



LCSC Emergency Response Plan (LCSC ERP)

June 2022

LEWIS-CLARK STATE COLLEGE EMERGENCY RESPONSE PLAN (LCSC ERP)

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Change #	Date	Subject of Change	Pages Replaced
Throughout	June 2020	Language/terminology updates for consistency with State of Idaho Emergency Management documents	
Throughout	June 2022	Updated office/department name from Campus Security to Public Safety; updated names/contact info	
	June 2022	Language and response protocol updated for Pandemic Situations	28-32

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1. INTRODUCTION

The Emergency Response Plan is posted, in its entirety on the LCSC intranet that is password protected to protect sensitive information. [Appendix B](#) is posted as the Emergency Response Procedures for campus staff, students, and guests.

A. Purpose

Lewis-Clark State College (LCSC) is committed to protecting its students, faculty, staff, visitors and property and to maintain an environment suitable for the orderly conduct of College functions at all times. After protecting the safety and security of personnel in an emergency, a primary goal will be the rapid and effective recovery of College operations. All LCSC personnel must be prepared at all times to respond to emergencies that would adversely affect the College's personnel, property, and/or mission. The fundamental purpose of this Emergency Response Plan (ERP) is to establish general procedures and guidelines for dealing with all categories of emergencies. The incidents could range from serious public relations incidents that might adversely affect the College's reputation and/or its ability to conduct orderly business, to catastrophic events involving the entire Lewiston/Clarkston community and/or one or more of LCSC's outreach centers. Other LCSC problem-solving groups can use this plan to deal with crises that escalate from lesser incidents. Specifically, this plan outlines emergency management actions and resources required to:

- 1) Minimize loss of life and property damage
- 2) Care for the health and safety needs of personnel
- 3) Maintain law and order and a safe working environment
- 4) Restore essential service
- 5) Provide for continuity of operations
- 6) Provide recovery operations to expedite the return to normal College operations and resume class schedules
- 7) Provide timely and accurate information to the public and media
- 8) Prepare the College for any event through a program of emergency planning, through training and exercising

While the nature of potential contingencies and the College's responses thereto cannot be predicted in advance, this plan provides standard operating procedures for handling emergencies, disseminating public information, establishing emergency communications, developing alerting and warning procedures, assessing and reporting damage, and implementing recovery actions.

This ERP assumes cooperation with and dependence upon local, state and/or federal emergency response organizations. In addition to providing Immediate Response Actions and Checklist-type items, this document can be used to train LCSC personnel in preventive steps to enhance security prepare them to deal with a wide range of potential emergency scenarios.

B. Definitions

The College President or designee serves as the overall Incident Commander during any disaster or untoward event. The following definitions of an emergency are guidelines to assist building and area coordinators in determining an appropriate response:

- 1) Minor emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report Incidents of this nature directly to the Department of Public Safety. If deemed appropriate, the Director of Public Safety will inform the College President of the incident.

- 2) Major emergency, disaster: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the College and is beyond the capacity of the College's resources to handle. Outside response agencies will be required, as well as the use of internal support services. In some cases, there will be mass casualties and/or severe property damage. A coordinated effort of all campus resources will be required to assist and support outside agencies. This type of emergency may require the activation and operation of the emergency operations center.
- 3) Imminent Risk of Loss of life: Any incident that meets the criteria of "Major Emergency", however, time is of the essence and immediate decisions must be made.

A complete list of definitions used in this plan is found in [Appendix I](#).

C. Scope

This version of LCSC ERP supersedes all previous LCSC emergency planning documents. It may be supplemented, as necessary, with detailed contingency planning documents by individual LCSC units. Unit supporting plans shall be consistent with the general provisions of this document and should be coordinated with the Director of Public Safety, under the supervisory direction of the appropriate Vice President, prior to approval/implementation. Nothing in this plan shall be construed to limit the use of good judgment and common sense in handling unanticipated events. In the case of extraordinary, widespread, or catastrophic events, this ERP shall be subordinated to state or federal government response plans during a disaster or state of emergency declared by that level of authority.

D. Authority

This ERP is published under the authority of the SBOE, as delegated to the President of LCSC. The Director of Public Safety (DPS), under the supervisory direction of the appropriate Vice President, is designated as the Office of Primary Responsibility (OPR) for updating this plan and for coordinating training on emergency response procedures for the LCSC staff. LCSC permanent personnel are expected to be familiar with the plan's general provisions and should be prepared to implement appropriate contingency actions in the event of an emergency.

This ERP also fulfills LCSC's responsibilities to comply with applicable state statutes (Chapter 10, Title 46, Idaho Code) and directives including the State of Idaho Disaster Preparedness Act and Executive Order 2010-09. Responsibility to ensure compliance with all Executive Orders (EOs) dealing with disaster preparation and mitigation efforts is delegated from the SBOE to the President of LCSC or his/her designated representatives.

The responsibility for monitoring, preparing and disseminating information on emergency plans for LCSC is delegated to the Director of Public Safety, under the supervisory direction of the appropriate Vice President. The DPS will normally be the primary LCSC liaison to the Idaho Office of Emergency Management (IOEM) and to any applicable emergency response, safety, or security working groups and coordinating committees.

E. Assumptions

The College Emergency Response Plan (ERP) is based on a realistic approach to problems/issues likely to be encountered on a campus during any emergency event. The following general assumptions are used in this ERP:

- 1) An emergency or disaster may occur at any time of the day or night, weekend or holiday, when

school is in session or on break, with little or no warning.

- 2) An emergency or disaster may occur at any time, including those times when the College is serving in the capacity of host or sponsor of a large group or event containing a large number of non-college community members who are unfamiliar with the College and its environment.
- 3) The succession of events in an emergency is not predictable; thus, this published ERP will only serve as a guide and checklist and may require field modification in order to meet specific needs of the event.
- 4) Disasters may affect residents in the local or regional geographic areas of the College; therefore, Town, County, State and Federal emergency services may not be immediately available.
- 5) A major emergency may be declared if information indicates that such a condition is developing or is probable which will directly affect the College, community members or the surrounding community.

2. MANAGEMENT OF LCSC EMERGENCY RESPONSE (Refer to [Appendix A](#))

A. First Response Actions

When an emergency arises, all personnel will take immediate actions to protect students, faculty, staff members, visitors, equipment, and records within the College and to cooperate with “first responders” (those emergency personnel first to arrive at the scene) from fire, local law enforcement, military, state, federal, and/or other responding agencies. Immediate actions at the incident scene will focus on care and removal of any injured persons, and isolating the impact area to protect others from exposure to known or suspected hazards. When appropriate, LCSC will utilize NIMS compliant procedures.

- 1) If the decision is made to evacuate an LCSC facility or the entire College, contact each area’s Building Safety Coordinator (BSC) to affect a coordinated and controlled evacuation. Inform each BSC of the danger and the reasons for the evacuation. In the event of an immediate hazard to life or personal safety, DO NOT DELAY in evacuating immediately. In the event there is ample time to gather records and equipment and shut down computers, do so and then clear the immediate area. Remain out of the way of emergency personnel and DO NOT reenter the affected area until cleared to do so by emergency officials.

B. LCSC Emergency Management System - Organization & Structure

The President of LCSC recognizes the responsibility under applicable local, state, and federal laws and regulations to be proactive in ensuring the safety and security of all personnel participating in the College’s educational activities throughout Idaho as mandated by the SBOE.

- 1) Unit supervisors and faculty members in charge of classes, activities, and working areas at all LCSC facilities must be ready and able to exercise appropriate authority and direction over the resources and/or personnel under their charge and take direct, prudent actions to mitigate emergency situations as they arise. LCSC’s emergency organizational structure is intended to give responsible officials the flexibility to respond appropriately to any incident as it escalates in severity and to give them the control necessary to direct all operations and/or communicate with any outside emergency agencies responding to the main campus or other facilities. This plan is intended to prepare LCSC leaders and on-scene response personnel to deal with a wide variety of potential contingency situations, providing them with the widest possible discretion, subject to federal and

state laws and regulations and SBOE policy.

- 2) At the SBOE Level: (Refer to Appendix A) The Idaho Office of School Safety and Security serves as the single focal point for monitoring emergency response planning activities at the institutions and agencies under Board governance. LCSC's DPS will coordinate the College's emergency response plans and procedures with the Idaho Office of School Safety and Security designee to ensure that unit plans reflect State requirements.
- 3) At the Institution Level (LCSC): Each institution and agency under Board governance is responsible for maintaining an Emergency Response Plan tailored to the needs of its campus/facility, and personnel. Each agency will provide a single point-of-contact (POC) to the OSBE for the purpose of rapidly coordinating and disseminating emergency response and safety information received from state and federal officials. The OSBE will maintain a current listing of all campus/agency POCs. Agency POC changes must be passed immediately to the OSBE by the responsible campus or facility officer. The POC will be the primary individual notified in case of important information, alert notices, and guidance disseminated from higher authorities. The OSBE and POCs will maintain regular contact to ensure lines of communication are available to cope with emergencies. The LCSC POC for emergency response planning matters is the Director of Public Safety, under the supervisory direction of the appropriate Vice President.

C. Emergency Plans Review Team (EPRT):

The LCSC EPRT will consist of Vice Presidents for Finance and Administration (VPFA) and Student Affairs (VPSA), the directors of Public Safety, Communications & Marketing, Physical Plant, and IT, the President's Executive Assistant, and the Risk Management Coordinator. The President may supplement this team by representatives of other functional areas as necessary, (also see [Appendix B](#)).

- 1) The team will review the ERP annually, or as needed, and recommend to the President any necessary changes to keep pace with changing conditions and/or incorporate any new guidance from local, state, and federal officials. At a minimum an annual review and revalidation of the LCSC Emergency Response Plan is required, per instructions from OSBE, between 1 and 31 August each year. The appropriate Vice President will notify OSBE as changes occur to the plan, and immediately upon completion of the annual August review/revalidation.
- 2) Procedures contained in this plan will be tested/exercised periodically in accordance with a schedule established by the Director of Public Safety. An emergency evacuation exercise will be conducted at least once per calendar year (refer to [Appendix C](#)). Any necessary plan revisions identified during these tests (exercises or table-top simulations) will be implemented immediately. All LCSC personnel are encouraged to provide recommendations for changes or improvements to this plan at any time—submit suggestions through the DPS.
- 3) DPS will maintain a confidential Emergency Notification List of key LCSC personnel (President, Provost/Vice Presidents, and EPRT members). The list will contain quick-response contact information including office/home phone numbers, cell phones, and email on key LCSC personnel to enable prompt response in case of emergencies and will not be made available to the general public. The list will be reviewed and updated as needed.

D. LCSC EMERGENCY OPERATIONS CENTER (EOC) SUPPORT: (See [Appendix D](#))

The Vice President for Finance and Administration (VPFA) will provide the President's office with the names and contact information of LCSC personnel assigned to perform support duty in the LCSC Emergency Operations Center (EOC). The Director of Public Safety will coordinate with supervisors and designated EOC members to provide

instructions and training for EOC operations. Individuals assigned EOC duty may be recalled selectively, based on the nature of a contingency, to advise LCSC's senior leadership and perform duties in the EOC.

- 1) The primary EOC location for LCSC contingencies will be Sam Glenn Complex(SGC) Rm 50 (Interactive Video Center) with adjacent meeting room in SGC 50A and nearby office space in SGC 47.
- 2) In the event that use of the Sam Glenn Complex is not practical or desirable, the alternate EOC for LCSC contingencies will be the Library (TCC room, library classroom for small meetings, and telecommunications and internet support provided by Information Technology [IT]).
- 3) If the nature of the contingency is such that an off-site command post is needed, the remote EOC will be activated in the North Lewiston Training Center, 1920 3rd Avenue N., Lewiston, Idaho.
- 4) The members of the EPRT will serve as the nucleus of the LCSC Emergency Operations Team (EOT), as well as the Continuity of Operations (COOP) Team, and will be augmented with additional personnel, as required, depending on the nature of the contingency, by representatives of other functional units or liaison members from participating outside agencies. The President will direct the activities of the EOT and COOP Team. The EOT will monitor the situation, coordinate actions with outside agencies, provide updates to the President and Executive Leadership, and carry out other duties as may be assigned by the President. Additional administrative support (staffing of telephones, assisting with shelter and recovery operations, etc.) is likely to be needed from other LCSC employees and volunteers. The activities of all EOC and support personnel will be coordinated by the EOT. A roster of participating and back-up personnel will be compiled and maintained by the EOT any time the EOC is activated.
- 5) A "Go Kit" or EOC kit containing essential emergency response plans, status charts, checklists, recall/notification lists, and facility diagrams/maps will be maintained by DPS for use in the primary, alternate, remote, or make-shift EOCs, as dictated by the nature and location of the contingency. A digital copy of the ERP and COOP Plan will be kept on the Emergency Management network drive.

