



# Emergency Action Plan



*Revised February 2022*

**Purpose**

The Emergency Action Plan is designed to identify procedures and responsibilities in order to protect the general wellbeing of the college and visitors.

**Procedures**

For ALL serious or life-threatening emergencies, dial 911. For assistance from ICOM Campus Security, call 208-795-4311. This call will forward to the on-duty security officer.

When calling 911 or the other emergency numbers, remain calm and clearly explain the nature of the emergency. Provide the emergency operator with a summary of the emergency, your name and your location. The emergency operator may ask additional questions — do not hang up until you are certain the operator does not need additional information. If there is an immediate threat to your safety, do not remain in the area or on the phone.

**Emergency Contact Numbers**

<b>NAME</b>	<b>Telephone</b>	<b>Alternate Number</b>
<b>Emergency Dispatch (Police, Fire, and EMS)</b>	<b>911</b>	<b>208-377-6790 (non-emergency number)</b>
<b>ICOM Campus Security/On-Duty Officer</b>	<b>208-795-4311</b>	<b>208-795-4311</b>
<b>ICOM Manager of Campus Security Brian Connolly</b>	<b>208-795-4312</b>	<b>208-618-9940 (personal cell)</b>
<b>ICOM Director of Facilities Chris Wilson</b>	<b>208-795-4310</b>	<b>208-901-4337 (personal cell)</b>
<b>ICOM Director of IT Brian Atkinson</b>	<b>208-795-4300</b>	<b>425-501-1487 (personal cell)</b>
<b>ICOM Director of Student Affairs Elizabeth Watson</b>	<b>208-795-4284</b>	<b>208-569-0906 (personal cell)</b>
<b>ICOM Research Laboratory Safety and Compliance Manager Joanna Owen</b>	<b>208-795-4354</b>	<b>208-861-7037</b>
<b>ICOM Main Number</b>	<b>208-795-4266</b>	<b>208-696-4266</b>

## **Introduction**

ICOM is dedicated to providing a safe environment for its students, employees and visitors. The emergency action plan provides a framework for the college's response to emergency situations. Proper planning can mitigate the effects of a crisis and allow college staff to properly respond to most emergencies. This plan is intended to provide college personnel with basic guidelines when responding to an emergency. All students and employees should be familiar with the Emergency Action Plan, location of fire alarms, first aid kits, automated external defibrillators (AEDs), fire protection equipment, and exits.

## **Supporting Policies**

The following policies have been adopted by ICOM and are considered part of the Emergency Action Plan:

1. Building Evacuation Policy
2. Bomb Threat Policy
3. Campus Lockdown Policy
4. Emergency Notification and Timely Warning Policy
5. Fire Alarm Evacuation Policy
6. Workplace Violence Policy

## **Health, Safety, and Security**

### **Building Security**

Campus security begins at the building entrances. Card-swipe access is available for badged students and employees from 6:00 AM to 11:30 PM seven days a week. ICOM utilizes a 'single point of entry' concept, requiring visitors or guests of the school to check-in at the front security/reception desk. The school visitor will receive a temporary badge to wear during their visit. Visitors to the ICOM should be escorted at all times by their sponsors.

Building security is not just the responsibility of the Campus Security team, but of every student and employee who works or attends ICOM. It is important that every member of the ICOM family ensure no unauthorized individuals enter the building.

In the event a unknown or suspicious person is observed in the ICOM building or on the property grounds:

- Do not physically confront the suspicious person.
- Do not allow anyone you do not know into the building
- Do not block a suspicious person's access to an exit.
- Call Campus Security at 208-795-4311 and provide as much information as possible about the person and their last known location

## **Crime Reporting**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

Students or employees who find themselves victim of a crime which occurred on the ICOM Campus should report it immediately to the on-duty Campus Security Officer. In the event of an emergency or if the crime is still in progress, please call 911. Campus security officers can also provide reporting advice concerning crimes or incidents which occur off campus.

Any incident/event involving a vehicle collision, criminal activity, damage to property, or response of law enforcement to the Idaho College of Osteopathic Medicine property shall be documented by Campus Security on the ICOM Campus Security Crime/Incident Report form. The reporting security officer shall document all pertinent available information regarding victims, witnesses, suspects, vehicle descriptions and incident details to include the DR number (report number) of any police report generated due to the incident. A copy of the Daily Crime Log is available for viewing online on the ICOM Safety Page website or from the Campus Security Director.

## **Local First Responders**

The Idaho College of Osteopathic Medicine works closely with local first response agencies (Meridian Police, Meridian Fire Department, and Ada County Paramedics) to respond to emergency situations or criminal activity occurring on or near the ICOM campus. ICOM also partners with Ada County Emergency Management and Central District Health Department in developing emergency response procedures. During an incident response, ICOM staff will integrate in a liaison role with the Incident Command System structure of the responding agencies.

