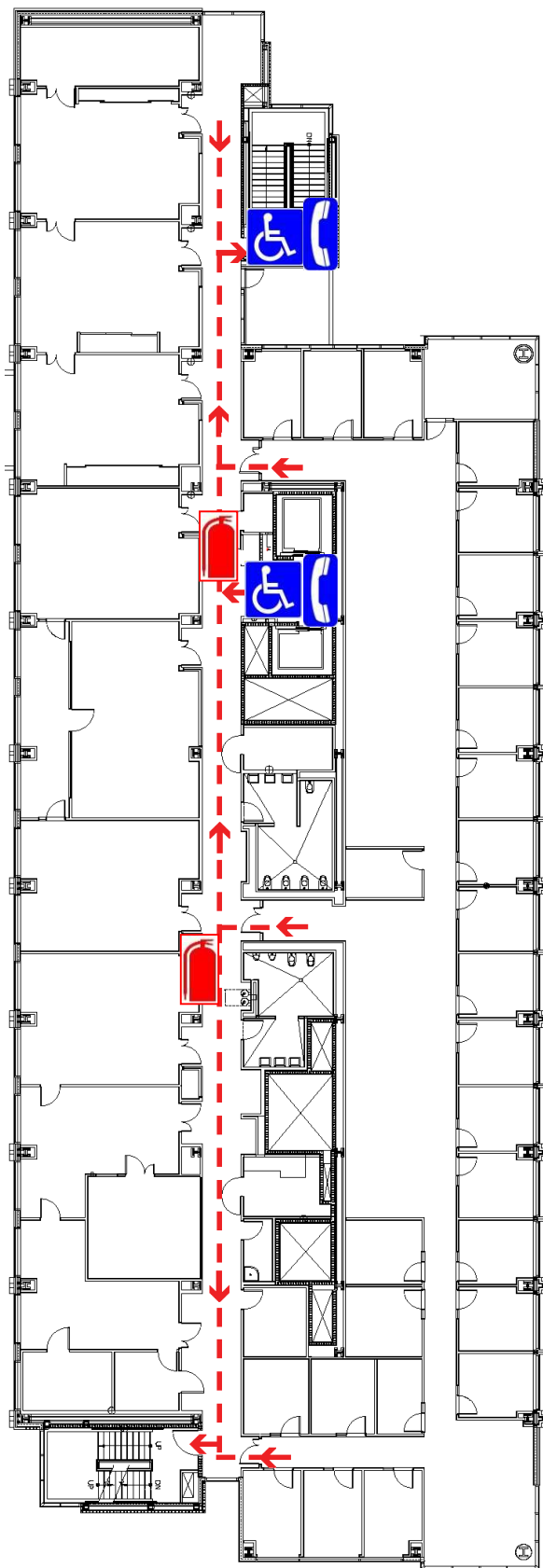
College of Engineering Emergency Action Plan