E. LCSC EMERGENCY NOTIFICATIONS: (Refer to [APPENDIX G](#))

Warrior Alert text, phone and email notification system, campus PA systems, and the LCSC Emergency Phone Notification List ("phone tree") are the primary notification mechanisms for passing messages to all LCSC employees and students during or before/after normal work hours. The "phone tree" notification system is organized to facilitate all-call or selective notification of individual units or geographic facilities (e.g., Coeur d'Alene personnel), as required.

- 1) **LCSC Information Line, Website, and Email alerts:** Important information relating to a developing emergency may arrive initially from calls to the LCSC information line [208-792-LCSC (5272)]. The Information Desk in the Student Union Building (SUB) has an automated system that answers this line outside of normal business hours and a staff member during normal business hours. Any personnel who receive initial notification of a possible emergency should contact DPS by the most expeditious means available. DPS will notify the President's Office and senior administrators. Once an emergency situation for LCSC is declared by the President, the director of Information Technology (IT) will direct his/her staff to reprogram the standard voice message on the LCSC information line, per messaging direction from the President and Communications & Marketing and/or transfer incoming calls on this line to the EOC, when activated. As soon as practical, Communications & Marketing personnel will provide information related to the emergency by:

- a. LCSC Website (www.lcsc.edu and www.lcsc.edu/emergency) and
- b. LCSC Email Systems (external link available at <https://login.microsoftonline.com>)
- c. Personnel on campus can also access information on the LCSC Intranet (<http://intranet.lcsc.edu>).
- d. If LCSC internet access and Website are not available, LCSC students can still get updates and information through LCSC email at <https://mail.google.com>.
- e. Once the EOT/COOP Team is assembled and operational, all public information queries (and information releases) will be coordinated by the Director of Communications & Marketing (Public Information Officer)
- f. Casualty/Accident Notifications: See [LCSC Policy 5.101 Death of a Student and Incapacitated Student](#).

3. PRIORITIES AND TYPES OF EMERGENCIES (Refer to [Appendix B](#))

A. FIRST PRIORITY: LIFE & SAFETY

eliminating life & safety hazards, evacuating hazardous areas, assisting injured.

B. SECOND PRIORITY: SYSTEMS SUPPORT & ASSESSMENT

eliminating or reducing risks to facilities and systems that could lead to further bodily injury and/or serious property loss beyond that already sustained.

C. THIRD PRIORITY: CONTINUITY OF OPERATIONS

restoring services, facilities, and programs to allow resumption of the College's activities (in-place if possible, or at alternate locations). See Continuity of Operations Plan.

D. CATEGORY 1 SITUATION

(Only equipment and property involved); SBOE definition: An incident that can usually be resolved by one or a few staff members, usually within one working day, and would NOT warrant full activation of this plan. Examples; broken water pipes, minor hazardous material spills, heat or electricity lost for several hours, etc.

E. CATEGORY 2 SITUATION

(Injury of one or a few people and/or major equipment malfunctions or damage); SBOE definition: A serious incident, but one that can be resolved by College staff with limited outside help. A "one-dimensional event" that, although quite serious for those directly involved, has little or no impact on the surrounding community. Examples; simple assault on a single person, extended or widespread localized power outages, fire confined to a room (not involving hazardous chemicals), potential employee exposure to ionizing radiation or biological-chemical agents, etc.

F. CATEGORY 3 SITUATION

(Significant numbers of people involved, but limited to LCSC main campus or off-campus facilities operated by LCSC); SBOE definition: A major emergency or crisis situation, potentially impacting a large number of persons on College grounds or in College facilities. Immediate evacuation is required. May be single or multi-hazard situations and require immediate response by Professional Emergency agencies (Police, Fire, etc). Examples; Bomb threats or violent assaults affecting many persons, building/office hostage incidents, hate crimes, acts and/or threats of terrorism or the use of weapons of mass destruction (e.g., chemical/biological release), destructive

ice/windstorms or thunderstorms, major fire or explosion, contagious disease outbreak; domestic water contamination, etc.

G. CATEGORY 4 SITUATION

(Significant numbers of people involved, disaster impacts the community surrounding main campus or other LCSC facilities, e.g., all or major portions of Lewiston-Clarkston or Coeur d'Alene involved); SBOE definition: A catastrophic—usually multi-hazard emergency involving the entire surrounding community. Immediate facility evacuation is required. Resolution of the disaster is beyond the capabilities of the College and local resources. Examples; major earthquake or devastating tornado, widespread threats or acts of terrorism and/or use of weapons of mass destruction affecting entire portions of the surrounding community.

4. HAZARD IDENTIFICATION AND EMERGENCY RESPONSE ACTIONS (Refer to [APPENDIX B](#))

The College may be at risk from a wide variety of potential natural or man-made hazards or conditions. The types of hazards or situations that could occur in the College or in the surrounding community are outlined in the appendices. The appendices also cover recommended emergency response actions and special information about contingency planning for acts of terrorism and/or the use of weapons of mass destruction (T-WMD).

5. PUBLIC INFORMATION GUIDELINES (Refer to [APPENDIX E](#))

Official, accurate public information on emergencies or disaster situations involving the College (or any facilities under State Board governance) will be delivered only by officially designated spokespersons and as promptly as possible. In general, the President, or a designated representative, will approve all news releases prepared by the Public Information Officer (Director of Communications & Marketing), after coordination with the functional area staff experts who will provide technical advice/assistance.

6. RECOVERY OPERATIONS GUIDELINES (Refer to [APPENDIX F](#) and [LCSC Continuity of Operations \(COOP\) Plan](#))

Appendix F and the Continuity of Operations Plan (COOP Plan) address general guidelines and planning considerations for LCSC reconstitution/recovery/relocation efforts following any major emergency or disaster that caused partial or total loss of operations.

A. Short Term Recovery

Operations in alternate facilities for up to three months. After assessment by the EOT/COOP Team, the President may direct temporary operations to be established from alternate LCSC facilities, or from space located at off-campus sites (e.g., other public school facilities or community centers). It is likely that other campus equipment would have to be diverted, or used on a time-shared basis, in the event that a large number of LCSC assets and/or facilities were to become unusable. Use of off-campus (community) resources will be coordinated by the COOP Team, working with functional experts from the LCSC staff.

B. Long Term Recovery

Expected operations of more than three months away from normal LCSC facilities. With the assistance of the SBOE and other state/local authorities, arrangements would be made for loan or rental of classroom and/or office space at alternate facilities. Locations near LCSC facilities, accessible to students, faculty, and staff would be preferable. Memoranda of Agreement (MOAs) should be developed to document support arrangements with off-campus authorities, in the event of long-term relocation and recovery options. The Director of Public Safety, under the supervision of

the appropriate Vice President, will take the lead for establishing alternate location operations and developing MOAs.

7. TRAINING OPPORTUNITIES

All LCSC personnel are encouraged to take advantage of safety, security, first aid, and disaster training courses provided by the College or outside agencies. In-house training on emergencies and safety procedures, workplace violence prevention, etc., should be scheduled annually. Training should include facility-unique issues, e.g., procedures for evacuating disabled persons from LCSC facilities. The following will complete applicable National Incident Management System (NIMS) training: first responders, the President's Cabinet and everyone who participates within the ERPT and EOT/COOP Team. See Form I in the COOP Plan for specific training requirements. DPS will maintain training completion certificates and an electronic record will be kept on the Emergency Management shared drive.

For training purposes, and for immediate reference during emergencies, an abbreviated checklist of emergency guidelines will be published and distributed to all LCSC employees as one element on the LCSC Emergency Phone Notification List. The document should be kept close at hand at every employee workstation. It should be reviewed at least annually to ensure that all listed guidance is clear and concise.

8. CAMPUS AND BUILDING SECURITY and ACCESS BADGES

The Director of Public Safety (DPS) will be the primary agent for implementing and monitoring security and access procedures during periods of heightened security awareness. The DPS will coordinate with local, state, and/or federal officials to align LCSC security and access procedures with requirements of outside agencies.

The Director of Human Resource Services (HRS) will be responsible for maintaining up-to-date rosters of all permanent employees. The Department of Administrative Auxiliary Services, located in the Student Union Building, will issue ID cards to faculty, staff, and students, and the Registrar will maintain up-to-date rosters of students enrolled in the College. The DPS will monitor ID card issuing procedures to ensure that access to facilities can be closely controlled, when the situation dictates.

Upon the President's, or a designated representative's, determination that access to LCSC facilities should be controlled or restricted, the DPS will establish a roster of building monitors for all (or affected) LCSC buildings/areas. Under this security condition, all LCSC staff, faculty, and students will be required to display their ID cards (clipped, pinned, taped, or otherwise attached so as to be visible at all times) prior to entering, and continuously while occupying controlled facilities or areas. The President may direct restricted access to LCSC buildings, blocking/locking all but one primary entrance that will be staffed by building security monitors who will physically examine each ID card (and, if necessary, verify access authorization through contact with HRS or the Registrar or through the Emergency Operations Center) prior to admitting individuals into buildings. In times of increased security, LCSC personnel should not hesitate to challenge/confirm the identity of any suspicious individuals, or any individuals who do not prominently display a valid LCSC ID card (or other State/Federal access badge).

When directed by the President or designee, restricted or hazardous areas may be blocked by using prominent cordon tapes or other barricades or markers. It is the responsibility of all LCSC personnel to maintain vigilance and avoid complacency during periods of heightened security.

APPENDIX A: ADMINISTRATION OF LCSC EMERGENCY RESPONSE PROGRAM

Individually-Assigned Duties and Responsibilities:

INDIVIDUAL:

RESPONSIBILITIES:

<p>President, - or Senior LCSC official present</p> <p>[Unless otherwise designated, the normal precedence of executive authority in the absence of the President devolves to the VP for Student Affairs and then Provost or the Vice President for Finance and Administration.]</p>	<p>Upon notification of emergency situation, maintain/assume immediate control of the area(s) affected, assess the immediate situation, direct initial actions to protect life and property</p> <p>Act as part of the unified command system (when situations involve outside agencies)</p> <p>Suspend or reconvene classes/work hours</p> <p>Designate “on-scene commanders” as required, monitor the situation</p> <p>Consider activation of Emergency Operations Team/COOP Team and designate Emergency Operations Center location</p> <p>Activate LCSC emergency phone notification list through President’s Assistant</p> <p>Provide initial updates to OSBE and Governor’s office, as required, while Public Information Officer (PIO) prepares information response plan</p>
<p>Information Desk (during normal business hours)</p> <p>- or any other LCSC personnel who receive initial indications of a possible contingency situation</p>	<p>Take immediate, prudent steps to protect life and limb</p> <p>As soon as practical, contact Public Safety, using most expeditious means possible, conveying known facts. In crisis situations, dial 911 first (Information Desk—and/or Public Information Officer (PIO) once in place): upon direction from President’s Office or Contingency Operations Staff, begin recall/notification process. Contact Information Technology to set up prepared message on LCSC information line.</p>
<p>Vice Presidents (Provost/Academic Affairs, Finance & Administration, Student Affairs)</p>	<p>If you are first to receive notification of emergency, or if President is unavailable, assume direct command of response operations. Refer to steps above.</p> <p>Upon direction from President, report to designated Emergency Operations Center (adjacent to Contingency Operations Staff area). Be prepared to implement 24-hour operations until situation is stabilized.</p>
<p>Vice President for Finance and Administrative Services (VPFA)</p>	<p>Assemble Emergency Response Team/COOP Team in Emergency Operations Center (EOC), as required. Core team = Vice President for Student Affairs, directors of Public Safety, Human Resource Services, Information Technology, Physical Plant., Communications/Public Information Officer (PIO), the Risk Management Coordinator and the President’s Executive Assistant</p> <p>Determine requirements for back-up and additional EOC staff, including rotating shifts, as required. Pass staffing requirements to Vice Presidents (or their senior reps) for staffing with volunteers and appropriate functional experts.</p> <p>Organize teams to:</p> <ul style="list-style-type: none"> • collect/disseminate information/assess status • support casualty notification • coordinate/liaise with outside agency first-responders • track status and set up regular update briefings to President • develop/analyze response options for President’s decision