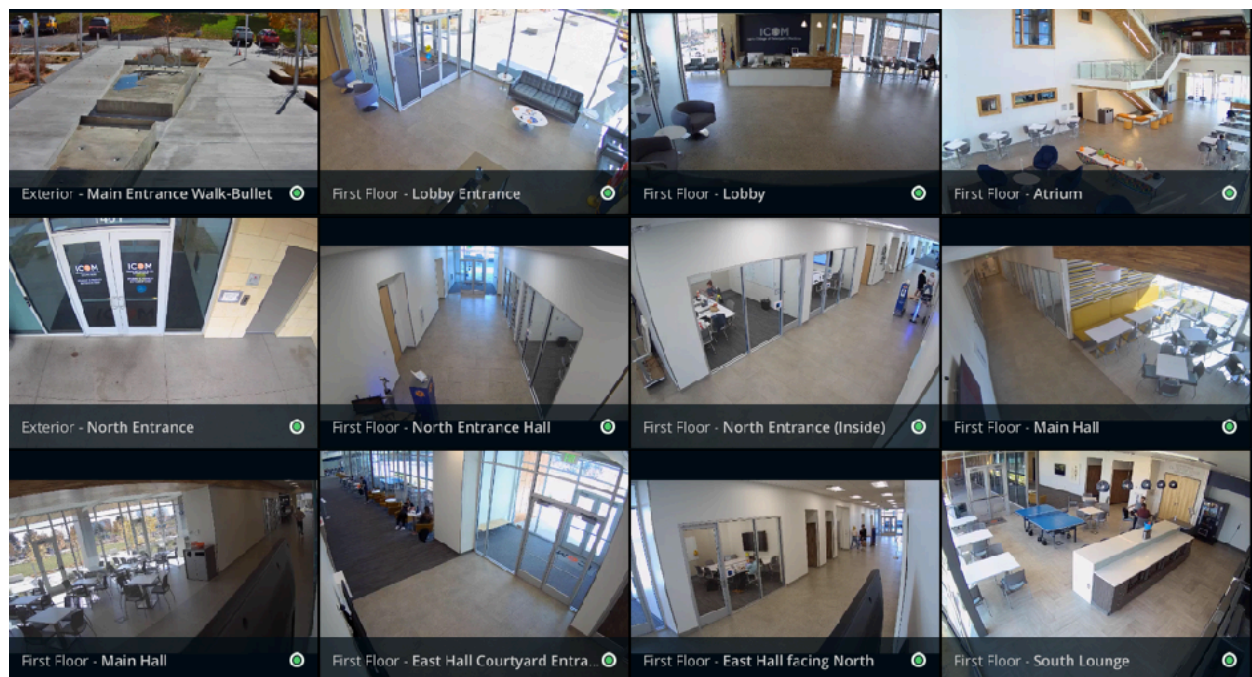
## **Blue Pole Emergency Phones**

ICOM maintains three Blue Pole Emergency Phones in the parking lots; one is located at the north of the building and one on the east side of the building, and one located in the Satellite Lot at the corner of E. Central Drive and N. Locust Grove Road. In addition, Idaho State University maintains one Blue Pole Emergency Phone on the west side of the ICOM building. Pushing the red button on the pole places a 911 call directly to the public safety dispatch. The location of the phone is displayed with dispatch and the speaker allows the caller to speak directly with the dispatcher. The phones are tested monthly.



## Security Cameras

ICOM is equipped with numerous, high-quality digital video cameras which are located throughout the building, as well outside the building and parking areas. The cameras are recording continuously and footage can be readily retrieved and provided to local law enforcement if needed for a criminal investigation.



## Mass Notification

ICOM utilizes the Alertus mass notification system to inform students and employees. This system will broadcast alerts to all registered individuals. These alerts will appear on personal devices, on electronic displays in the ICOM building, and also on Alertus beacons. Alertus

beacons are located in the Research Laboratory and on the south side of the building adjacent the quad area.



### **Emergency Notifications and Timely Warnings**

ICOM will issue an Emergency Notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

### **The following list of situations, or similar circumstances, could require an Emergency Notification:**

- A potential life-threatening situation on the campus (active shooter or bomb threat)
- A building emergency (gas leak, hazardous material spill, etc.)
- Extreme weather conditions (official weather warnings)
- Unplanned college closures (for weather, power outages, etc.)

**In considering the issuance of an Emergency Notification, ICOM will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.**

One of the following individuals or their designee will assess the situation and determine if a circumstance warrants an Emergency Notification:

- Manager of Campus Security



- The Director of Facilities
- The on-duty Campus Security Officer

Once an emergency or dangerous situation has been confirmed by one or more of the individuals listed above, they will authorize the Emergency Notification. ICOM Campus Security or their designee will create the Emergency Notification for broadcast.

As time permits, the individual authorizing the Emergency Notification will ensure that the ICOM President and/or the ICOM Dean are aware of the situation if they were not on campus at the time of the Notification.

### **Content of the Emergency Notification Message**

ICOM Campus Security will determine the content of the Emergency Notification by assessing the situation and choosing an appropriate message for the Emergency Notification.

Some of the following factors could influence the content of the final message: armed suspects, bomb threat, fire, hazardous materials incidence, shooting, street closure, or weather-related emergency.

Names of victims, if any, will be treated as confidential and withheld.

### **Emergency Notification/Method of Distribution**

ICOM Campus Security will send Emergency Notifications through the Alertus Mass Notification system. The Dukane building paging system may also be utilized if necessary.

In the event Campus Security is unavailable to issue an Alertus message or building page, the Director of Facilities or Director of IT can issue the alert.

The Director of Communications may send information about the Notification via social media to the general public and the media, if appropriate.

### **Recipients of the Emergency Notification**

Under most circumstances, ICOM will send its entire community an Emergency Notification. If sending the notification to some members of the campus community and not others becomes necessary, then some, but not all of these factors will be considered, including: type of emergency; location of emergency; or the possibility the emergency will become more dangerous.

### **Emergency Status Updates and “All Clear” Notifications**

Emergency Notification status updates will be made when new information or instructions are available.

An “All Clear” Notification indicates the emergency situation has been contained.

All Clear Notifications must be approved by the Manager of Campus Security, the on-duty Campus Security Officer, or the Director of Facilities.

If a situation is believed to present a significant emergency or dangerous situation to the larger community outside of the ICOM campus, the on-duty Campus Security Officer, or their designee, will notify the 9-1-1 Emergency Dispatch Center.

### **Timely Warnings**

ICOM will issue a Timely Warning if a Clery Act crime is reported within campus Clery geography, and is considered by the college to represent an ongoing threat to students and/or employees. **The decision to broadcast a Timely Warning is determined on a case-by-case basis, and will take into consideration: the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.** Timely Warnings will be distributed to the entire ICOM community via the ICOM email accounts of all employees and students.

If there is an immediate threat to the health or safety of students and/or employees occurring on campus, ICOM will follow its Emergency Notification procedures.

ICOM may, in appropriate circumstances, include personally identifiable information (PII) in a timely warning. Although personally identifiable information is generally protected from disclosure under the Family Educational Rights and Privacy Act (FERPA), such information may be released in a Timely Warning.

The Manager of Campus Security will normally disseminate Timely Warnings. Other ICOM officials authorized to issue Timely Warnings include the President, the Dean, the Director of Facilities, or any member of Campus Security. The Director of Communications should be consulted, when practicable, in drafting the message to the ICOM community.

ICOM may elect to issue an alert for other crimes, or crimes that occur outside of our campus property as determined on a case-by-case basis.

### **Inclement Weather**

Southwest Idaho experiences winter storms can sometimes create hazardous driving conditions. These conditions have the potential to cause the closure of schools and businesses, or at least result in a delayed opening of these locations. The ICOM Director of Facilities, in consultation with ICOM leadership, will strive to make a decision by 6:00 AM concerning a closure or delayed opening. This decision will be communicated via ALERTUS notification, as well as by an email sent to the member’s ICOM email address.