Evacuation & Safety Equipment Map- Environmental Research Bldg, 4th Floor



College of Engineering Emergency Action Plan


Evacuation & Safety Equipment Map- Environmental Research Bldg, 5th Floor



**Safe
Assembly
Location:**

**Corner of
University &
Euclid**



 **Note: There are no fire alarm pulls in this building**

 **Fire Extinguisher***

 **AED- ERB 2nd Floor in
Elevator Lobby**

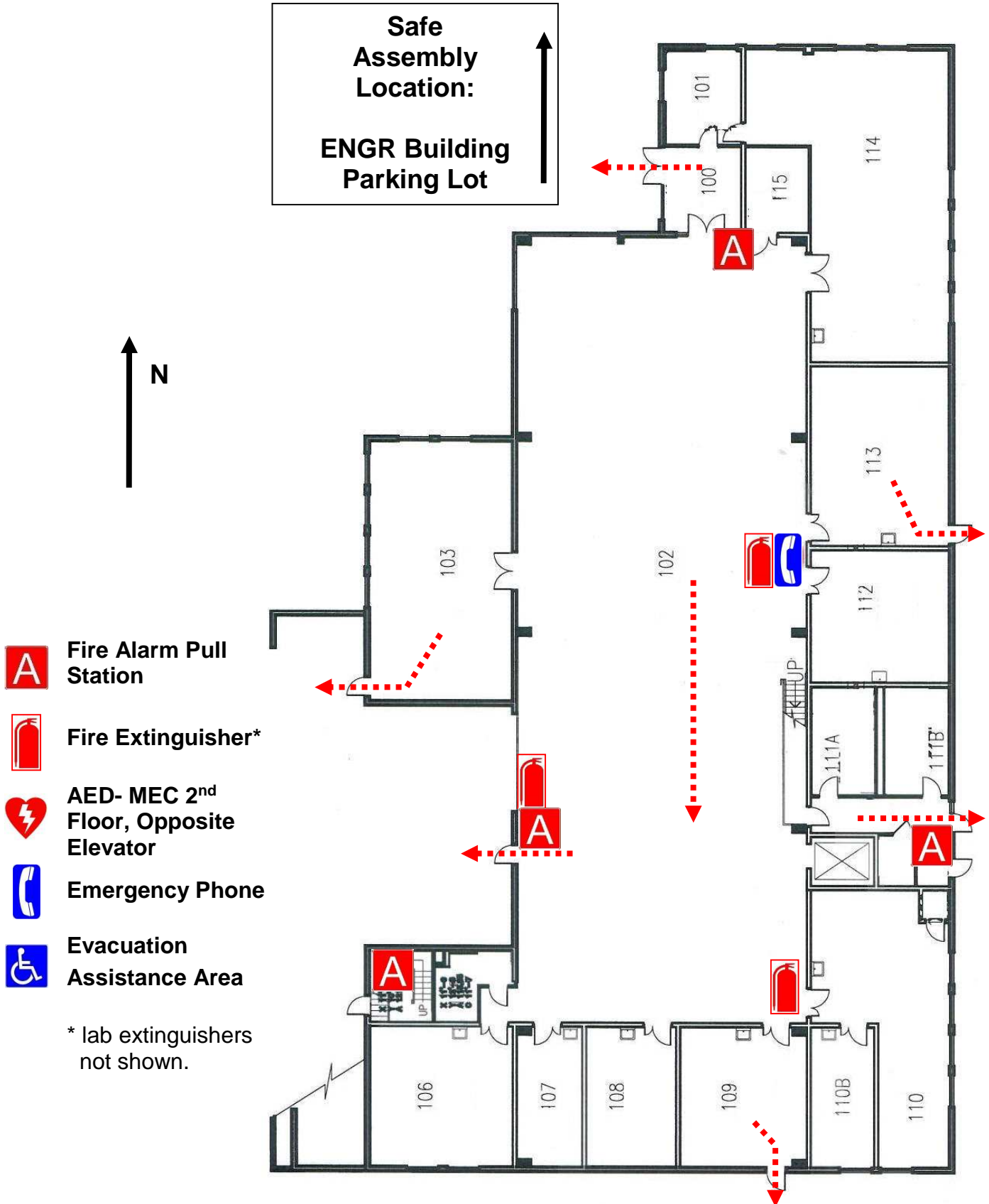
 **Emergency Phone**

 **Evacuation
Assistance Area**

* lab extinguishers
not shown.