Vice President for Student Affairs (VPSA)	<p>As applicable:</p> <ul style="list-style-type: none"> • Compile information on injured students and faculty and communicate to EOC • Coordinate displacement of resident students • Designate personnel for student management/control during evacuation if needed • Designate personnel to assist at family information center • Coordinate liaison w/families
Director of Public Safety	<p>As applicable:</p> <ul style="list-style-type: none"> • Activate evacuation plan, designate assembly areas • Activate restricted access procedures, implement security sweeps/patrols • Link-up with outside law-enforcement/security officials • Keep ERT/COOP Team and President updated on status of security actions • Direct personnel to secure labs and equipment (natural gas, Bunsen burners, et)
Director of Human Resource Services	<p>As applicable:</p> <ul style="list-style-type: none"> • Monitor emergency notification/recall procedures—track status/location of key LCSC personnel • Activate casualty notifications procedures, if required • Assist in developing manning schedule for EOC and/or other key LCSC operations during the emergency
Director of Physical Plant	<p>As applicable:</p> <ul style="list-style-type: none"> • Assist Director of Public Safety in evacuation of hazardous areas, establishing cordons, and designating safe areas. • Assist first-responders in dealing with fires, floods, explosions affecting LCSC facilities • Advise President/EOT/COOP Team on facility-impact of incidents—provide reference blueprints, maps, charts, diagrams, as needed • Take prudent steps to restore essential utilities • Take lead in organizing relocation actions
Director of Information Technology (Chief Technology Officer-CTO)	<p>As applicable:</p> <ul style="list-style-type: none"> • Reprogram LCSC Information Line, and place information on LCSC/emergency web page and email systems (coordinate with Public Information Officer (PIO)) • Assess and report telecommunications outages and capabilities to EOT/COOP Team and President • Establish telephone/radio/internet/TV interconnectivity in designated EOC area • Lead effort to reconstitute ADP and communications capabilities once initial emergency situation subsides • Provide regular updates to EOT/COOP Team and President on status of detailed IT Disaster Response Plan actions

<p>Public Information Officer – Director of Communications & Marketing</p>	<p>As applicable:</p> <ul style="list-style-type: none"> • Control/monitor all incoming and outgoing communications • Disseminate messages on Warrior Alert, LCSC Information Line, web, email, etc. • Monitor media reaction/inquiries related to the emergency • Advise President of media activity—assist in providing TV/Cable/Internet/Radio/Newspaper inputs to EOT/COOP Team. • Prepare press-releases for President’s approval—disseminate updates • Coordinate information center and/or other personnel to assist in communications/phone bank • Establish liaison with OSBE PIO, PIER team, and local media contacts
<p>President’s Executive Assistant</p>	<p>As applicable:</p> <ul style="list-style-type: none"> • Initiate campus phone tree • Serve as liaison between President or senior administrator present and other members of EOT/COOP Team. • Provide immediate support for the President or senior administrator present.
<p>Risk Management Coordinator</p>	<p>As applicable:</p> <ul style="list-style-type: none"> • Assist other EOT/COOP Team members in managing contingency operations • Serve as primary liaison with insurance organizations and legal contacts • Assess emergency sites to detect any additional hazards and coordinate efforts to mitigate dangerous or unsafe conditions • Report any injuries and/or casualties to EOT/COOP Team.

Emergency Operations Team (EOT)/Continuity of Operations (COOP) Team:

Team Members;	Responsibilities;
<p>Vice President for Finance and Administrative Services (VPFA)</p>	<p>Coordinate annual reviews by EPRT of LCSC ERP and supporting plans Develop revisions/updates as required for President’s approval Coordinate Emergency Plans with OSBE/OPO Direct periodic training and exercise scenarios—oversee operations of LCSC Exercise Evaluation Team Oversee operations of EOT/COOP Team upon activation</p>
<p>Vice President for Student Affairs (VPSA), Directors of Public Safety, Physical Plant, Human Resource Services, Information Technology, Communications, Risk Management Coordinator, President’s Executive Assistant</p>	<p>Assist VPFA in reviewing, updating, training, exercising, and (in the event of an actual emergency) implementing LCSC ERP and supporting plans Provide functional experts to augment EPRT as an Exercise Evaluation Team for operational assessments of contingency plans (table top exercises and simulations) Be prepared to assume duties as core of EOT/COOP Team at all times</p>

Other Resources Available:

<p>EMERGENCY EQUIPMENT Placards provide instructions and mark storage locations</p>	<p>FLASHLIGHTS FIRST AID KITS PORTABLE DEFIBRILLATION UNITS FIRE EXTINGUISHERS STRETCHERS AND MOBILITY CHAIRS EMERGENCY SHOWERS/EYE RINSE STATIONS BULL HORN</p>
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APPENDIX B: EMERGENCY RESPONSE PROCEDURES & HAZARD INFORMATION

This Emergency Response Guide has been developed to provide guidelines for various emergency incidents which could occur at Lewis-Clark State College. Abbreviated checklists for specific incidents are also available on the LC State Emergency Management website.

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

Employees are encouraged to periodically review the emergency action information and to retain the College Emergency Response Guide in every office on campus for ready reference. Copies and revisions may be printed from the LC State intranet.

1. PRIORITIES AND CATEGORIES OF EMERGENCIES:

A. FIRST Priority: LIFE & SAFETY - assisting injured, evacuating hazardous areas, eliminating life safety hazards

- 1) Call 911—stay on the line until directed otherwise, to relay information and receive instructions. Notify the President’s office as soon as practical.
- 2) Apply First Aid, treat for shock, and act to keep victim(s) warm and comfortable.
- 3) Move an injured person **ONLY** when a greater hazard exists (fire, flood, and electrical shock). Exercise caution not to exacerbate injuries
- 4) Eliminate other secondary safety hazards when practicable, for example, once immediate danger has passed; clear away broken glass/debris, turn off unnecessary electrical equipment, prop up leaning cabinets, shelves, etc., that may pose risks to victims or emergency responders
- 5) If any Hazardous Materials are known or suspected, report this immediately to EOC Staff (if activated), Physical Plant, Public Safety, and any first- responders. Isolate the area and keep others from entering
- 6) Attempt to take a head count of employees/students/others in (or evacuated from) the area—this information can help reduce confusion and may be critical in determining if persons are missing or overlooked when dealing with injured individuals or mass casualties.

B. SECOND Priority: SYSTEMS SUPPORT & ASSESSMENT - eliminating or reducing risks to facilities and systems that could lead to further bodily injury and/or serious property loss beyond that already sustained.

- 1) This includes putting out small fires with immediately available extinguishers, shutting off electrical power at circuit breaker boxes, etc. Take prudent and immediate actions to mitigate the damage. **DO NOT** delay calling emergency personnel or evacuating the office/building in an attempt to regain control of an already out-of-control situation.

C. THIRD Priority: RESTORATION OF GENERAL OPERATIONS (CONTINUITY OF OPERATIONS) - restoring services, facilities, and programs to allow resumption of College activities (in place if possible, or at alternate locations).

- 1) Attempt to return to normal business only after all injured are helped and emergency situation is terminated.
- 2) All employees should exercise appropriate security measures; safeguard equipment and valuables (both personal and state-owned), keep all unnecessary people out of the area.

- 3) As time permits, begin gathering critical records in case directed to move to a temporary working location.

2. IMMEDIATE ACTIONS

- A. TREAT ALL FIRE ALARMS AS WARNING OF AN ACTUAL EMERGENCY!
- B. GET OUT OF IMMEDIATE DANGER AND THEN REPORT THE SITUATION BY DIALING 911
- C. DO NOT DELAY TO SHUT OFF COMPUTERS, COPIERS, LIGHTS, ETC.
- D. DO NOT USE ELEVATORS
- E. ATTEMPT TO ASSIST ANY MOBILITY-IMPAIRED PERSONS, but if they cannot get out of the building without additional help, consider taking them to SAFE ZONES and notify Security where they are.
- F. IF THE PRIMARY ESCAPE ROUTE IS BLOCKED, TRY ANOTHER UNTIL YOU FIND A WAY OUT.
- G. TAKE COATS, KEYS, VALUABLES, ETC., IF IN THE IMMEDIATE AREA WITH YOU; DO NOT TRAVEL ANY DISTANCE BACK TO YOUR OFFICE TO GET THEM!
- H. BECOME FAMILIAR WITH YOUR BUILDING'S EVACUATION PLAN AND KNOW WHERE THE ASSEMBLY POINT IS LOCATED.

NOTE: In serious and immediate emergency situations where you feel evacuation of the entire building is necessary, pulling the Fire Alarm Switch may be the best method to alert everyone involved.

I. SEE [APPENDIX C](#) FOR THE LCSC EVACUATION PLAN AND [APPENDIX H](#) FOR PUBLIC ADDRESS SYSTEM OPERATION.

3. RISK ANALYSIS

After performing a risk analysis of the campus; the following list of potential hazards and incidents was created:

A. VIOLENCE IN THE WORKPLACE

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

LCSC is committed to providing a working and learning environment free from violence for all College personnel and visitors. LCSC will not tolerate any form of violence including verbal or physical threats. All LCSC personnel share the responsibility to ensure that our working/living environment is marked by safety, respect, and civility at all times. Threatening behavior, either through direct personal contact, written or electronic correspondence, or phone calls will not be tolerated. Incidents of threatened or actual violence should be reported immediately to Public Safety (792-2226), local law enforcement agencies (911, if necessary), and/or be brought to the attention of any available LCSC supervisor. Do not delay in dealing with situations involving a credible threat of actual or threatened violence. For situations involving a credible threat of violence, exercise good judgment when deciding whether to take personal control of the situation or to evacuate personnel from the area and obtain assistance from authorities. Notify Public Safety and/or Law Enforcement as soon as practicable, once steps have been taken to ensure personal safety

Immediate and direct threats of violence in the workplace include:

- 1) person knowingly causes or threatens to cause bodily harm or property damage
- 2) person recklessly causes serious public inconvenience or disruption including, but not limited to, evacuation of a building/classroom or place of assembly
- 3) person displays, shows or waves a deadly weapon or dangerous instrument, including, but not limited to: a knife, gun, baseball bat, bomb or any device that could be used as a weapon
- 4) person states that he/she has taken steps to commit suicide or harm others or threatens to commit suicide

RESPONSE TO IMMEDIATE DIRECT THREATS OF VIOLENCE

- 1) get out of immediate danger, call 911
- 2) as soon as practical notify Public Safety
- 3) alert your supervisor and/or the President's Office (792-2216)

RESPONSE TO NON-SPECIFIC THREATS OF VIOLENCE

- 1) Alert your supervisor, who will determine the best course of action. Do not hesitate to report a non-specific threat just because there has been no immediate threat of harm to person or property
- 2) Do not try to diagnose or "fix" the person's problems
- 3) Do not set yourself up as an authority regarding the person's problems
- 4) Document your actions by noting pertinent information such as: the presence of drugs or alcohol, the circumstances involved in the threat, what the person said and/or did, who else was present, when and where the threat occurred and what you did after the threat

Non-specific threats of violence include the following examples:

- 1) person states that someone "should be" harmed or that damage "should be" done to a building, area, group of people, etc.
- 2) person states the world would be better off without him/her
- 3) person talks about how the use of a weapon would solve problems
- 4) person talks about their intent to harm another/others; this would include the discovery of a "To-Kill" list
- 5) person is focused on injustices, betrayal, unjust treatment, etc.
- 6) person is preoccupied with thoughts of death of themselves or others—can't focus on work
- 7) person is despondent and she/he is drinking or using drugs to cope

B. ACTIVE SHOOTER/THREAT on Campus Guidelines – Run, Hide, Fight!

The term "Active Shooter/Threat" refers to an individual or group of individuals who are actively engaged in the wanton killing or attempted killing of people within a congested area. In most cases active shooters use firearms and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate any further harm to innocent victims. The term active shooter can be applied to an individual who is using any device to cause death, whether it is a firearm or other object. In brief, this document provides guidance to LCSC faculty, staff, and students who may be caught in an active shooter situation, and what to expect from responding Police Officers. In general, how you respond to an active shooter depends on the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, remain calm and use these guidelines to help you plan a strategy for survival.

- 1) If a shooter is not an immediate threat: Exit the building or area as quickly and quietly as possible. Call 911 as soon as you can and explain calmly what the situation is.

- 2) If a shooter is outside your building or blocking your exit: Proceed to a safe room you can lock or barricade from the inside. Close and lock all windows and doors. Turn off all lights; barricade the door if possible (even if locked), take adequate cover or get everyone down on the floor and ensure no one is visible from outside the room. Silence all cell phones and pagers. One person in the room should call 911 and calmly advise the dispatcher specifically where you are and what is taking place. Answer all of the dispatcher's questions the best you are able to and remain on the line unless otherwise directed. Remain in place. Do not respond to fire alarms or voice commands asking you to come out as the shooter may be luring you from your hiding place. Do not leave the room or stick your head out to "see what is happening." Police Officers will check each room by key. When the Police arrive, show them your empty hands and do exactly what they ask.
- 3) If a shooter enters your office or classroom: Remain calm. Look for an avenue of escape and take it if possible. If escape is not possible, attempt to call 911. Even if you are not able to speak, leave the phone line open so that dispatchers can listen to what is taking place. If you are trapped with a shooter, do not do anything to provoke them. If they are not shooting, do what they say and don't move suddenly. Only you can draw the line on what you will or won't do to preserve your life or the lives of others. If they do start shooting, you need to make a choice. You can stay still and play dead hoping they won't shoot you, run for an exit in a zigzag pattern making it more difficult for the shooter to take aim or you may choose to attack the shooter. This is not a recommendation to attack the shooter but rather a personal decision to fight when you are faced with the choice of living or dying and there are no other options left. Attacking the shooter is very dangerous and could ultimately lead to your death; however, it is no more dangerous than doing nothing. Taking some type of action is better than no action at all.
- 4) When Officers Arrive: Police Officers responding to an active shooter may be wearing regular uniforms or special tactical gear but will always be clearly identified as law enforcement officers. The first team of officers you see will NOT be there to rescue you, or assist with injured survivors. Their primary responsibility is to locate the shooter and neutralize the situation. Emergency medical personnel will follow, after the area is safe. If the Police give you any instructions, follow them without question and try to assist the injured in carrying out those instructions. Remain calm and do exactly what the Police tell you to do and **DO IT IMMEDIATELY**.