### **Safety Escorts**

ICOM students and employees are encouraged to contact the on-duty Campus Security Officer if they would like a safety escort to their vehicle. During winter months this is even more important due to the shorter amount of daylight. The on-duty security officer can be reached at the front security desk, or by calling 208-795-4311.

### **Vehicle Assistance**

The ICOM Campus Security team maintains a 12-volt portable system and are available to assist with jump-starting a vehicle with a low or dead battery. The team has access to an air compressor which may allow a tire to be inflated long enough to drive the vehicle to one of the local tire shops for repair. Because of the potential for damaging the locking mechanism, the Campus Security Officers are not permitted to unlock ICOM member vehicles with the keys locked inside. They can assist by providing a list of locksmiths in the area.

### **Fire Extinguishers**

Fire Extinguishers are located throughout the building. The fire extinguishers are tested monthly. Each building occupant should learn the location and operation of fire extinguishers in their work area. Employees are authorized and have the responsibility to use the extinguishers in an actual emergency.

### **Automatic Electronic Defibrillators (AEDs) and Trauma Kits**

Automatic Electronic Defibrillators (AEDs) are located on each floor near Elevator #1, as well as in the auditorium hallway. The AEDs are inspected monthly. CPR and IED training is provided to select members of the ICOM staff.

Also contained in the AED cabinets are **Stop the Bleed trauma kits**. These kits contain tourniquets, trauma bandages, gauze, and other supplies which could be utilized in a mass-casualty incident



### **First Aid Kits**

First aid kits are located at the front Security Desk, as well as in the Student Services workroom on the first floor, in the OSCE area on the second floor, and in the Faculty and Staff workroom on the third floor.



### **Medical and First Aid Instructions**

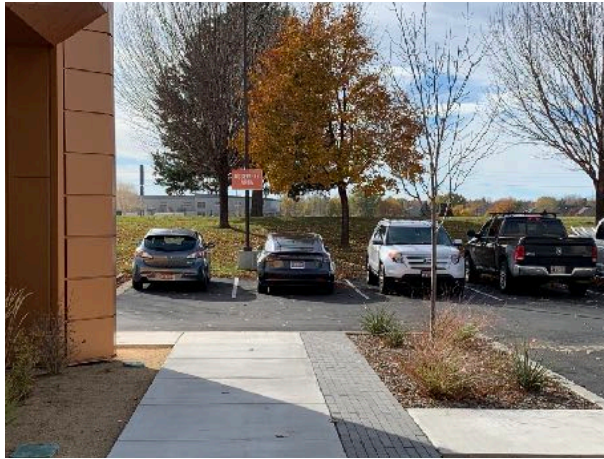
In the event of an injury or illness on campus, call Campus Safety at 208-795-4311. Campus Security will call 911 or other emergency services as needed. In the event someone at the scene has already called 911, you must also notify Campus Security so that they can receive and direct the emergency responders. Campus Security has direct communication with emergency responders in the area.

- Give the following information to Campus Security:
  - Phone number or extension from which you are calling
  - Nature of the emergency
  - Your name and name of injured person (if known)
  - Floor and room number
  - Stay on the phone until the officer acknowledges receiving all of the information
- In the event of a serious injury or illness:
  - Immediately call 911
  - Keep victim still and comfortable
  - Do Not move the victim
  - Try to determine the nature of the injury
  - Check breathing and administer CPR or AED if needed
    - *AED kits are located on each floor of the ICOM building.*
  - Control serious bleeding by applying direct pressure to the wound
  - Administer first aid until first responders arrive

If the injury or illness occurs inside a building, have someone meet the emergency responders outside the building to direct them to the emergency. Report all information to first responders.

### **Building Evacuation**

In the event of a dangerous situation occurring inside or in the vicinity of the ICOM building, employees and students will need to take steps to ensure their safety and the safety of others around them. It is important that all ICOM members understand these guidelines.



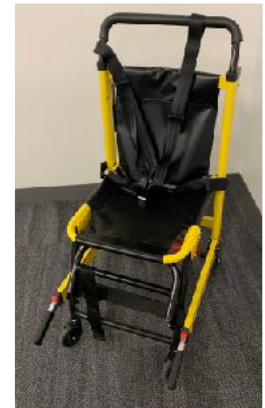
**SOUTHEAST ASSEMBLY AREA**

### **Floor Monitors**

In the event of an evacuation, ICOM staff members identified as Floor Monitors, will check each floor of the building, including common areas, group study areas, offices, classrooms, and restrooms to ensure that everyone has evacuated their area of responsibility. The Floor Monitors will be responsible to close all doors in their assigned areas.

### **Emergency Evacuation Chair**

An Emergency Evacuation Chair (*pictured right*) is available to assist in the evacuation of individuals unable to utilize the stairs. It is normally located on the third floor near Elevator #2.



### **Persons Needing Assistance**

Prior to an emergency or evacuation drill, individuals who may need assistance with evacuating the building should make this known to the Floor Monitor assigned to their area of the building. During evacuation drills and actual emergency evacuations, persons needing assistance should be assisted to the nearest exit for their increased protection and to make rescue easier for trained emergency personnel. If they are unable to use the stairs, they should be assisted to designated 'Areas of Rescue' located adjacent Elevator #1 (Car 1) and Elevator #2 (Car 2) on both the second and third floors. Pushbutton call boxes are also available adjacent each elevator which dial the 911 operator when pressed.

If a Level II Evacuation such as a fire alarm or fire drill (see description below), individuals will gather at either the Southeast or Northeast Assembly Areas outside the building. Following evacuation, the Floor Monitors will locate one of the ICOM Safety Representatives (On-Duty ICOM Campus Security Officer or ICOM Facilities Director) outside the building and report the status of their assigned area and whether anyone is standing by at one of the Areas of Rescue adjacent the second and third floor elevators. This information will be relayed to first responders. Individuals shall not re-enter the building until the all-clear announcement has been made by

Campus Security or Facilities personnel once it has been determined that it is safe to return to the building.

**Evacuation Levels Level I: Reverse Evacuation: (Shelter in Place) Threat location: Outside the building**

A reverse evacuation, also known as shelter-in-place, is a response to remove students and staff from dangerous situations outside a building. A reverse evacuation shall be initiated at the discretion of an ICOM Campus Security Officer/Director of Facilities /designee for any situation that poses a threat to the life safety of students, staff or visitors. This may include, but not be limited to dangers on the property, law enforcement activity or other emergencies. Upon notification of a Reverse Evacuation, all doors to ICOM will be secured. Students or staff located on the ICOM property should quickly return to the building, ensuring that no unauthorized person attempts to enter the building. Occupants should move away from exterior windows and doors. Building occupants should not attempt to leave the building until the all-clear signal has been given by ICOM Campus Security/Director of Facilities /designee. ICOM students or staff not in the immediate vicinity of ICOM who receive notice of the Reverse Evacuation/Lockdown should stay away until being notified they can return.