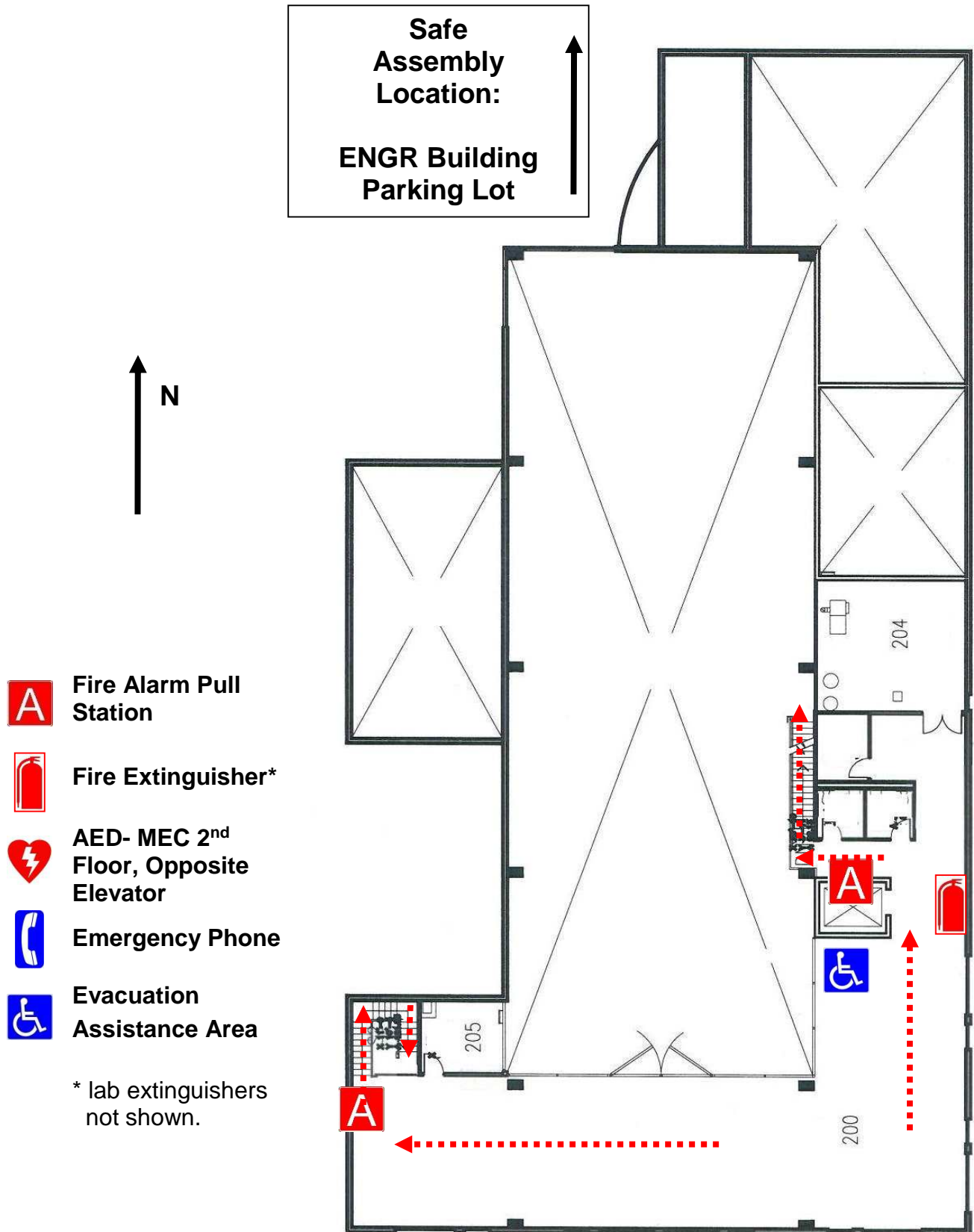
College of Engineering Emergency Action Plan