We realize that every situation is different and you will need to use common sense in each situation. These guidelines are not 'all inclusive' but are based on documented experiences. If understood and followed up with periodic reminders and training, when feasible, it can increase your chances of surviving an active shooter incident. Think safety first!

C. HOSTAGE SITUATIONS on Campus

- 1) take cover—protect yourself and those near you; call 911
- 2) analyze the situation—follow instructions of first responders
- 3) until instructions are received, use your best judgment to determine whether immediate evacuation away from the threat area—or remaining in place under cover—is the most prudent course of action
- 4) when law enforcement officials are engaging with perpetrators, keep low and immobile—don't make yourself a target of opportunity
- 5) assailants may be working singly or as a team; maintain extreme vigilance until "all clear" is

sounded

- 6) render first aid assistance to casualties in your immediate area
- 7) observe and note events carefully—your timely and accurate information when relayed to authorities can have a significant impact on the resolution of the emergency

D. CRIMINAL ACTIVITIES

We ask everyone to help make the college a safe place by being alert to suspicious situations or persons and by reporting them to Public Safety at 792-2815 as soon as possible. If you are a victim, witness, or responsible for the safety of students or others, **DO NOT TAKE ANY UNNECESSARY CHANCES.**

- 1) Avoid physical confrontation with the perpetrator by any reasonable means available. If possible, go to a safe place.
- 2) Safety of students and employees is the first priority.
- 3) Communications for Criminal Activities
 - a. The director of Public Safety, upon notification of criminal activity will:
 - i. dispatch security officers to the scene
 - ii. notify appropriate outside agencies and request assistance, if required
 - iii. notify the Campus Administration, if applicable
 - iv. follow-up after investigation is completed
 - v. a Timely Warning will be sent if needed
- 4) Action Steps:
 - a. do not try to apprehend or interfere with the criminal except to defend yourself
 - b. get a description; height, weight, sex, color, age, clothing, method and direction of travel
 - c. if the criminal enters a vehicle, get the license number, make, model, color and outstanding characteristics (Also see: Bomb Threat Checklist)
 - d. do not touch or move what may be evidence or appear dangerous
 - e. call Public Safety at 208 792.2226 or 208 792.2815; give your name, location and department; advise Public Safety of the situation and stay in place until contacted by an office
 - f. do not interfere with those creating the disturbance or with Public Safety or other law enforcement authorities

E. CIVIL DISTURBANCES

A demonstration should not be considered disruptive unless it interferes with normal College operations or if threats of physical harm to persons or damage to facilities have been made. If any of these conditions occur, phone Public Safety immediately. If danger is imminent, phone 911. Once police arrive, allow them to take charge of the situation; follow their instructions. Public Safety will notify the President's Office and other applicable offices.

Depending on the nature of the demonstration, the following procedures should be followed:

- 1) Peaceful, Non-Obstructive Demonstration; in general, do not interrupt this kind of demonstration.
 - a. attempt to conduct business as normally as possible
 - b. if demonstrators are asked to leave at regular facility closing time but refuse to do so, arrangements will be made by Public Safety to monitor the situation and a determination

- will be made to treat the violation of regular closing hours as a disruptive demonstration.
- 2) Non-Violent, Disruptive Behavior or Demonstrations:
 - a. in the event that disruptive behavior interferes with the learning environment or normal business (even if staff has calmed the situation); Public Safety should be notified for follow up and/or to just document the occurrence in case of future incidents
 - b. in the event that a demonstration blocks access to the office or building or interferes with the normal business; Public Safety officers (or local police officials) will ask demonstrators to stop the disruptive activity i.e. move to another location
 - c. office personnel may be asked to leave the area to avoid injury and so that they are not confused with the demonstrators in the event the situation gets out of hand
 - d. law enforcement officers will inform demonstrators that failure to discontinue the specified action within a determined length of time may result in intervention by civil authorities
 - e. efforts should be made to secure positive identification of demonstrators, whenever practical
 - 3) Violent, Disruptive Demonstrations:
 - a. In the event of a violent demonstration in which injury to persons or property occurs or appears imminent, LCSC personnel should attempt to leave the area to avoid injury and to prevent them from being confused with the demonstrators.
 - b. the police and/or other responding agencies will handle the situation.

F. MEDICAL EMERGENCIES

Serious medical emergency (heart attack, loss of consciousness, extreme pain, other serious bodily injury):

- 1) DIAL 911 from any telephone and provide: the building name and address; office and floor number; type of apparent injury
- 2) Alert the building coordinator and appropriate supervisory personnel
- 3) Have someone go to the main entrance of your building to guide the responding unit to your location
- 4) Once aid is on the way, remain at the scene, give the responders information on the incident
- 5) If it is a WORK-RELATED INJURY OR ILLNESS:
 - a. Seek medical attention as required.
 - b. If you receive medical treatment for a work-related injury, contact an HRS representative to file a Worker's Compensation claim.
 - c. Report the injury or illness to your supervisor as soon as practical, regardless of its severity.

G. CYBER ATTACK

A cyber incident is an event that poses a threat to the integrity, availability, or confidentiality of an IT system. Examples of incidents that should be reported immediately include, but are not limited to:

- 1) A virus/worm affecting multiple systems;
- 2) Intrusion or damage to:
 - a. Web site or page
 - b. Computer system or network
 - c. Wireless access

- d. Cell phones, smartphones
 - e. Laptops, tablet computers
 - f. Fax machines
 - g. Voice mail
 - h. Voice over IP (VOIP) systems
- 3) Report cyber incidents immediately to the IT Help Desk at 792-2231
 - 4) Prevent incidents by not clicking on links or opening attachment from unknown emails
 - 5) If you suspect/know your computer has been compromised:
 - a. Document any unusual activity on your computer
 - b. Do not turn off your computer
 - c. Do not attempt to close any pages

H. FIRE and SMOKE

- 1) Alert people in immediate area - Evacuate the Area - Then call 911
- 2) Contact Public Safety as soon as it is safe to do so for assistance
- 3) Unless a fire is small and easily extinguished, alert others, activate a fire alarm and evacuate
- 4) Never enter a smoke-filled room. Feel doors for heat; Never open a door that is hot to the touch
- 5) When heavy smoke is present, stay close to the floor
- 6) If your—or another person's—clothing is on fire, stop, drop to the floor or other horizontal surface and roll to put out the flames. Seek immediate medical assistance.

I. BLOODBORNE PATHOGENS

In an emergency involving blood or potentially infectious materials, you should always use Universal/Standard Precautions and try to minimize your exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks, and other barrier devices.

- 1) If you are exposed, however, you should:
 - a. Wash the exposed area thoroughly with soap and running water. Use non-abrasive, antibacterial soap if possible
 - b. If blood is splashed in the eye or mucous membrane, flush the affected area with running water for at least 15 minutes
 - c. Report the exposure to your supervisor as soon as possible
 - d. Fill out an incident report with Public Safety, if you desire
 - e. You may also want to request blood testing or the Hepatitis B vaccination if you have not already received it

J. GAS LEAKS

- 1) Alert people in immediate area – Evacuate the Area – Then call 911
- 2) Contact Public Safety as soon as it is safe to do so for assistance
- 3) If you detect natural gas or propane odor near source of leak, attempt to shutoff/cutoff gas, if practical

- 4) Extinguish flames, do not activate electric equipment or switches or other sources of potential sparks
- 5) Ventilate area, if practical (open doors, windows to provide fresh air source)
- 6) Seek medical assistance for any persons who may have been exposed to gas or fumes (including suspected cases of carbon monoxide poisoning).

K. HAZARDOUS MATERIALS

Alert people in immediate area - Evacuate the Area - Then call 911

- 1) Personal safety is high priority. **AVOID BEING TRAPPED**
- 2) Contact Campus Security (x2226 as soon as it is safe to do so for assistance.
- 3) If toxic liquids or fumes, radioactive material, or a large amount of chemical material is involved, leave the area quickly, alert other personnel in the vicinity to stay away, and initiate an evacuation of the building.
 - a. If an explosion risk is present, avoid turning electrical equipment on or off and activate a fire alarm away from the location of the incident.
 - b. Close fume hood sash if spill is contained in a fume hood.
 - c. Turn off any gas burners.
- 4) Advise emergency responders if anyone has inhaled, had skin or eye contact, or ingested any hazardous substance.
 - a. Save the container or warning labels if it is safe to do so.
 - b. Retrieve a Safety Data Sheet (SDS) on the hazardous material.
- 5) If a spill involves only a very small amount of chemical material, and if possible without endangering yourself or other personnel, confine the spill.
 - a. If cleaning the spill is within your training and comfort level, you may follow proper procedures for cleanup.

L. NATURAL DISASTERS/HAZARDS

STORMS AND TORNADOES: In the event of storm/tornado warning:

- 1) Seek shelter immediately
- 2) Tornadoes are uncommon in North Central Idaho but may occur with little or no warning. The Lewis- Clark Valley and CDA areas do experience strong, local storms with winds that can reach 50+ miles per hour. A tornado may travel on the ground from a few hundred yards to fifty miles at speeds of 30 to 75 mph.
- 3) If in a building, move away from outside rooms and windows; get in a center hallway. An interior area at the bottom level of a building is preferable. If you are on an upper floor, immediately take the stairs to the lowest level.
- 4) Avoid auditoriums, gymnasiums, or other areas with wide, free span roofs
- 5) If caught outside and there is no time to reach shelter, lie flat in the nearest ditch, ravine, or culvert, with hands and arms shielding your head. Be sure to leave the ditch, ravine, or culvert immediately after the tornado has passed to avoid the possibility of flash flooding

- 6) If in an automobile, follow the same rules as outlined above
- 7) The National Weather Service issues severe weather warnings using the following terms:
 - a. A tornado watch means that tornadoes could develop in the designated area
 - b. A tornado warning means that a tornado has actually been sighted in the area or is indicated by radar
 - c. A severe thunderstorm watch indicates the possibility of thunderstorms, frequent lightning and/or damaging winds, hail, and heavy rain
 - d. A severe thunderstorm warning means that a severe thunderstorm has actually been sighted in the area or is indicated by radar

FLOODING: In the event of flood warnings, do not delay moving to high ground. Floodwaters can rapidly inundate dry areas far from the source of the flooding with very little warning.

- 1) Warn personnel to leave below-ground-level areas (basements)
- 2) Do not attempt to drive vehicles across flooded roads or surfaces above mid-tire depth. Cars can be swept away rapidly in flood waters that appear to be shallow and in mild currents
- 3) Check with authorities before using/drinking water from public utility/piped systems.

EARTHQUAKE: TAKE COVER, and HOLD your position until the shaking stops completely

- 1) If you are inside a building, Drop, Cover and Hold On:
 - DROP to the ground, if possible, away from windows.
 - Take COVER by getting under a secure desk or table (protect your head)
 - HOLD ON until the shaking stops.
- 2) Do not rush outside. Move away from windows and outside walls
- 3) Get under sturdy furniture and hold on; if it moves, move with it
- 4) If no other heavy furniture/structural protection is available, seek cover against an interior wall and protect your head with your arms
- 5) Do not attempt to restrain leaning or falling objects unless they endanger your life
- 6) When the shaking stops, move cautiously to the outside and observe your surroundings for hazards
- 7) Stay away from windows, tall furniture, and other objects that could fall
- 8) If outdoors, stay there and move into the open well away from overhangs, power lines, trees, and all large or tall structures
- 9) **DO NOT GO BACK INTO BUILDINGS.** Do not use building elevators until officials have assured you that they are safe
- 10) If you detect natural gas or any foreign odors, do not use matches or candles
- 11) Do not use landline or mobile telephones except for genuine emergency calls
- 12) Expect long delays for emergency assistance after a serious quakes

VOLCANIC ERUPTIONS: In the event of significant volcanic ash fall -

- 1) Avoid travel, if practical, during periods of significant ash fall due to potential reduced visibility and heavily congested or impassable road surfaces
- 2) Downwind ash is typically composed of tiny glass/pumice fragments. Use caution when clearing/sweeping—ash particles can be very abrasive
- 3) Wear of simple breathing filters is advisable if you must move outdoors during ash fall or when sweeping ash
- 4) Driving is possible, but vehicle air filters may become clogged
- 5) Close doors, vents, and windows on buildings and vehicles. Seal exterior openings (tape, etc.) if practical
- 6) If more than several inches of ash have accumulated on buildings, use caution before entering (or remaining in) buildings where roof collapse is possible.