**Level II Evacuation: (Evacuation to Predetermined Assembly Areas on Campus) Threat location: Inside the building**

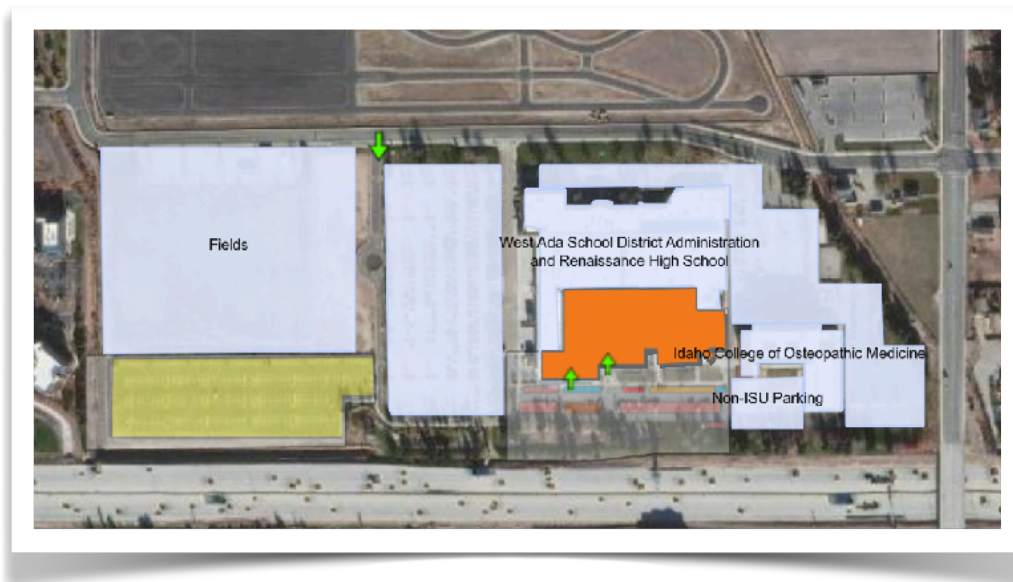
A Level II evacuation is a response to remove students, staff, and visitors from dangerous situations inside a building. A Level II Evacuation shall be initiated at the discretion of an ICOM Campus Security Officer/Director of Facilities /designee for a situation that poses a threat to the life safety of students, staff and/or visitors when there is little risk outside the building.

Occupants inside the building may self-initiate a Level II evacuation when a threat is identified inside the building. The most common Level II evacuation is in response to a fire alarm, or actual fire or smoke in the building. Building occupants should evacuate to either the Northeast or Southeast Assembly Areas adjacent the ICOM building. This will allow for quick accountability for all building occupants.

**Level III Evacuation: (Evacuation to Predetermined Off-Campus Location) Threat location: Inside and possibly outside the building**

A Level III evacuation is a response to remove students, staff, and visitors from dangerous situations inside a building and possibly outside the building. A Level III evacuation may be initiated at the discretion of an ICOM Campus Security Officer/Director of Facilities /designee for a high threat situation occurring in the building to the life safety of students, staff and/or visitors. Occupants inside the building may self-initiate a Level III evacuation when a threat is identified inside or outside the building. An active-shooter incident is a situation when building occupants should evacuate to an off-campus location if they are unable to find a safe location inside the building to take shelter.

**In the event of an active shooter incident, the designated off-campus assembly area for ICOM is the soccer field west of the Idaho State University/Renaissance High School.**



**OFF-CAMPUS ASSEMBLY AREA  
(SOCCER FIELD WEST OF IDAHO STATE UNIVERSITY)**

Evacuees should remain at this location until their presence has been accounted for by ICOM personnel or first responders. Active shooter incidents are incredibly frightening and chaotic; the most important thing to remember is move to a safe location wherever that may be.

**ICOM Campus Lockdown**

A lockdown shall be ordered by an ICOM Campus Security officer, the Director of Facilities, or their designee, for **any situation that poses a threat of imminent or active violence to students, staff or visitors.** This includes but is not limited to an active shooter situation.

**Building Lockdown**

A lockdown will be announced as soon as practicable through means of the Alertus mass notification system; the campus public address system; email; or social media. A lockdown may also be communicated verbally if necessary. A lockdown activation shall be made in conjunction with a 9-1-1 call to report the emergency situation to law enforcement. When a lockdown is announced, building occupants should be prepared to follow the current national response guidelines of **Run, Hide, Fight** for an active shooter or imminent threat.

Occupants should be aware of locations within the building that could be used as a potential hiding place. Rooms with locking doors such as the restrooms may be used as a place of concealment if building evacuation is not possible. Rooms with glass doors and windows should be avoided as they only provide limited concealment. Because of the open design of the ICOM



building, flight from the building may be the best option. Incidents of violence are very dynamic and frightening. Each individual will need to decide whether they **Run, Hide, or Fight** depending upon their location, their skill or physical abilities, and the threat. In the event of an active shooter, occupants shall follow the ICOM Active Shooter guidelines and Building Evacuation Procedures.

### **Auditorium Lockdown**

The ICOM Auditoriums (rooms 150 and 156), are equipped with lockdown buttons located inside the entrances to each auditorium. Pressing the lockdown button will lock the outer doors of both auditoriums.

**The outer doors shall remain closed when classes are being conducted in the auditoriums. Blocking the outer doors in an open position defeats the lockdown system.**



If an employee or student detects a potential threat external to the auditorium, they shall activate the nearest lockdown button. Auditorium occupants shall ensure both sets of auditorium doors are closed, and then close the inner sets of doors. Auditorium occupants shall move away from the doors and await further instructions from campus authorities. Occupants shall remain in the locked auditorium until an all-clear is issued by Campus Security or campus administration.

An auditorium lockdown activation shall be immediately followed by a call to both Campus Security and the 911 emergency system to ensure others are aware of the emergency.

The lockdown activation prevents entry into the auditorium. Auditorium occupants can still exit through the doors if necessary. This should only be done if occupants are certain that no threat exists outside the doors.

### **Response to an Active Shooter / Hostile Intruder**

Immediately report all suspicious activity on campus to Campus Security at 208-795-4311. If you observe a dangerous or life-threatening situation, dial 911.