Evacuation & Safety Equipment Map- HML Bldg, 1st Floor



College of Engineering Emergency Action Plan

Evacuation & Safety Equipment Map- HML Bldg, 2nd Floor

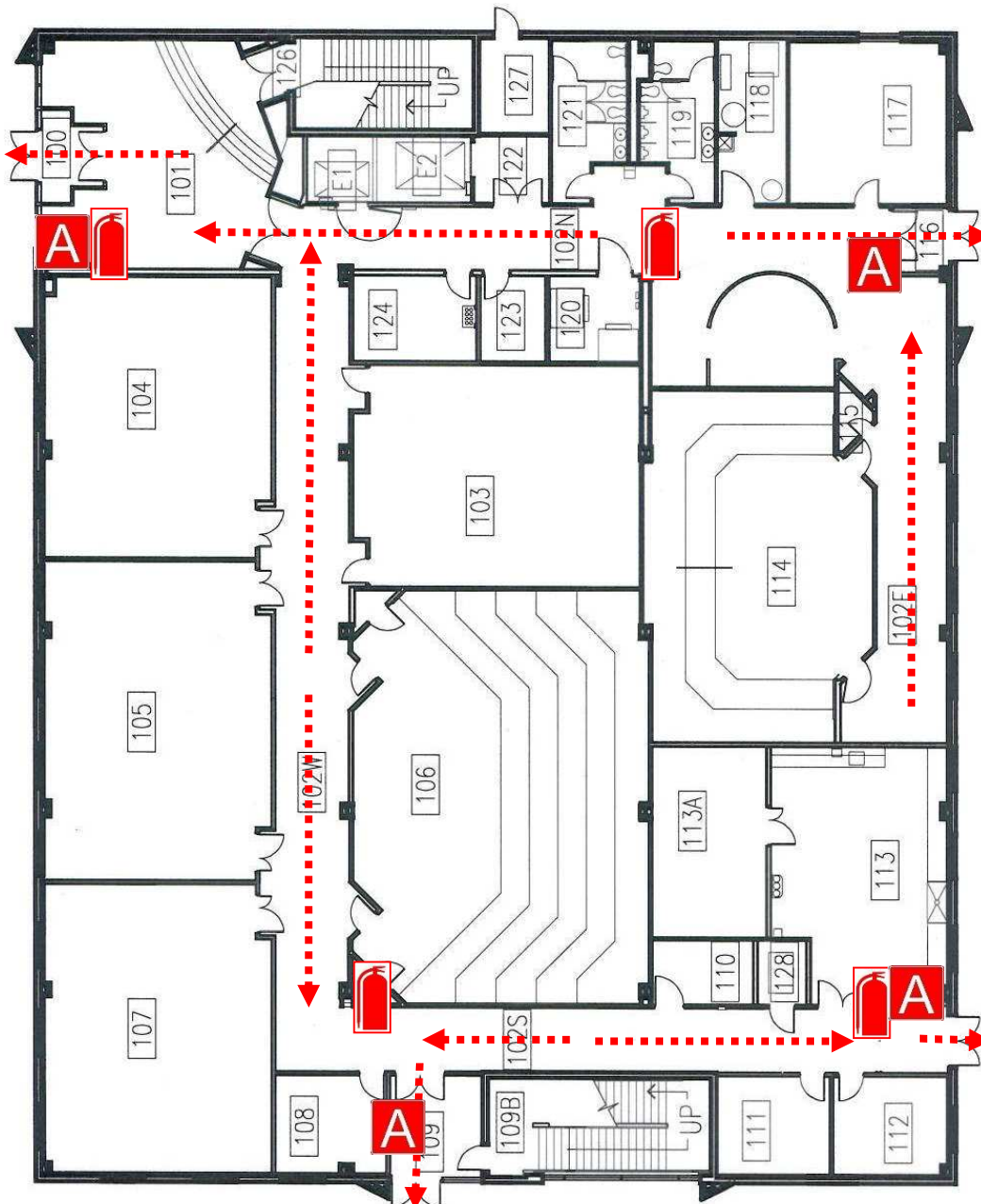


College of Engineering Emergency Action Plan

Evacuation & Safety Equipment Map- Micron Engineering Center, 1st Floor

**Safe
Assembly
Location:**

**ENGR
Building
Parking Lot**



-  **Fire Alarm Pull Station**
-  **Fire Extinguisher***
-  **AED- MEC 2nd Floor, Opposite Elevator**
-  **Emergency Phone**
-  **Evacuation Assistance Area**

* lab extinguishers not shown.