ELECTRICAL POWER SHORTAGES AND OUTAGES: Emergency Action and Communications Procedures:

- 1) Immediately contact Physical Plant (Phone 792-2247) for power problems or Information Technology (Phone 792-2231) for communications/automated data processing problems, by any practical means
- 2) Situation 1: Notification requesting immediate energy conservation (power load shedding) measures. Upon direction from college administration, personnel will immediately turn off all non-essential equipment. Use best judgment; attempt to disrupt essential business as little as possible
- 3) Situation 2: Notification that a single scheduled outage or series of rotating outages will occur. Personnel will ensure that all non-essential equipment is turned off PRIOR to the required time. Plan/reschedule meetings and work activities to avoid unnecessary disruptions
- 4) Situation 3: Unscheduled, sudden and widespread power outage occurs
 - a. Shut OFF power switches on all equipment. This will assist load shedding when the power comes back on (which may be as unexpected as the outage!).
 - b. If it is determined that the outage will last for an indefinite or prolonged period, the President (or designated representative) will determine if and when to send office personnel home, or ask them to remain in the immediate area.
 - c. If directed to evacuate buildings due to total power failure or planned outage shut off switches on as many electrical items as possible before leaving, including lights, appliances, room air conditioners, heaters, televisions, appliances, etc.
 - d. Use caution in dark stairwells; Use exterior stairwells with windows whenever possible
 - e. Refer to LCSC Evacuation Plan
 - f. Do not return to an evacuated building until cleared by officials
 - g. President/designee will decide if LCSC personnel are released to go home or should wait in immediate area.

M. ELEVATOR ENTRAPMENT

- 1) Do not use elevators in the event of fire or earthquakes or power failures—use stairs or ramps
- 2) If you are trapped in an elevator, activate the built-in emergency alarm system. The elevators are equipped with an automatic alert system that notifies 911 if the emergency switch is activated. If the elevator is equipped with an electronic intercom capability, call for assistance
- 3) Remain calm. If the activated alarm system does not bring a response, shout or pound on the elevator chassis to alert others—listen for responses—when you make contact, relay your condition and number of souls on board the elevator
- 4) Carefully follow the instructions of the response/rescue team
- 5) Do not attempt to egress through escape hatches unless directed to do so by the emergency response team after power has been shut off—the elevator could begin to move and you could risk death or serious injury
- 6) If doors open partway between floors, do not attempt to climb out or leap down to floor level unless this can be done easily and safely and there is only a slight gap between the elevator and the floor level
- 7) If you are passing by an elevator and discover that someone is trapped inside, notify Public Safety or Physical Plant immediately. If no response, contact the Fire Department(911)
- 8) If you are in the process of a building evacuation and discover someone trapped in an elevator, continue the building evacuation and notify campus officials (Public Safety, Physical Plant) or external responders (Fire Dept.) of the elevator entrapment
- 9) Untrained personnel should not attempt to perform elevator rescues—stay on the scene, unless the building is being evacuated, and maintain communication with the trapped individual(s) and let professional responders (Physical Plant, Fire Dept.) handle mechanical opening procedures with emergency keys and break-in kits.

N. PANDEMIC SITUATIONS

- 1) An influenza (flu) or other pandemic refers to a widespread (likely global) epidemic of a strain of infectious diseases, other than typical seasonal flu strains, for which humans have little or no immunity, and which spreads rapidly from person-to-person and region-to-region. Control of communicable diseases is not an exact science and each outbreak presents a unique set of challenges. Epidemiologic evidence is often incomplete and uncertain. Variations in the environment, season, individual susceptibility, specific pathogen, and numerous other factors require that authoritative medical resources list risks as ranges of probability rather than absolute limits.

Nevertheless, when faced with an actual outbreak, local authorities may be required to use absolute limits to determine when to institute isolation, quarantine, vaccination and other methods of infection control to protect the public health and safety. They must always balance the implementation of such limits with an awareness of the public's rights to liberty as well as state or federal laws and regulations governing such actions.

This protocol recommends employing the most conservative authoritative medical and epidemiological evidence when faced with a range of possible actions. This statement is

based upon the principle that lack of scientific certainty or consensus must not be used to postpone preventive action in the face of a threat to public health or safety.

LCSC has many guides and resources available to assist in pandemic response, including but not limited to, Close Contact Response, Event Safety Protocol, Travel Guidelines, Self-Screening Protocol, and Operational Levels Matrix. All guides and resources can be found at <https://www.lcsc.edu/coronavirus/guides-resources>.

- 2) Symptoms: Symptoms might include fever, cough, runny nose, headache, and muscle pain. In some cases, acute respiratory disease, pneumonia, nausea, diarrhea, and bleeding could accompany the typical flu symptoms, and respiratory complications would likely be the leading cause of fatalities. Symptoms vary according to the specific disease at the source of the pandemic. Note that it would be very difficult to distinguish the initial symptoms of pandemic flu, for example, from those of seasonal flu. Beyond the direct impacts of an infectious disease, operations of the community and families would be significantly impacted by those trying to provide care, by efforts to prevent the further spread of the pandemic through isolation and quarantine measures, and by severe disruptions to the economic infrastructure (food distribution, utilities, transportation, communication, law enforcement, etc.)
- 3) Prevention: Annual flu shots (developed from—and to work against—known strains that have been in circulation in previous years) would have no impact on pandemic influenza. [Annual flu shots still are a smart precautionary measure in their own right to protect against garden variety flu, as well as to reduce the number of normal flu cases that could be confused with pandemic influenza in case of an outbreak of the latter.] There is no pandemic influenza vaccine available. Other infectious diseases may or may not have effective vaccines available to prevent them. In the event of an outbreak, authorities would act quickly to try to develop a vaccine, but developing adequate supplies would take months, and it is likely that, once supplies were available for distribution, vaccinations and anti-viral medications would be aimed at the highest-risk elements of the population (Health Care Workers, children, elderly, chronically ill, etc.) Recommended steps that individuals could take to prevent the spread of a pandemic strain include:
 - a. Frequent hand-washing with soap and water or waterless sanitizing gel or alcohol hand wipes.
 - b. Bolster the immune system by drinking adequate liquids, keeping in good physical shape, getting sufficient sleep/rest, and good nutrition.
 - c. Consult with official sources before traveling into possible affected areas
 - d. Avoid travel into affected areas, especially if one is sick
 - e. If traveling to an affected area is unavoidable, consultation with qualified healthcare providers is recommended and the appropriate preventative measures.
 - f. Practice SOCIAL DISTANCING: try to keep at least 6 feet away from people who are coughing or sneezing or exhibiting other signs of infection.
 - g. Seek early medical assistance for fever or influenza-like symptoms during or after travel to an affected area.

If one becomes sick:

- a. Use disposable tissues to cover mouth and nose when coughing or sneezing—discard after use—wash hands.
- b. Wash hands prior to touching face, mouth, nose, and before eating.
- c. Use SOCIAL DISTANCING to lessen chances of sharing your infection.
- d. Use a mask if directed to do so by health care providers or public authorities.

Confirmed Case: A case that has been confirmed by a Public Health district (e.g. Public Health – North Central District or Panhandle District).

Active Confirmed Case: A confirmed case in which an individual is in isolation and, thus, not cleared to reintegrate with campus.

Quarantine: A period of time during which a person who has had close contact with someone who is positive for an infectious disease must remain in their residence (or an assigned residence) and use appropriate safety precautions around others who share the residence.

Isolation: A period of time during which a person who tests positive for the infectious disease must remain in their residence (or an assigned residence) until they are no longer considered infectious.

Strategies for dealing with a pandemic outbreak that impacts LCSC or the local region:
Response to a pandemic is the responsibility of each person on campus. Individuals may take personal prevention measures.

Individual Actions: In addition to the personal prevention measures (sanitary practices, etc.) described above, the following actions could help people prepare for the disruptions to local services and infrastructure in the event of a pandemic:

- a. Store a supply of water and food (requiring minimal preparation, and minimal use of water to prepare). This is especially important in our region where there are few food warehouses and most grocery stores rely heavily on the interstate transportation to deliver supplies beyond current inventory and a few days supply.
- b. Have sufficient prescription and non-prescription medicines on hand to cover periods of isolation or limited access to pharmacies or stores.
- c. Talk with family members/loved ones about how specific individuals could provide care in case of sickness and how to deal with special medical needs.
- d. Consider steps to ensure extra supplies of fuel, generators, candles, blankets, basic medical supplies, and sanitary items, in the event of extended austere conditions.
- e. Prepare a list of blood type, any known allergies, past/current medical conditions, current medications/dosages for each family member that could assist health care providers if heads of family or adults are incapacitated.
- f. Keep a list of important family contacts/emergency points of contact handy (who they can contact to get help, names of family, employer, relatives, etc.).
- g. Use a face mask in public settings. The U.S. Center for Disease Control recommends a N95 air- purifying respirator mask.
- h. Keep abreast of news or instructions from public health officials through the Emergency Alert System (formerly known as the Emergency Broadcast System), local media, campus announcements, and the Internet.

LCSC Actions: In the event of a pandemic emergency affecting LCSC, it would be essential for College leaders to assess the situation and take steps to mitigate further infection of students/faculty/staff. LCSC should sustain a few critical operations to preserve essential services and protect facilities, to assist regional authorities if needed, and to restore normal operations as soon as practical following the cessation of the crisis. Emergency response actions by LCSC would be triggered by pandemic outbreak anywhere within the State of Idaho or within 300 miles of Region II—or upon direction by higher authorities in the event of a regional/national/global crisis. Among key decision points would be the following:

- a. Convene the LCSC Contingency Operations Staff (COS) to support the

- President and Vice Presidents to handle the imminent (or approaching) contingency situation.
- b. Decide if, when and how operations would transition to alternate modalities, such as online/remote learning.
 - c. Depending upon the time of the year at the declaration of emergency and other specific circumstances surrounding the emergency:
 - i. Delay or postponement of the beginning of a new semester.
 - ii. Terminate a semester near completion (with full credit to students) or mid-semester cessation of in-person classes, refunds if possible, annotation of work completed for future credit, etc.).
 - iii. Notify students and employees with instructions if the emergency occurs during the summer, prior to the beginning of a semester, or during a school break.
 - iv. Provide essential support for place-bound students (e.g., international students, those living in residence halls who may be unable to return home)—providing food and shelter until they can be relocated/repatriated.
 - v. Evaluate the disposition of any research animals, live cultures, and laboratory sets that are perishable.
 - d. During a period in which LCSC facilities operate under alternate operations, — provisions for IT need (back up of servers, working files, critical programs, essential telecommunications); physical plant oversight (room condition, plumbing, electrical requirements, etc.); and basic security requirements (protection of facilities and any stay-behind personnel operating from LCSC facilities) must be considered.
 - e. Implement, as required, the IT Disaster Recovery and Business Continuity Plan to preserve critical programs and data.
 - f. Coordinate volunteer activities with assistance from or under the direction of the LCSC Risk Manager.
 - g. Liaison with Idaho Emergency Operations Center (and local, state, and federal response agencies) through the LCSC Emergency Operations Center (EOC).
 - h. Phase into telecommuting for essential workers— establishment of working protocols/routines to minimize person-to-person exposure of workers that do need to patrol or perform work on campus.
 - i. Coordinate information dissemination through the LCSC Public Information Officer, to keep employees, students, and general public informed on status.
 - j. In the event of an approaching pandemic, establish a surveillance system to detect any signs that an outbreak may have begun at LCSC (or among its people)—immediate notification of public health authorities.
 - k. Coordinate vaccination opportunities for LCSC personnel, should such an operation be put into effect by authorities.
 - l. Implement systems whereby the Administration can poll employees in isolation or working at home (if that option is implemented) to verify the status of individuals, provide/dispatch assistance, and realign any essential duties, as needed. Maintain updated Continuity of Command (succession of duties) throughout a prolonged crisis.
 - m. Once crisis stage has passed, implement Recovery of Operations, including but not limited to: establish MOUs with other institutions, determine if refunds will be issued to disrupted students, provide support

to enable applicants to begin or resume education, reopen and repair any repurposed facilities or systems, etc. Promptly assess short-term and long-term community needs resulting from the crisis, and work with State Board and local officials to initiate revised curriculum and training programs to address those needs.

Coordination of Planning/Training Efforts: The College President and/or his/her designee(s) will work closely with planners from the North Central District Health Department (Region II) and counterparts at the other higher education institutions and the State Board of Education to coordinate on regional and statewide training and planning for pandemic contingencies.