If you become aware of an active shooter (attacker), hostile intruder or hear gunshots, immediately move out of the path of danger to an area of safety and take the following steps:

- Remain calm
- Call 911
- Provide the emergency dispatcher with as many details as possible about your location, the individual, type of weapon, direction of travel, location of victims or the location of the gunshots
- Notify anyone that you may encounter to move away from the danger area
- Wait for instructions from emergency personnel or college administration

If you find yourself in close proximity to an active shooter, quickly determine the most reasonable way to protect your own life:

### **1. RUN**

- If there is an accessible escape path, attempt to evacuate the area.
- Plan your escape route.
- Evacuate even if others do not choose to do so.
- Stay low to the ground.
- Use items to cover and conceal your movements from the attacker.
- Leave your belongings.
- Help others escape if possible.
- Warn others not to enter the area of the attacker.
- When confronted by the police, keep your hands visible and follow the instructions of any police officer.
- Do not attempt to move wounded victims.
- Call 911 when you are in a safe location.

### **2. HIDE**

- If you cannot safely evacuate the area, find a place to hide from the attacker.
- Stay out of the attacker's field of view.
- Hide in a location that provides protection from gun shots.
- Hide in a location that does not restrict your options for movement.
- If you are inside a room, lock or blockade the door.
- Stay low to the ground and behind heavy objects.
- Turn off lights
- Silence your cell phone or any other source of noise.
- Remain quiet.

### **3. FIGHT**

- As a last resort, and only when your life is in imminent danger, take action to disrupt or incapacitate the attacker.
- Take action as aggressively as possible.
- Improvise weapons.
- Throw items at the attacker.
- Yell or scream at the attacker.
- Commit to your actions.

### **Active Shooter / What to Expect from Responding Officers**

- The first responding officers may be Campus Security or officers from other agencies.
- These officers may be dressed in different uniforms; they may be in civilian clothes, and wearing an external bulletproof vest. Some officers may be dressed in Kevlar helmets and other tactical equipment.
- The officers will be armed with rifles, shotguns, or handguns



- Do your best to remain calm and do exactly what the officers tell you to.
- Put down any bags, objects, or packages that you are carrying and keep your hands visible at all times.
- Avoid making quick movements toward officers.
- Do not grab or attempt to hold on to the officers.
- Officers may shout commands and may push individuals to the ground for their safety.
- Avoid pointing, screaming or yelling.
- If you have any details regarding the identity or location of the subject(s), tell the officers.
- The first officers on the scene will not stop to aid the injured. Rescue teams will follow to provide medical assistance to any victims.
- Remember that once you have escaped to a safer location, the entire area is still a crime scene. You will have to remain at whatever assembly point authorities have designated, until you have been released.

### **Hostage Situation**

- If you are taken hostage, be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous.
- Follow instructions, be alert, and stay alive.
- The captor may be emotionally disturbed. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state.
- Avoid appearing hostile. Maintain eye contact with the captor when possible, but do not stare.
- Try to stay calm.
- Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.

### **ICOM Fire Alarm Procedures**

Each building occupant should learn the location and operation of fire extinguishers in their work area. Employees are authorized and have the responsibility to use the extinguishers in an actual emergency. Each employee should know the location of all the exits from the ICOM building and be able to find exits in total darkness. ICOM building occupants must learn to recognize the evacuation alarm and know how to call the fire department from campus (911).

In the event of a fire alarm or actual fire in the building, all building occupants must evacuate the building immediately using the nearest exit available. A fire alarm would typically involve a Level II Evacuation: (Evacuation to predetermined Assembly Areas). *Refer to Building Evacuation Policy.*

## **Exits**

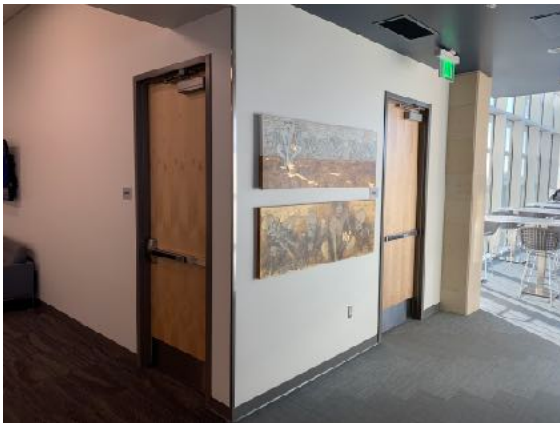
The rolling fire door opposite the ICOM Cafe installed at the top of the main stairway (Stairway #1) on the third floor will close automatically, eliminating accessibility to that stairway.

When the fire alarm activates, the elevators will no longer function for building occupants, only for fire department personnel.



**ROLLING FIRE PREVENTS ACCESS TO  
MAIN STAIRWAY**

Individuals located on the third floor must exit using one of two internal staircases located either in the southwest (Stairway #2) or northeast (Stairway #3) portions of the building. The elevators should not be used.



**THIRD FLOOR SOUTHWEST STAIR  
ACCESS (STAIRWAY #2)**



**THIRD FLOOR NORTHEAST STAIR  
ACCESS (STAIRWAY #3)**

### **Persons Needing Assistance**

Prior to an emergency or evacuation drill, individuals who may need assistance with evacuating the building should make this known to the Floor Monitor assigned to their area of the building. During evacuation drills and actual emergency evacuations, persons needing assistance should be assisted to the nearest exit for their increased protection and to make rescue easier for trained emergency personnel. If they are unable to use the stairs, they should be assisted to designated 'Areas of Rescue' located adjacent Elevator #1 (Car 1) and Elevator #2 (Car 2) on both the second and third floors. Pushbutton call boxes are also available adjacent each elevator which dial the 911 operator when pressed.

### **Area of Rescue Call Box**

Building evacuees will gather at either the Southeast or Northeast Assembly Areas outside the building. The Floor Monitors will locate one of the ICOM Safety Representatives (On-Duty ICOM Campus Security Officer, or ICOM Director of Facilities) outside the building and report the status of their assigned area and whether anyone is standing by at one of the Areas of Rescue adjacent the second and third floor elevators. This information will be relayed to first responders.

Individuals shall not re-enter the building until the all-clear announcement has been made by Campus Security or Facilities personnel once it has been determined that it is safe to return to the building.

### **Annual Drills**

Fire alarm and evacuation drills will be conducted on a semi-annual basis at the Idaho College of Osteopathic Medicine. The drills will be documented by the Manager of Campus Security.