College of Engineering Emergency Action Plan

Evacuation & Safety Equipment Map- Micron Engineering Center, 3rd Floor



College of Engineering Emergency Action Plan

Evacuation & Safety Equipment Map- Micron Engineering Center, 4th Floor




College of Engineering Emergency Action Plan

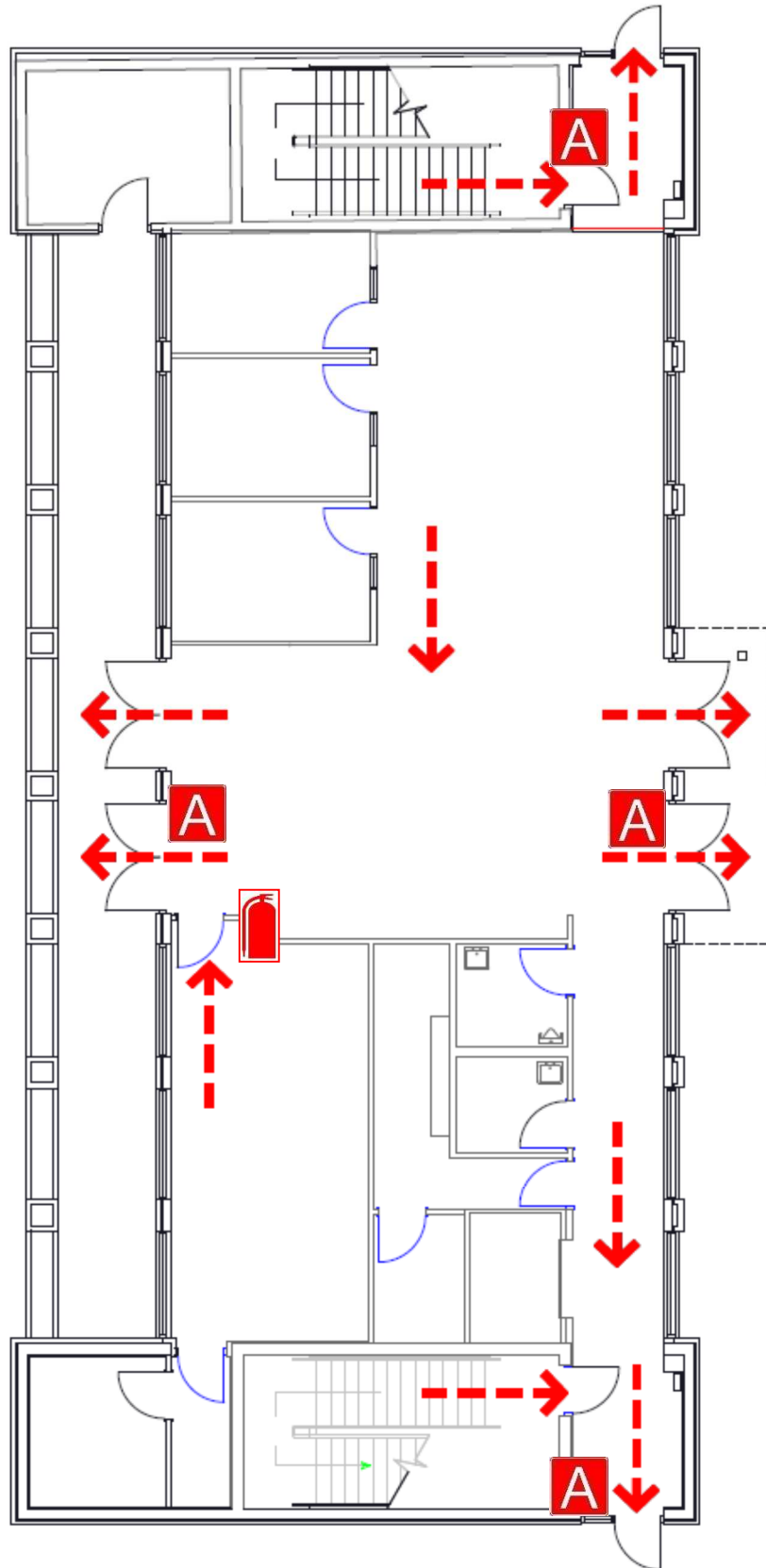
Evacuation & Safety Equipment Map-
1015 Grant Ave. Annex, Prelim. (former Ext. Studies Bldg), 1st Floor