Additional References: The following sources provide helpful information for pandemic planning, and would be a key source of assistance in the event of an actual emergency:

<https://www.cdc.gov/>

<http://www.pandemicflu.gov>

<http://www.cdc.gov/flu/avian/gen-info/pandemics.htm>

<http://www.who.int/en/>

If you plan to travel check travel advisories through the Center for Disease Control (CDC) website at: <http://www.cdc.gov/travel/>

Additionally, the CDC hotline for disease control and prevention (available in English and Spanish, 24 hours per day, 7 days per week) is available at 1-800-CDC-INFO (1-800-232-4636), and questions can be emailed to inquiry@cdc.gov

O. BOMB THREATS

The following was obtained, in part, from US Department of Homeland Security at:
<https://www.cisa.gov/what-to-do-bomb-threat>

Bomb threats or suspicious items should always be taken seriously. How quickly and safely you react to a bomb threat could save lives, including your own. What should you do?

The guidance and resources listed below outline in-depth procedures for either bomb threats or suspicious items and will help you prepare and react appropriately during these events.

If You Receive a Bomb Threat

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs. Facility supervisors and law enforcement will be in the best position to determine the credibility of the threat. Follow these procedures:

1. Remain calm.
2. Notify authorities immediately:
3. Notify Campus Security at 208-792-2815.
4. Call 9-1-1 if you are unable to reach Campus Security.
5. Refer to the [DHS Bomb Threat Checklist](#) for guidance (see below).
6. For threats made via phone:
7. Keep the caller on the line as long as possible. Be polite and show interest to keep them talking.
8. **DO NOT HANG UP**, even if the caller does.

9. If possible, signal or pass a note to other staff to listen and help notify authorities.
10. Write down as much information as possible—caller ID number, exact wording of threat, type of voice or behavior, etc.—that will aid investigators.
11. Record the call, if possible.

For threats made in person, via email, or via written note, refer to the [DHS Bomb Threat Checklist](#) and [DHS-DOJ Bomb Threat Guidance](#) for more information.

Be available for interviews with Campus Security and/or law enforcement.

Follow authorities' instructions. Campus Security and/or law enforcement will assess the situation and provide guidance regarding facility lock-down, search, and/or evacuation.

If You Find a Suspicious Item

Together we can help keep our campus safe—if you see something that is suspicious, out of place, or doesn't look right, say something. (Find out more about the "[If You See Something, Say Something®](#)" campaign.) A **suspicious item** is any item (e.g., bag, package, vehicle, etc.) that is reasonably believed to contain explosives, an improvised explosive device (IED), or other hazardous material that requires a bomb technician and/or specialized equipment to further evaluate it. Examples that could indicate a bomb include unexplainable wires or electronics, other visible bomb-like components, and unusual sounds, vapors, mists, or odors. Generally speaking, anything that is **Hidden**, **Obviously suspicious**, and not **Typical (HOT)** should be deemed suspicious. In addition, potential indicators for a bomb are threats, placement, and proximity of the item to people and valuable assets.

For more information on recognizing suspicious items, reference the [Unattended vs. Suspicious Postcard and Poster](#).

If you encounter a suspicious item, follow these procedures:

1. Remain calm.
2. Do **NOT** touch, tamper with, or move the package, bag, or item.
3. Notify authorities immediately:
4. Notify Campus Security immediately at (208) 792-2815.
5. Call 9-1-1 if you are unable to reach Campus Security.
6. Explain why it appears suspicious.
7. Follow instructions. Campus Security and/or law enforcement will assess the situation and provide guidance regarding shelter-in-place or evacuation.
8. If no guidance is provided and you feel you are in immediate danger, calmly evacuate the area. Distance and protective cover are the best ways to reduce injury from a bomb.
9. Be aware. There could be other threats or suspicious items.
10. Every situation is unique and should be handled in the context of the facility or environment in which it occurs. Campus Security and law enforcement will be in the best position to determine if a real risk is posed and how to respond. Refer to the [DHS-DOJ Bomb Threat Guidance](#) for more information.

NOTE: Not all items are suspicious. An **unattended item** is an item (e.g., bag, package, vehicle, etc.) of unknown origin and content where there are no obvious signs of being suspicious (see above). Facility search, lock-down, or evacuation is not necessary unless the item is determined to be suspicious.

Bomb Threat Checklist

Whether the bomb threat is made via phone, handwritten note, email, or other means, the [DHS Bomb Threat Checklist](#) provides instructions on how to respond to a bomb threat and a comprehensive list of information that will assist

law enforcement in a bomb threat investigation.

[Print this checklist](#) for your business, organization, or facility to use in case of a bomb threat

P. SUSPICIOUS MAIL HANDLING PROCEDURES (Including Suspected Anthrax/Biological Hazards)

WHAT CONSTITUTES "SUSPICIOUS" MAIL? (Any one, or a combination, of the following factors)

- 1) Excessive postage
- 2) From someone totally unfamiliar to you (the office) and completely unexpected
- 3) No Return Address—or—addressed to someone no longer in the office
- 4) Handwritten or very poorly typed
- 5) Restrictive endorsements such as, "Personal" or "Confidential"
- 6) Protruding wires, strange odors or stains
- 7) City or State postmark that does not match return address
- 8) Excessive tape, string, sealing
- 9) Unusual weight for an envelope of that size

1) GENERAL INSTRUCTIONS

- a. DO NOT shake, sniff, or excessively handle the item
- b. DO NOT remove it from the place you found it. If possible cover or enclose the item in plastic and notify emergency officials (dial 911, and/or contact a supervisor immediately)
- c. WASH YOUR HANDS with soap and warm water immediately (Review sections below for more detailed situations and instructions.)

2) UNOPENED LETTERS / PACKAGES: If you discover a suspicious letter, package, routing envelope, etc.

- a. DO NOT OPEN IT!
- b. Leave it where you found it (If possible put it in a zip-lock plastic bag)
- c. LEAVE THE ROOM and notify authorities
- d. Do not let others come in contact with it
- e. Immediately wash your hands thoroughly with soap and warm water
- f. If at home, call local law enforcement to report it

3) SUSPICIOUS POWDER SPILLS OUT OF ENVELOPE

- a. DO NOT ATTEMPT TO CLEAN IT UP. This may spread the material.
- b. DO NOT TOUCH OR SMELL IT. Let the experts analyze it later.
- c. GENTLY INVERT A CONTAINER OVER TOP OF THE ITEM OR SPILL AREA. (If too large, gently lay several sheets of newspaper over top the area to contain further dispersal of the material.
- d. NOTIFY your Supervisor, Security, or local law enforcement IMMEDIATELY
- e. DO NOT ATTEMPT TO BRUSH OFF YOUR CLOTHING. This may spread the material into air conditioners, other office personnel, etc.
- f. SHUT OFF DIRECT AIR SOURCES: fans, A/C, air vents, etc, in the immediate area
- g. MAKE A LIST of all people who previously had contact with that piece of mail. List names, times, locations as best everyone can remember, but do it as soon as possible before people forget!

4) PACKAGE MARKED WITH THREATENING MESSAGE

- a. DO NOT OPEN, leave package in place and evacuate the room
- b. KEEP OTHERS AWAY from the package.
- c. NOTIFY your supervisor and contact emergency authorities.
- d. Remain in the general area to meet Emergency First Responders and tell them what you know.

- 5) AEROSOLIZED PACKAGE, SMALL EXPLOSION, or LETTER STATING "ANTHRAX (or any Biological Agent) IN VENTILATION SYSTEM"
 - a. If possible, place item in a zip-lock plastic bag; any plastic bag will do.
 - b. LEAVE the ROOM and notify security, supervisor, and/or local law enforcement.
 - c. SHUT DOWN A/C, air vents, or contact someone about getting it done immediately.
 - d. If in a single confined building; Consider EVACUATION of the facility.
 - e. Remain a safe distance away, but in the immediate area; Emergency Responders what you know.
 - f. Make a list of all people who had contact with that piece of mail. List names, times, locations to the best of your recollection, while details are still fresh in mind.

- 6) WHOM TO CALL
 - a. Police - Dial 911, DO NOT waste time with routine business phone numbers
 - b. FBI (Lewiston) Field Office - 208-746-3440
 - c. Idaho State Police - 208-799-5151
 - d. LCSC Director of Public Safety – 208-792-2226
 - e. LCSC Physical Plant – 208-792-2247

Q. TERRORISM and USE OF WEAPONS OF MASS DESTRUCTION (T-WMD)

Terrorism and Weapons of Mass Destruction (T-WMD) is a general term used by outside agencies to describe the use of Nuclear/Radiological, Biological or Chemical weapons, or the THREAT to use them. An analogous acronym is Chemical, Biological, Radiological, and Nuclear (CBRN). Under certain circumstances, these terms may also apply to the use of Conventional High Explosives or Devices. All constitute crimes under Federal and International Law when used as part of any Terrorist Act (other than war).

- 1) State and local emergency response agencies have the primary role for planning and managing the consequences of a terrorist incident in Nez Perce or Kootenai Counties, using available resources in the critical hours before Federal assistance can arrive. LCSC would rely heavily upon these governmental resources in dealing with any threat or actual act of terrorism or the use of WMD. In particular, any reported terrorist act or use of WMD would trigger the implementation of regional/state/national contingency plans. The information presented below is provided to help LCSC officials and units to recognize and plan for this unique set of hazards and to help senior LCSC administrators make logical determinations of appropriate first response actions.

- 2) While specific events may vary, the emergency response and protocols followed should remain consistent. Even when an overt WMD incident has occurred, the person calling for emergency assistance may not be able to identify it as a terrorist incident, but rather simply state that there was an explosion, a major “accident,” or a mass casualty event. Information relayed through the dispatcher prior to arrival of first responders on scene, as well as the initial assessment, will provide first responders with the basic data to begin responding to the incident.

- 3) Initial Detection/Scene Safety and Security. As with most industrial hazardous materials accidents, the first priority in incident management involves identifying the physical properties of the substance involved. After identification, an effective outer perimeter can be established, neutralization plans formulated, decontamination procedures established, emergency medical treatment plans implemented, and environmental preservation precautions taken. Detection of a terrorist act involving covert biological or chemical agents may not occur until recognition of symptoms/syndromes by medical/hospital personnel treating victims. This may take days or even weeks after an “attack.”

- 4) Some terrorist acts will purposely plan a secondary attack and/or employ delayed explosive devices to harm and/or deter rescuers and disrupt emergency recovery operations. Always look

over the immediate area for such dangers.

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

- 5) Investigation and Containment of Hazards. Local first responders will provide initial assessment of any hazard caused by an act of T-WMD. They will notify State and Federal authorities capable of dealing with the situation. State/local health departments will be alerted to look for symptoms associated with such threats.
- 6) IMMEDIATE RESPONSE ACTIONS (for T-WMD, CBRN) If a threat is received by phone, or in person USE THE BOMB THREAT CHECKLIST to capture key information quickly. Call 911 If threat is received by letter, email, etc.
- 7) IMMEDIATELY NOTIFY THE IDAHO STATE POLICE, any time you receive such a threat or feel strongly that such a threat exists.
- 8) Because of the very nature of such weapons, damage/hazards may involve such large areas that evacuation may not be the best option. (i.e., travel through large contaminated areas may increase individual risk.) In such cases, “shelter in place” may be the best option. If the decision is made to shelter in place:
 - a. Close and lock all windows and exterior doors
 - b. Turn off all fans, heating and air conditioning systems
 - c. If available, get your office disaster supplies kit and make sure the radio and/or television is on
 - d. If possible, go to an interior room, without windows, that is at ground level
 - e. In the case of a chemical threat, an above ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed. Using duct tape, seal all cracks around the door and any vents into the room
 - f. Stay in place and monitor radio or television until you are told all is safe or you are told to evacuate.
- 9) SPECIFIC HAZARD—AGENT INFORMATION
 - a. Chemical. Chemical agents may kill, injure, or incapacitate people through physiological effects. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices, breaking containers, or covert dissemination. Such attacks might involve nerve or blister agents or industrial chemicals. (See Table -1 below for Indicators) They may not be readily obvious, but most chemical agents will be localized and their effects will become obvious in a matter of minutes. Persistent agents remain in the affected area for hours, days, or weeks. Nonpersistent agents have high dissipation rates, are usually lighter than air and disperse rapidly. These agents typically lose the capability to cause casualties after 10 to 15 minutes, although they may persist in unventilated areas.
 - b. Biological. Recognizing biological agents is often more difficult because symptoms may not occur for longer periods of time (several hours or weeks) depending on the exposure and pathogen. This delay between exposure and onset of illness, or incubation period, is characteristic of infectious diseases. Unlike acute incidents involving explosives or hazardous chemicals, the initial response to a biological attack on civilians will likely come from direct patient care providers and the public health community.
 - c. Terrorists could also employ biological agents against food supplies/agricultural commodities over large areas (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or national economy. Such attacks may occur in concert with other types of direct attacks upon the population.