### **Fire**

- If you observe a fire, call 911.
- Assist persons with disabilities.
- Extinguish the fire only if you have been trained and it is safe to do so.
- Be familiar with fire extinguisher locations.
- Do not use the elevators in case of fire.
- Follow mass notification messages.
- If the building is filled with smoke, stay low to the ground and crawl to the nearest exit.
- Feel any door before opening. When approaching a closed door, use the back of your hand to feel the lower, middle, and upper parts of the door (never use the palm of your hand or fingers to test for heat).
- If the door is hot, do not open. If the door is cool, open it slightly, if heat and heavy smoke are present, close it.
- If you are trapped, call 911 and report your exact location. Keep doors closed, seal cracks and vents if smoke comes into the room. Signal for help.
- If your clothing catches on fire, STOP, DROP and ROLL. Cover your face with your hands to protect your face and lungs.
- Evacuate the building using posted evacuation information and report to one of the designated Assembly Areas

- Do not re-enter the building until authorized by emergency personnel or college administration.

### **Workplace Violence**

Violent behavior in the Idaho College of Osteopathic Medicine workplace is prohibited and will not be tolerated. It is a violation of this policy to engage in workplace violence as defined herein or to brandish or possess a weapon as prohibited by ICOM's policy against Weapons on Campus.

### **Definition of Workplace Violence**

Workplace violence includes, but is not limited to, intimidation, threats, aggressive or threatening behavior, physical attack or property damage, and other such acts occurring in or arising out of the workplace or while conducting ICOM business.

- **Intimidation:** Includes but is not limited to stalking or engaging in actions intended to frighten, coerce, or induce involuntary acquiescence by the person being intimidated.
- **Threat:** The verbal or non-verbal expression of intent to cause harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or proposed to occur in the future.
- **Physical Attack:** Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.
- **Property Damage:** Intentional damage to property, which includes property owned by ICOM, or its employees, students, visitors or vendors.

### **Procedures**

Any ICOM employee or student who experiences or has observed an act believed to constitute workplace violence is to report such immediately to the Director of Human Resources (the "Coordinator" of this policy) and to Campus Security.

- The violence should be reported regardless of the relationship between the actor and the reporter; the act need not be reported to the reporter's supervisor or to the person believed to be engaging in the violent behavior. The Coordinator, or their designee, and Campus Security, will investigate all reports of such acts.
- Employees or students found to have engaged in workplace violence are subject to disciplinary action up to and including dismissal and expulsion and may be reported to law enforcement authorities. Non-employees found to have engaged in such acts on ICOM property are subject to immediate removal from the property and may be reported to law enforcement authorities.
- Victims of workplace violence may be referred to ICOM counseling center or be encouraged to become part of a mediation program.
- An employee or student who has obtained a judicial protective or restraining order shall immediately advise Campus Security of such fact.
- Inquiries from the media about any incident of workplace violence should be directed to the Office of the Dean.

### **Retaliation Prohibited**

Retaliation against persons who in good faith report or participate in the investigation of perceived acts of workplace violence or violations of this policy is prohibited.

## Suspicious Mail Identification and Handling

ICOM employees with responsibility for handling and distributing mail must be familiar with suspicious mail and package indicators and understand the appropriate response when an item is identified as suspicious. One indicator of a suspicious package or piece of mail includes inappropriate or unusual labeling, such as:

- Excessive postage
- Misspelled common words
- No return address or strange return address
- Unusual addressing, such as not being addressed to a specific person or the use of incorrect titles or titles with no name
- Restrictive markings, such as “personal,” “confidential,” or “do not x-ray” Other indicators include an unusual or inappropriate appearance, including:
  - Powdery substances felt through or appearing on the item
  - Oily stains or discolorations on the exterior
  - Strange odors
  - Excessive packaging material, like tape or string
  - Lopsided or bulky shape of envelopes or boxes
  - Ticking sounds, protruding wires, or exposed aluminum foil



## Procedures for Handling to Suspicious Packages and Mail:

- Stay calm.
- Do not open the letter or package (or open any further), do not shake it, do not show it to others, or empty its contents.
- Leave the letter or package where it is or gently place it on the nearest flat surface.

- If possible, gently cover the letter (use a trash can, article of clothing, etc.).
- Shut off any fans or equipment in the area that may circulate the material.
- Alert others nearby to relocate to an area away from the site of the suspicious item.
- Take essential belongings, like cell phones, keys, purse, etc. with you in case return to your office is delayed. Contact the ICOM Campus Security immediately at 208-795-4311. Campus Security will evaluate the situation and notify local law enforcement if appropriate. Leave and close the door to the space containing the suspicious letter or package, cover the threshold area under the door with a towel or a coat if possible, and section off the area (keep others away). To prevent spreading any powder or hazardous substance to your face, wash your hands thoroughly with soap and water.

## **ICOM Research Laboratory Safety**

### **Emergency Contact Numbers**

Joanna Owen | ICOM Laboratory and Safety Compliance Manager

Office: 208-795-4354

Cell: 208-861-7037

### **ICOM Research Lab**

ICOM's Research Lab (1,674 square feet) meets and exceeds the standards of a Biological Safety Level (BSL)-2 laboratory as described in ICOM's Biosafety Manual. A BSL-2 laboratory can safely host research with organisms that pose a moderate risk to human health: HIV, Hepatitis A, B, C, Salmonella enterica, pathogenic Escherichia coli and human cell cultures. Hazardous chemicals used during research are safely stored according to hazard characteristics and disposed of according to procedures detailed in the ICOM's Chemical Hygiene Plan.

Engineering controls including biosafety cabinets, a fume hood and a flammable chemicals cabinet are used to mitigate risks from both chemical and biological hazards. The lab is secured by access cards and is accessible to employees and students that have completed the assigned safety trainings and ICOM Security.


**Laboratory Policies/Procedures:** available electronically and in the bookshelf adjacent to the Laboratory and Safety Compliance Manager's workstation. Laboratory compliance documentation, SDS, ICOM General Lab Standard Operating Procedures, Biosafety Manual and Chemical Hygiene Plan are available for reference and use.

### **Research Lab Medical and First Aid Instructions**

Lab specific procedures are detailed in the chemical hygiene and biosafety manuals.

### **Spill Kits**

The ICOM Research Laboratory maintains spill kits for potential biological or chemical spills. A hazard sign is available to divert foot traffic away from a spill area.