**Safe
Assembly
Location:**

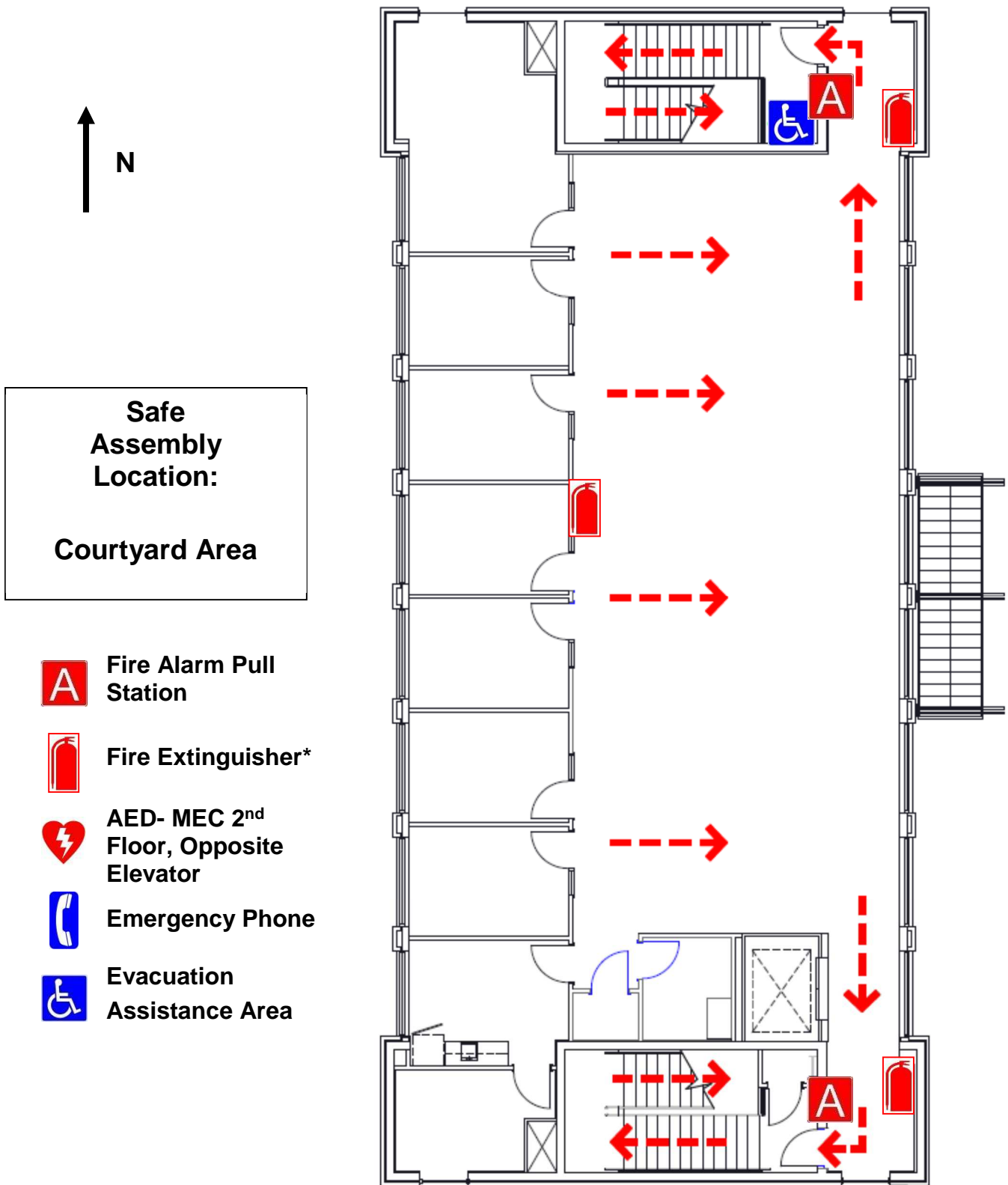
Courtyard Area

-  Fire Alarm Pull Station
-  Fire Extinguisher*
-  AED- MEC 2nd Floor, Opposite Elevator
-  Emergency Phone
-  Evacuation Assistance Area