- d. Unlike victims of chemical or radiological agents, victims of biological attack may serve as disease carriers infecting others (e.g., smallpox, plague. See Table 1 for indicators).
- e. Nuclear/Radiological. The difficulty of responding to nuclear or radiological incidents is compounded by the nature of radiation itself. Depending upon the nature of explosive device, the presence of radioactive material may not be obvious. Radiation hazards are often difficult to detect without highly specialized equipment. (See Table 2 - indicators of radiological release.) Scenarios constituting an intentional nuclear/radiological emergency include the following:
 - a) Use of an Improvised Nuclear Device (IND) includes any explosive device designed to cause a nuclear yield. Depending on the type of trigger device used, either uranium or plutonium isotopes can fuel these devices. While weapons-grade material increases the efficiency of a given device, materials of less-than-weapons-grade can be used.
 - b) Use of a Radiological Dispersal Device (RDD) includes any explosive device utilized to spread radioactive material upon detonation. An improvised explosive device could be used by placing it in close proximity to radioactive material.
 - c) Use of a Simple RDD that spreads radiological material without the use of an explosive. Any nuclear material (including medical isotopes or waste) can be used in this manner.

Table 1. General Indicators of Possible Biological Agents

Receipt of a Stated Threat to Release a Biological Agent
Observed Unusual Occurrence of Dead or Dying Animals
Unusual Casualties Unusual illness for region/area Definite pattern inconsistent with natural disease
Unusual Liquid, Spray, or Vapor Spraying and suspicious devices or packages

Table 2. General Indicators of Possible Nuclear Weapon/Radiological Agents

Receipt of a stated threat to deploy a nuclear or radiological device
Observed presence of nuclear or radiological equipment (e.g., spent fuel canisters or nuclear transport vehicles)
Posted Nuclear placards or warning materials along with otherwise unexplained casualties

- a) Conventional Explosive Devices. Improvised bombs that can be used to cause massive local destruction or could be used to disperse chemical, biological, or radiological agents. Unfortunately, components and detailed instructions to make explosive devices are readily available in books and on the Internet. Such devices are generally categorized as being explosive (blast damage) or incendiary (fire starters). They generally involve low technology and are terrorist's weapons of choice for most situations. Such devices can also be fitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. Secondary explosions may be targeted against emergency first responders.
- b) The potential exists for single or multiple (simultaneous or sequential) bombing incidents. Historically, less than five percent of actual or

attempted bombings were preceded by a threat. Explosive materials can be employed covertly with little signature, and are not readily detectable without very sophisticated equipment not normally in general use for public building security.

- c) Combined Hazards. WMD/CBRN agents can be combined to achieve synergistic effects. Mixed infections may occur, complicating or delaying diagnosis and treatment. Casualties from multiple agents may exist in the same location; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which may also increase the likelihood of agent contamination. Attacks involve mixed agents whose treatments tend to interfere or cancel each other out.
- d) Potential Targets. Lewiston and/or Nez Perce (or Kootenai) County Emergency Management agencies and the Idaho Bureau of Disaster Services (BDS) will make a determination of specific risk areas throughout the local and state communities. Likely terrorist targets include athletic stadiums, cultural event gatherings, shopping malls, schools, etc., due to the large numbers of people often occupying these facilities and the relaxed security environment, which typically prevails in these locations. Special threat assessments and damage assessments are conducted by the Idaho National Guard/Intelligence Division, in cooperation with the Bureau of Alcohol, Tobacco & Firearms (BATF) the FBI, and the Idaho State Police. The key elements of these assessments will be made available to State and agency officials.

10) T-WMD SITUATIONS AND ASSUMPTIONS

- a. Situation. T-WMD planning by Nez Perce (and other counties in which LCSC conducts its operations) provides for working with Federal crisis management agencies and strives for smooth coordination among multiple State/Federal agencies. The State EOC at Gowen Field is the primary point-of-contact for information and decisions concerning T-WMD incidents and recovery operations.
- b. Assumptions. Although situations may vary, planning assumptions remain the same.
- c. With the exception of some trained nursing/health center staff and selected security personnel, LCSC staff, faculty, and students do not normally have the specific training to act in the capacity of Emergency First Responders. These first responders (e.g., Fire, Police, EMTs, etc.) or local hospital personnel will in most cases initially detect and evaluate the dangers involved, assess casualties, and determine whether more assistance is required. City, County, State, and/or Federal support will be requested through appropriate channels. This assessment may be based on any warnings of a WMD incident, actual conditions encountered at incident locations, and the general condition of victims arriving for treatment at local hospitals.

11) The Federal Emergency Management Agency (FEMA) is designated as the lead agency for consequence management within the United States and its territories. When Federal assistance is required, FEMA [or its parent agency, the Department of Homeland Security (DHS)] is authorized to support the Department of Justice (DOJ)/ FBI for immediate response until the Attorney General transfers overall Lead Federal Agency (LFA) authority to FEMA. (Source: Federal Response Plan, Terrorism Incident Annex). FEMA/DHS will then coordinate all Federal assistance requested through State authorities using normal channels and protocols. Federal response may include experts in the identification, containment, and recovery of WMD (chemical, biological, or nuclear/radiological).

- a. Except for immediate actions taken by LCSC personnel to deal with the initial consequences of a major T-WMD incident, overall control and authority for managing a

contingency will quickly pass to the state and federal authorities described above.

APPENDIX C: LCSC EVACUATION PROCEDURES

The information below on LCSC building evacuation procedures is organized into three parts. Part A contains generic guidelines that apply to all buildings on campus. Part B is a template that is to be completed by each Building Safety Coordinator (BSC) to address any unique procedures or considerations that apply to the specific building for which the BSC is responsible. Part C is a list (by position) of the BSCs for all LCSC buildings. [An up-to-date list of BSCs (by position and name) is maintained on the LCSC Intranet, under “Emergency Response Info” in the Tool Kit on the main page, along with a complete electronic copy of LCSC ERP.]

Once Part B is filled in by the BSC and approved by the Director of Public Safety, the consolidated Part A and Part B (with any attachments) will constitute the Building Evacuation Plan for that particular building/area. Current copies of the Building Evacuation Plan should be maintained by the responsible BSC, with electronic copies provided to Public Safety. Electronic copies of the combined Part A and Part B for each building will be posted on the LCSC Intranet in the “Emergency Response Info” section, described above.

Part A: General evacuation procedures that apply to all buildings

- A. The following recommended actions apply to any situations that require the emergency evacuation of a building, area, or group of buildings at LCSC, for example, in the event of a fire or bomb threat evacuation. If you receive the original threat call (or if you determine, based on your own best judgment, that evacuation is necessary), you should take the following steps, in order:
- 1) Activate fire/smoke alarms or other available warning systems, as applicable to the emergency, to start the evacuation.
 - 2) Call 911 - - if calling an outside agency from a cell phone (to alert first responders—fire, police, medical response units, etc.) state the building name and address on Lewis-Clark State College campus as cell phones can bounce off Clarkston tower and you might reach dispatch center in Pullman (WHITCOM)
 - 3) Notify the Building Safety Coordinator (BSC) for the building. If you cannot promptly contact the BSC, notify individuals in the building to evacuate—seek assistance from any available individuals to help your notify others in the building to evacuate.
 - 4) As soon as evacuation is underway and you are out of immediate danger, contact one of the LCSC authorities below, in the order listed, by any available means of communication, alert administrators and they will activate the LCSC emergency response system

Office	Extension (792-xxxx)
Director of Public Safety	2226, 2815
President’s Office	2216
Provost/Vice President for Academic Affairs	2213
Vice President for Finance and Administrative Services	2240
Vice President for Student Affairs	2218
Dean of Liberal Arts and Sciences	2325
Dean of Career & Technical Education	2225
Dean of Professional & Graduate Studies	2400
Physical Plant Director	2247

If you cannot contact one of the above offices, attempt to notify any LCSC senior official or administrator.

- 5) Remain near the scene, continue to assist with the evacuation, prevent individuals from reentering the building until the situation terminates. Keep track of status, and relay information to first responders and to the College Administration.
- 6) Important Notes: The decision to evacuate the entire campus or a major section of campus will normally be made by the President (or, in the President's absence, by the senior-ranking College administrator on-scene), based on the situation.
- 7) If evacuating a multi-story building during a fire or earthquake, do not use elevators—use stairs or ramps. If during evacuation you discover that someone may be trapped in an elevator, treat this as a separate emergency.
- 8) Continue building evacuation and notify campus officials (Public Safety, Physical Plant) or external responders (Fire Dept.) of the elevator entrapment.
- 9) Untrained personnel should not attempt to perform elevator rescues (see [Appendix B](#) for additional information on reaction to smoke/fire, bomb threats, power failure, elevator entrapments, etc.)
- 10) During an evacuation, attempt to check every classroom, work area, restroom, and office to make sure all people in the building are notified. Provide assistance if needed. If an area is inaccessible or cannot be checked, or if an individual refuses to comply with the evacuation order, continue the evacuation and notify first responders and Public Safety.

B. Building Safety Coordinator (BSC) Duties

The primary responsibilities of Building Safety Coordinators (BSCs) are to:

- 1) Upon appointment as BSC, contact Public Safety to receive orientation and training on BSC duties and the LCSC Emergency Response Plan.
- 2) Designate one or more Alternate Building Coordinators, if needed, to assist (or act in the absence of) the BSC with evacuation procedures. Alternate BSCs may be needed for buildings with multiple floors, large facilities, facilities with complicated layouts or special needs, and/or buildings in which large numbers of personnel from different units operate on a daily basis. [Each student residence hall has a designated Alternate BSC under the direct supervision of the Director of Residence Life who is designated as BSC.]
- 3) Ensure that Alternate BSC's (if applicable) and all personnel assigned to the building receive initial and recurring training (at least once each calendar year) on emergency and evacuation procedures. All employees within your building/area should have ready access to the building evacuation plan.
- 4) Use your Building Evacuation Plan (consolidated Part A and Part B) as your primary reference when you conduct initial and follow-on evacuation training for the employees who work in your building. Alternate BSCs (especially in situations where employees from multiple organizations share the same facility) may assist the BSC with evacuation training. Document training in the log provided at the end of your Part B. Notify VPFA or Public Safety as updates to the training log occur.
- 5) Depending on your building layout, designate a central assembly/congregation point within the building for disabled individuals—these are points where disabled or mobility-impaired individuals can be met by “buddies” for assistance in egressing the building (help negotiating stairs, obstacles, etc.).
- 6) For all facilities, designate an outside Assembly Area (see Part C for current list) a safe distance from the facility where personnel will congregate after evacuating the facility.
- 7) Designate “buddies” to assist disabled individuals during emergencies, as described above.
- 8) Review the Building Evacuation Plan at least once a year and update (Part A and Part B) as necessary. Notify Public Safety immediately if any changes/updates.

- 9) Conduct an evacuation drill or simulation for the building at least once each calendar year. Notify VPFA, Public Safety, or other Administration to coordinate your drill in cases where your exercise may impact other units. Document accomplishment of your annual drill/exercise/simulation in Part B, and notify VPFA or Public Safety when changes occur. During testing of the alarm in buildings that are fitted with the alarm, BSC's will ensure the strobes are working properly and the alarm volume is sufficient.
- 10) In the event of an actual emergency, evacuate the building, notify authorities, and prevent individuals from entering or re-entering the affected area. Assist professional responders and the on-scene commander when practicable.

BUILDING SAFETY COORDINATOR QUESTIONNAIRE

Part B: Evacuation procedures and special considerations that apply to this particular building/facility

***A complete list of current Building Safety Coordinators is kept in the Department of Public Safety, on the Emergency Management network drive, and can be found on the LCSC intranet.**

[Fill in the blanks below: Keep entries concise and clear. When you have filled in the sections below and completed the log on the next page (training and exercise completion dates), send an electronic copy to Public Safety.]