 <b>EXPOSURE RESPONSE QUICK CARD</b> Biological or Chemical Exposures	
CALL 911 FOR ANY LIFE-THREATENING EMERGENCY	
1. PERFORM FIRST AID	
Needlestick, puncture or SHARPS injury	<ul style="list-style-type: none"> <li>Wash thoroughly for 15 minutes with warm water and sudsing soap.</li> </ul>
Eye Exposure	<ul style="list-style-type: none"> <li>Use emergency eyewash to flush eyes for 15 minutes while holding eyes open.</li> </ul>
Skin Exposure	<ul style="list-style-type: none"> <li><b>Chemical:</b> wash with tepid water for 15 minutes.</li> <li><b>Hydrofluoric acid:</b> wash for 5 minutes, then apply calcium gluconate gel to skin.</li> <li><b>Biological:</b> Wash with sudsing soap and water for 15 minutes.</li> </ul>
Inhalation or Ingestion	<ul style="list-style-type: none"> <li>Move out of the contaminated area and seek fresh air.</li> <li>DO NOT induce vomiting unless instructed to do so.</li> </ul>
2. GET MEDICAL HELP	
For chemical exposure or emergency	<ul style="list-style-type: none"> <li>Call 911 and follow instructions given</li> <li>Provide the chemical name, concentration, time since exposure and Safety Data Sheet (SDS)</li> </ul>
For biological and all other exposures	<ul style="list-style-type: none"> <li>Call the Laboratory and Safety Compliance Manager (208.795.4354) and ICOM Security (208.795.4311).</li> <li>Provide the biological organism name and pathogen safety data sheet (PSDS) if applicable.</li> <li>If unavailable, call 911 and follow instructions given.</li> </ul>
For all exposures	<ul style="list-style-type: none"> <li>Notify your supervisor or faculty mentor or Laboratory and Safety Compliance Manager.</li> </ul>
3. REPORT THE INCIDENT	
For hospitalization, fatality or recombinant nucleic acid exposure	<ul style="list-style-type: none"> <li>After performing first aid and getting medical help, Notify Laboratory and Safety Compliance Manager (208.795.4354) and ICOM security (208.795.4311).</li> </ul>
All incidents and near misses	<ul style="list-style-type: none"> <li>Submit a report using the ICOM Lab Process and Safety Improvement Form with 48 hours. If an injury has occurred, a <i>Worker's Compensation Form</i> may also need to be completed (HR).</li> </ul>

**For specific guidelines, refer to the guidelines described in the ICOM Biosafety Manual and Chemical Hygiene Plan.**

**General Guidelines for spill management/clean up:**

- Know the hazards of chemicals and biohazardous materials used in research.
- For any spill, regardless of the size or type of chemical involved, alert persons using the lab first.
- Initiate any appropriate action to prevent a larger or emergent situation.
- Notify ICOM Security (208-795-4311) and Laboratory and Safety Compliance Manager (208-795-4354).
- For chemical spills, determine the volume of the spill and determine if the spill needs to be neutralized before cleaning. If the volume is large, or flammable, evacuate the area.



- For biological spills, determine if the material spilled is infectious and/or dangerous if aerosolized. Evacuate the immediate area and alert ICOM Security and Laboratory and Safety Compliance Manager.
- Attend to any persons who may be contaminated from chemical or biological exposure.
- Critically evaluate the spill to determine the volume and appropriate clean up measures.
- Determine the appropriate method of handling the spill and personal protective equipment.
- Prevent the spill from spreading.
- Neutralize, absorb and then clean up the spill. Carefully discard any broken glass with mechanical means.
- Plan for appropriate disposal of hazardous chemical or biological waste generated by the spill.
- Attend to spill clean-up personnel and appropriately discard any contaminated PPE.
- Report all spills to appropriate personnel.

*Applicable policies/procedures*

*ICOM Chemical Hygiene Plan*

*ICOM Biosafety Manual*

*ICOM Policy: Laboratory Access and Safety Policy*

### **Weather Emergency**

In the event of potential severe weather, listen to the latest National Weather Service warnings and bulletins on radio and television or call Public Safety at ext. 4311 or (208) 795-4311 when off campus.

### **Winter Storm**

ICOM Administration will determine if the campus will open.

Notifications will be made using:

- ICOM Website
- ICOM Social Media
- Alertus system

Should conditions worsen during the day, the administration may decide to close the campus early. When such a determination is made, you will be notified through the ICOM Alertus Emergency Notification System.

You can also call (208) 795-4311 for snow closure information. If roads leading to your home have been closed, do not attempt to go home. If you are unable to go home, contact your supervisor, Campus Security, or Student Affairs.

### **Suspicious Object**

- Do not touch or disturb the object.

- If the object is leaking, do not attempt to move, sweep or contain the spillage.
- Call Campus Security at 208-795-4311, do not use cell phone or radio near the object.
- Give a complete description of the object (location, shape, color, odors, wire, etc.)
- Notify personnel in the area of the suspicious object.
- Follow directions of emergency personnel or college administration.
- Be prepared to evacuate.

### **Power Outage**

- Remain calm.
- Follow directions of emergency personnel or college administration.
- For prolonged outage, follow mass notification messages.

### **Criminal Behavior**

- Campus Security provides assistance and is available most days from 7:30 AM to 11:30 PM.
- Do not attempt to apprehend or interfere with a criminal except in cases of self-defense.
- If you are the victim or a witness to any on-campus offense, if you observe a suspicious person on campus or observe a person with a weapon, promptly notify Campus Security at 208-795-4311 to report the incident.
- Be prepared to provide the following information when reporting the incident:
  - Nature of the incident.
  - Location of the incident (be specific).
  - Description of the person(s) involved.
  - Description of the property involved.
- Be prepared to assist officers when they arrive by supplying them with additional information as requested.

### **Suspicious Activity**

- Report any suspicious activity to Campus Security at 208-795-4311.
- Suspicious activity may also be reported anonymously by text or pictures through the mass notification system.

### **Utility Failure or Emergency**

- In the event of a major utility failure or if there is potential danger to building occupants, notify Facility Services immediately at 208-795-4310 or Campus Security at 208-795-4311.
- Follow the standard evacuation procedures if a building emergency exists.
- Do not return to the building until the “all clear” notice is given by Campus Security or college administration.

Always observe the following procedures if utility emergencies arise:

- Elevator Failure – If you are trapped in an elevator, use the emergency phone for assistance, or call Campus Safety at 208-795-4311.