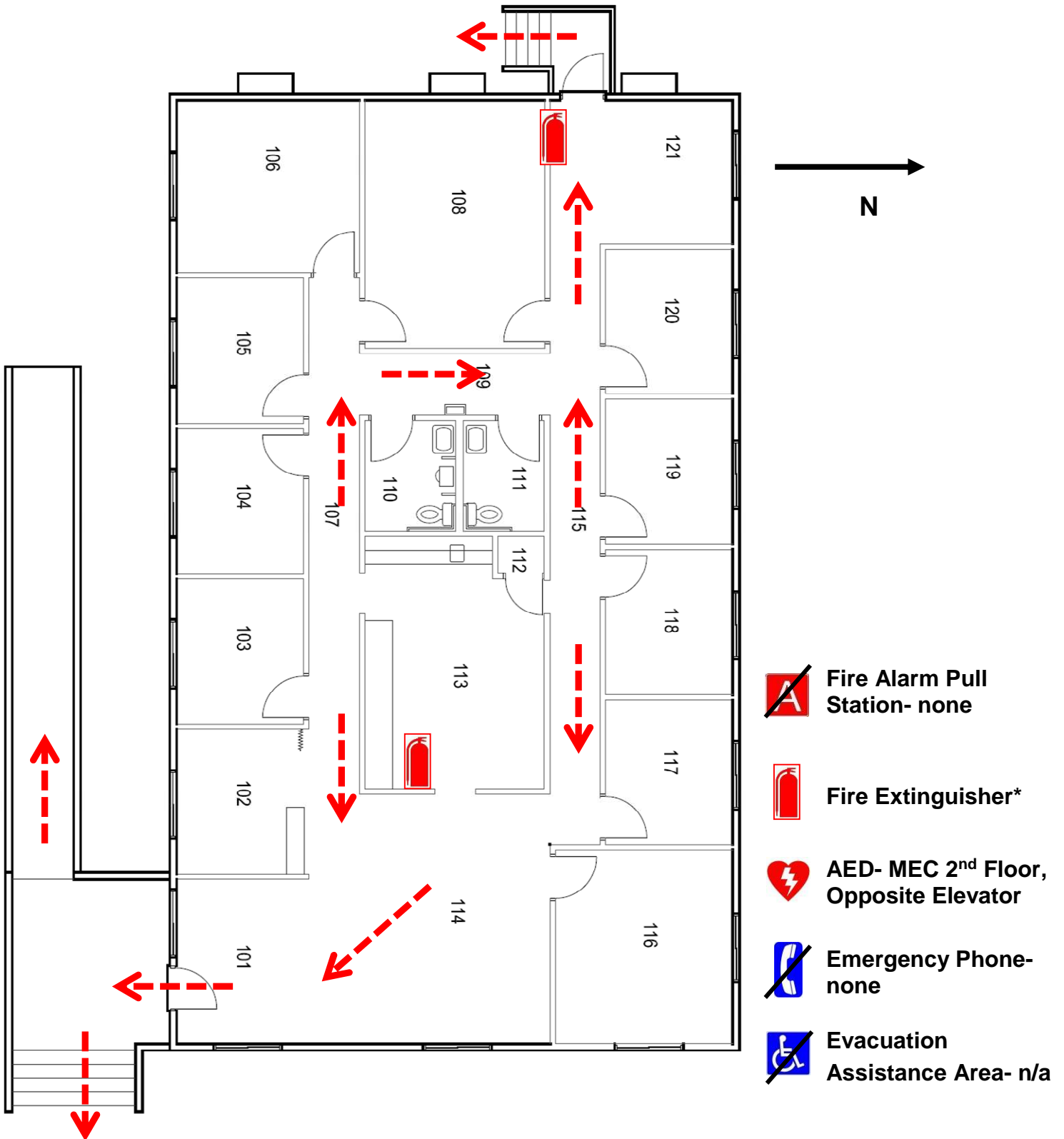
College of Engineering Emergency Action Plan

Evacuation & Safety Equipment Map-
1015 Grant Ave. Annex, Prelim. (former Ext. Studies Bldg), 2nd Floor



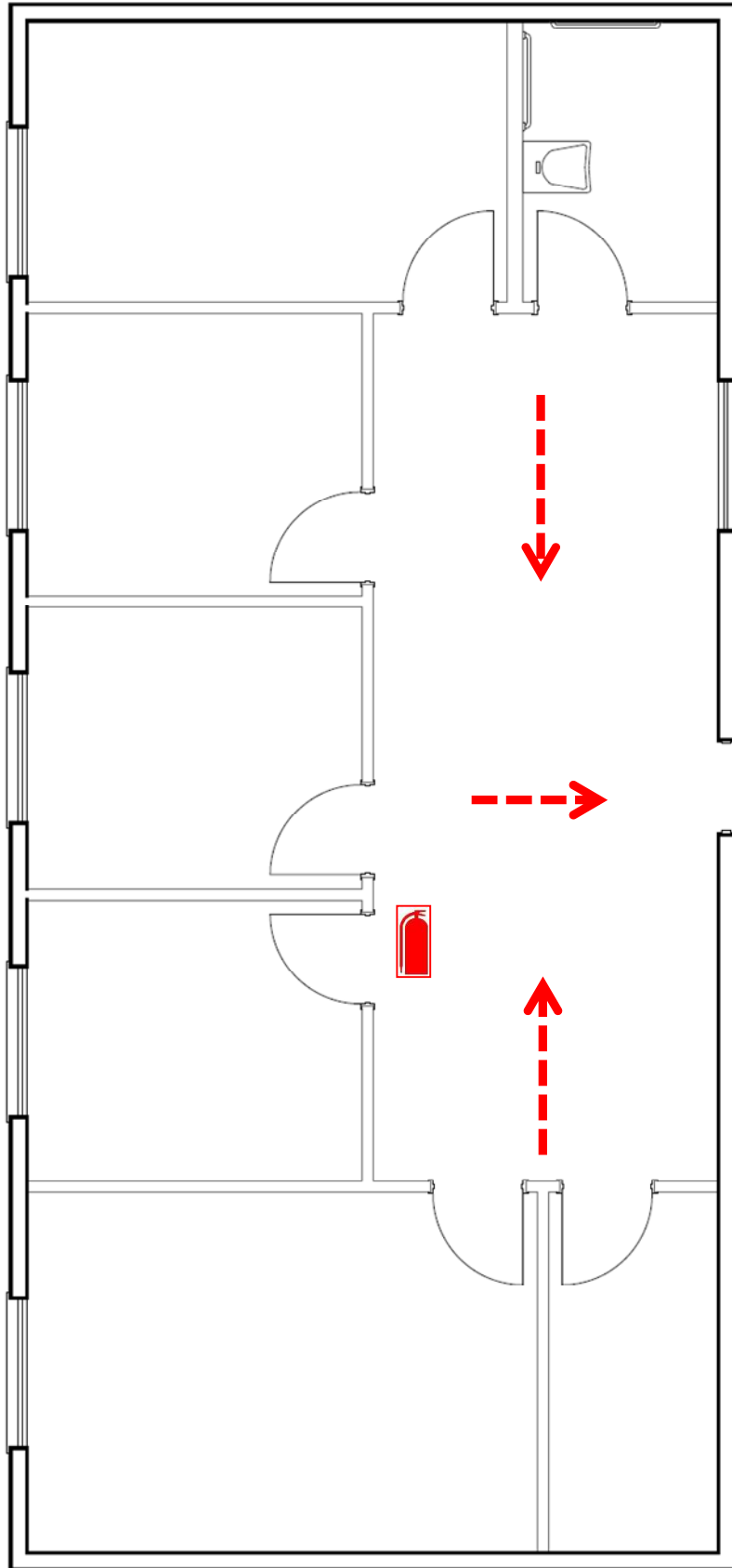
College of Engineering Emergency Action Plan






Evacuation & Safety Equipment Map- 1021 S. Manitou Annex (MNX4) (former Idaho Small Bus. Dev. Cntr)



College of Engineering Emergency Action Plan

Evacuation & Safety Equipment Map-
1375 Belmont St. Annex (former TechHELP building)



-  Fire Alarm Pull Station- none
-  Fire Extinguisher*
-  AED- MEC 2nd Floor, Opposite Elevator
-  Emergency Phone- none
-  Evacuation Assistance Area- n/a