- Natural Gas Leak – Cease all operations. Do not switch on lights or any electrical equipment. Notify Campus Security at 208-795-4311.
- Plumbing Failure/Flooding – Cease using all electrical equipment and vacate the area. Notify Facility Services at 208-795-4310 or Campus Security at 208-795-4311.
- Ventilation Issue – If smoke or other noxious odors are emitting from the ventilation system, cease all operations and vacate the area. Immediately call the Fire Department at 911 and then Campus Security at 208-795-4311.

### **Emergency Communications**

During emergency situations that threaten the safety of the ICOM campus community, Campus Security will make every reasonable effort to notify the students and employees in a timely manner. The following methods of emergency communications may be authorized by the Dean and President:

- Indoor public-address system designed to alert persons inside the buildings.
- Alertus notification system designed to send messages to all college desktop computers and public monitors.
- The ICOM and ISU websites may be used to post safety and emergency information.

### **Crime Prevention Resources**

#### **Ada County Crime Awareness**

The following links provide an overview of crimes reported in Ada County the past three months. They can be searched by a particular address or by enlarging the map provided.

<https://gis.adacounty.id.gov/apps/crimemapper/>

#### **Idaho State Police Uniform Crime Reporting**

<https://nibrs.isp.idaho.gov/CrimeInIdaho/CrimePublication/CrimePublicationReports>

#### **Ada County Sex Offender Registry Map**

[http://www.communitynotification.com/cap\\_office\\_disclaimer.php?office=55045](http://www.communitynotification.com/cap_office_disclaimer.php?office=55045)

#### **Meridian Police Crime Prevention Unit**

<https://meridiancity.org/police/crime-prevention/crime-prevention>

## Emergency Management Resources

Name	Telephone	Website
Meridian Police Department	208-888-6678	<a href="https://meridiancity.org/police/">https://meridiancity.org/police/</a>
Meridian Fire Department	208-888-1234	<a href="https://meridiancity.org/fire/">https://meridiancity.org/fire/</a>
Ada County Paramedics	208-287-2962	<a href="https://adacountyparamedics.org/">https://adacountyparamedics.org/</a>
Ada County Emergency Management	208-577-4750	<a href="https://adacounty.id.gov/accem/">https://adacounty.id.gov/accem/</a>
Central District Health Department	208-375-5211	<a href="http://www.cdhd.idaho.gov/">http://www.cdhd.idaho.gov/</a>
Idaho Office of Emergency Management	208-258-6500	<a href="https://ioem.idaho.gov/">https://ioem.idaho.gov/</a>
Idaho Criminal Intelligence Fusion Center	208-846-7676	<a href="https://www.isp.idaho.gov/icic/">https://www.isp.idaho.gov/icic/</a>
FEMA Emergency Management Institute	301-447-1000	<a href="https://training.fema.gov/emi.aspx">https://training.fema.gov/emi.aspx</a>

### Ada County Vulnerability Analysis

According to a 2010 Ada County Hazard Vulnerability Analysis, the following areas pose the greatest risk to those residing in Ada County:

**Weather:** Ada County residents are subjected to a wide range of weather events, including: thunderstorms, hail, lightning, high winds, tornadoes, winter storms, blizzards, extreme heat, drought, and others. These weather events cause property damage and injuries or deaths almost every year and at all times of the year.

**Structural Fires:** Although fire codes and fire-resistant building materials have reduced the threat, structural fires still happen all too frequently. In 2004 fire killed more Americans than all natural disasters combined. Fire-related fatalities occur on a regular basis in Ada County.

**Hazardous Materials:** A variety of hazardous substances are produced, stored, and used in Ada County. In addition, they are routinely transported on the roughly 2,000 miles of roads in the county. Commonly found chemicals include: anhydrous ammonia, chlorine, ethanol, formaldehyde, hydrofluoric acid, nitric acid, propane gas, sulfuric acid, and various petroleum products, such as gasoline. Chemicals are also shipped on railroads and in several pipelines that run through the county.

**Wildfires:** Hundreds of wildfires occur in Ada County in most years. Most wildfires do not get very large before they are extinguished, but there are exceptions. In 1992 a fire blackened 257,000 acres in Ada and Boise Counties, and in 1996 the Eight Street wildfire burned 15,300 acres in the Boise Foothills. In 1995 two volunteer firefighters were killed near Kuna while

battling a wildfire. The growing wildland-urban interface increases the likelihood of structural damage and human casualties.

Click on the following link to view the entire vulnerability analysis:

[https://adacounty.id.gov/wp-content/uploads/sites/39/Ada\\_County\\_HVA\\_secure.pdf](https://adacounty.id.gov/wp-content/uploads/sites/39/Ada_County_HVA_secure.pdf)

**HAZARD VULNERABILITY AND RISK ASSESSMENT TOOL  
COMMUNITY HAZARD EVENTS**

EVENT	PROBABILITY	SEVERITY = (MAGNITUDE – MITIGATION)						ADJUSTED RISK
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	LOCAL RESPONSE	EXTERNAL RESPONSE	
	<i>Likelihood this will occur</i>	<i>Possibility of death or injury</i>	<i>Physical losses and damages</i>	<i>Economic Impact</i>	<i>Planning &amp; Exercising</i>	<i>Time, effectiveness, resources</i>	<i>Federal/State staff and supplies</i>	<i>Relative threat*</i>
SCORE	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 - 100%
Weather	3	3	3	2	2	2	2	88%
Structural Fire	3	3	3	2	1	1	2	75%
Hazmat	3	3	2	2	1	1	2	69%
Terrorism	2	3	3	3	2	2	1	58%
Wildfire	3	2	3	1	1	1	1	56%
Flood	2	2	3	2	2	2	2	54%
Drought	2	0	0	2	3	3	3	46%
Health	2	3	0	2	2	2	2	46%
Utility Failure	2	1	1	2	2	2	2	42%
Transportation	2	3	1	1	1	1	2	38%
Nuclear War	1	3	3	3	3	3	2	35%
Dam Failure	1	3	3	3	2	3	2	33%
Earthquake >7	1	3	3	3	2	2	2	31%
Landslide	1	2	2	1	2	1	3	23%
Volcano	1	1	1	1	3	2	2	21%
Mormon Crickets	1	0	0	1	3	2	2	17%
AVERAGE SCORE	1.88	2.19	1.94	1.94	2.00	1.88	2.00	41%

\*Threat increases with percentage.

**RISK = PROBABILITY \* SEVERITY**

0.41      0.63      0.66