1. Name of Building/Facility: Click or tap here to enter text.
2. Building number (if applicable) and general location of the building with respect to surface streets, other landmarks): Click or tap here to enter text.
3. Name of Building Safety Coordinator (crosscheck the accuracy of the information posted for your building in the BSC list: Click or tap here to enter text.
4. Name of Assistant Building Safety Coordinator and locations/areas in the building for which each Assistant BSC is responsible: Click or tap here to enter text.
5. Location of Assembly/Congregation point(s) within the building/facility where disabled individuals would proceed in order to meet by “buddies” to help them egress the building (for example, assistance with stairs). [Try to pick locations near main exit points (stairways, ramps, gates) to which disabled could be reasonably expected to move without special assistance]: Click or tap here to enter text.
6. Names (or position) of individuals who are pre-designated as “buddies” to assist disabled individuals in the event of an evacuation. [Depending on your particular building or normal activities, these could be specific individuals listed by name, or could be assigned to individuals according to function, e.g., you may wish to designate the assigned faculty members for classes within the building as the “buddies” for their respective classrooms if pre-designated “buddies” are not available. If, in a real-world emergency, pre-assigned “buddies” are not available, do not hesitate to draft additional helpers]:
Click or tap here to enter text.
7. Location of the Pre-Planned Assembly area (outside your building/facility) where, conditions permitting, personnel would move go in the event of an evacuation (crosscheck this information with the consolidated BSC table above): Click or tap here to enter text.
8. Location of fire or other emergency alarms within your building (list here, and depict on the evacuation route diagram(s) for your building): Click or tap here to enter text.
9. Any special public address systems, alerting devices, or intercom systems that could be used in your facility in the event of an emergency: Click or tap here to enter text.
10. Number and location of elevators within your building, if applicable, and location in which elevator emergency keys can be obtained, if applicable [check with Physical Plant to obtain this information]:
Click or tap here to enter text.
11. Emergency equipment locations (as applicable):
 - A. Fire Extinguishers and Fire Hoses: Click or tap here to enter text.
 - B. Emergency Showers: Click or tap here to enter text.

- C. Decontamination Kits: Click or tap here to enter text.
- D. First Aid Kits: Click or tap here to enter text.
- E. Chemical exposure suits/oxygen masks/gas masks: Click or tap here to enter text.
- F. Medical Equipment (e.g., athletic trainer equipment, defibrillators, stretchers, etc.):
Click or tap here to enter text.

12. Any special hazardous areas or materials located within the building (chemical storage areas, explosives, biological hazards, high-voltage electrical areas, fuels/solvents): Click or tap here to enter text.

Outline any special procedures or important notes that would apply to evacuations or other emergency situations, within this building/facility. Is there any unique information pertaining to your particular facility that goes beyond the guidelines already outlined in Part A, above, and/or Appendix B of the LCSC Emergency Response Plan on guidelines for dealing with various categories of emergencies?
Click or tap here to enter text.

Administration of the Building Evacuation Plan

1. All BSCs, upon appointment, should receive initial orientation and training from the Director of Public Safety. BSCs should receive follow-on refresher training at least once each calendar year following initial appointment—one element of that refresher training shall be a review of the LCSC Emergency Response Plan posted on the LCSC Intranet under “Emergency Response.”

Date of Initial BSC Training	
Date of Most Recent Refresher Training for BSC	

2. BSCs should arrange for training of all assigned building personnel on evacuation procedures at least once each calendar year and conduct at least one evacuation drill or simulation annually.

Date of Most Recent Unit Training Session	
Date of Most Recent Drill/Simulation	

3. BSCs should review their Building Evacuation Plans (Consolidated Part A and B) annually, not later than August 1st, each year. Forward an electronic copy of the plan, including any proposed changes, to Public Safety and VPFA for review and approval (annotate below). Once reviewed/approved, IPRA will post updated Building Evacuation Plan on the LCSC Intranet and add the information to the master emergency response kit for senior administrators.

Date/Initials for Annual Review of Building Evacuation Plan by BSC	
Date/Initials of Review/Approval by Public Safety	

- A. Note: Although all building/facility evacuation plans should be reviewed annually, any substantive changes (including changes in names and points of contact) that might impact safety and/or effective oversight of an emergency situation should be forwarded immediately to Public Safety.
- B. Part B Attachments: [The following are paper “hard copies” to be attached to the paper copy of the building evacuation plan maintained by the BSC.]
 - 1) Copies of floor diagrams for the building showing escape routes
 - 2) Copy of Bomb Threat Checklist [Download from Appendix B of the LCSC Emergency Response Plan, accessible on the LCSC Intranet under “Emergency Response.” BSCs should review Appendix B and be aware that it provides quick reaction guidelines to a wide range of emergency scenarios.]

- 3) Other attachments, diagrams, or references that might pertain to evacuation of your building, as applicable.
- 4) Note: Upon submission of your completed "Part B" to Public Safety, an electronic copy of your Building Evacuation Plan will be posted to the LCSC Intranet (see "Emergency Response Info").

THANK YOU FOR VOLUNTEERING YOUR TIME AND TALENTS TO PROTECT AND SERVE LCSC'S STUDENTS, FACULTY, STAFF, AND COMMUNITY SUPPORTERS.

APPENDIX D: IDAHO OFFICE OF EMERGENCY MANAGEMENT AND THE IDAHO EMERGENCY OPERATIONS CENTER (EOC) ¹

1. The Idaho Office of Emergency Management (IOEM) is directed by Governor Executive Order to establish and maintain the Idaho Emergency Operations Center for directing the coordination of emergency and disaster operations.
2. The Idaho Office of Emergency Management (IOEM) uses an Activity Phase scale to communicate changes in emergency management activity in the Idaho Emergency Operations Center (IDEOC). Activity phases are intended to reflect the response activity phases as opposed to the ongoing recovery of an emergency or disaster. A change, up or down, in Activity Phase is an indicator, that the number, size or complexity of a single incident or combination of incidents has changed. Any change in activity levels will be determined during the IDEOC Operational Period Planning Cycle. This will be documented with the publication of that operational period's Incident Action Plan (IAP). Regardless of the activity phase, upon the closure of the incident period, there will be a transition of IDEOC activities to IOEM Recovery Section.
3. The four activity phases are:
 - a. Heightened Awareness
 - b. Activity Phase I: IDEOC Activated
 - c. Activity Phase II: IDEOC Continuous Operations within the State Capability
 - d. Activity Phase III: IDEOC Continuous Operations beyond State Capability

¹ <https://ioem.idaho.gov/operations/ideoc/>

APPENDIX E: PUBLIC INFORMATION GUIDELINES

1. **AUTHORITY FOR PUBLIC RELEASE OF INFORMATION.** Whenever a natural or man-made disaster occurs, or in the event of any other serious situation which may have a significant impact on the physical well-being and/or reputation of the College, all public communications will be provided **ONLY** through the Director of Communications & Marketing who is the designated Public Information Officer (PIO), upon approval from the President or the President's designated representative. This limit on release of information is intended to ensure accurate and reliable communications and to ensure that the highest level of authority makes decisions about the content, timing, and target audience(s) for the release of LCSC information to the public. In general, emergency event communications should be handled with the same philosophy as everyday communications; that is, LCSC will strive to deliver accurate information as promptly as possible.
2. The LCSC PIO is an integral member of the Emergency Operations Team/COOP Team in the Emergency Operations Center (when activated). Normally, additional LCSC staff or community volunteers will augment the PIO to handle the high volume of information gathering, analysis, and preparation of press releases; manning information lines; and dealing with public and/or official inquiries that arise in the course of a contingency situation
3. All inquiries and requests for visits by media representatives should be routed (through the LCSC EOC, when activated) to the PIO for action and coordination. Among the key functions performed by the PIO and his/her supporting team, upon augmentation, are the following:
 - A) Maintaining direct and continuous contact with the PIO at OSBE and IOEM to insure unbroken communications to/from State Board officials, Legislature, and Governor's Office, as applicable.
 - B) Monitoring local and national media (network/local TV reports, radio, internet, newspapers, wire services) so as to be aware of breaking stories or other reporting that may impact LCSC, in order to keep the President and senior LCSC administrators informed.
 - C) Monitoring facts and important developments at the LCSC main campus, or at outreach centers, or for LCSC personnel activities located outside of LCSC facilities, in order to prepare and disseminate status updates through public information releases.
 - D) Drafting media reports/statements for review, approval, and dissemination by the President of LCSC and/or other designated LCSC officials.
 - E) When directed by the President, personally conducting press conferences, media interviews, or briefing sessions with media members or community members.
 - F) Preparing information releases/updates to keep key LCSC constituents (community leaders, parents, alumni, students, sister institutions, etc.) informed about contingency/emergency events.
 - G) Managing "rumor control" operations.
 - H) Briefing the President and senior staff on matters related to public affairs/media relations during update briefings when the EOC is activated.

APPENDIX F: LCSC RECOVERY OPERATIONS GUIDELINES (Also see the LCSC COOP Plan)

1. **SCOPE OF OPERATIONS:** All Institutions and Agencies under Board governance are required by Executive Order to have an Emergency Response Plan on file with Idaho Department of Administration. These plans are periodically reviewed and updated as necessary to meet changing local, state, federal, and world situations. LCSC ERP is the primary document that addresses LCSC's obligations regarding Emergency Reactions and Recovery of Operations to carry out the missions assigned to the College by the SBOE.
2. This appendix applies to the period after which the immediate emergency/disaster has been dealt with, and in which LCSC has begun working to restore normal operations.
3. **RESUMPTION/RESTORATION OF ESSENTIAL AUTOMATED DATA PROCESSING (ADP) AND TELECOMMUNICATIONS CAPABILITIES.** Detailed procedures for recovery/resumption of data and telecommunications systems at LCSC are contained in the LCSC Information Technology Department Disaster Recovery and Business Continuity Plan, which is maintained and executed by the Director of Information Technology (IT). The plan addresses the daily backup procedures and emergency recovery procedures for the following system components:
 - A) Central Administration/Academic Application (Ellucian Colleague)
 - B) Primary Data Center (Central Computer Facility)
 - C) Central Messaging (MS Exchange) and Web Services
 - D) Desktop Equipment
 - E) Data Network and Telecommunications
4. The IT Disaster Plan deals with the following phases of response/recovery:
 - A) Incident Response
 - B) Assessment and Disaster Declaration
 - C) Incident Planning and Recovery
 - D) Post Incident Review
5. **CONTINUITY OF OPERATIONS—COMMAND AND CONTROL.** During a short or prolonged emergency, "command and control" of contingency operations and overall direction of routine College business can be sustained, indefinitely, from any one of the three Emergency Operation Center (EOC) locations described in Paragraph I.C of the basic plan (LCSC ERP-1). Each of the designated EOCs meets the following criteria: redundant connectivity with outside communication and data lines, space for senior decision makers to receive briefings/updates from the COOP Team, working space for the COOP Team members and augmentees, and private conference space in which the President and Cabinet members can convene to review, discuss, and decide upon courses of action. Each of the EOC locations, both on and off the main campus, can operate on a 24-hour/7-days per week basis, if necessary.
6. **RELOCATION OF LCSC OPERATIONS.** It is not possible to predict the actual circumstances that might pertain during a relocation of some—or all—LCSC operations to alternate locations following a natural or man-made disaster. In the event that portions of the LCSC main campus or Outreach Centers were to be rendered unusable for a short period of time (up to three months in duration), the President would direct the staff to develop options for coordination with local community officials for SBOE approval. [Minor disruptions would be accommodated by reallocating or sharing LCSC facilities not immediately impacted by the disaster or emergency]. The Director of Public Safety, under the supervisory direction of the appropriate Vice President, will assist Executive Leadership in the development and execution of real-world relocation of functions away from current LCSC facilities.

The following options may be considered for short-term (defined by the state as off-site operations less than three months in duration) or long-term (defined by the state as off-site operations of three months or longer):

- A) Suspending/delaying, canceling, or terminating classes (depending on the time period within the semester in which the disruption occurs), followed by resumption of “normal” schedule. Options could include giving students credit for courses when all key course objectives have been met, using normal “break periods” to make up missed class days, re-starting an entire semester if a disaster closes down operations shortly after the beginning of the semester, etc.
 - B) “Doubling up” use of LCSC facilities which have not been impacted—conducting courses during nights, weekends, or other low load periods.
 - C) Sharing (most likely, “time sharing”) other educational facilities in the immediate vicinity of the LCSC main campus or Outreach Centers. For example, arrangements might be made (and Memorandums of Understanding/Agreement established) to use Lewiston High School and/or Jenifer Junior High School facilities during periods after the normal K-12 instructional day.
 - D) Diverting students and/or faculty to join, or jointly use, academic programs at the University of Idaho, or other nearby college facilities not directly impacted by the disaster/emergency.
7. **LCSC SUPPORT OF RELOCATION OPERATIONS BY OTHER INSTITUTIONS.** It is possible that LCSC might be spared from the disaster/emergency conditions which might force another educational institution to relocate all or part of its operations to LCSC facilities within the region. The same staff planning and execution steps outlined above will be used in the event LCSC is called upon by the SBOE to bed down operations from a sister unit.
8. **EMERGENCY SUPPORT FACILITIES ON LCSC CAMPUS.** At the request of the North Central District Health Department or other agency, support for a local health care crises could be assisted by the Student Health department located in the Sam Glenn Complex (nurse on duty during normal business hours). The Nursing/Health Sciences Division is staffed by many experienced health professionals, but the primary source of emergency medical services is through local hospitals/emergency rooms, and regular health-care providers.
- A) **Shelter Operations:** The Williams Conference Center has a capacity of 674, and can be used for a short-term shelter or as a marshalling point from which individuals can be forwarded to other emergency receiving areas. The Activity Center has a capacity of 3,600 and can be used as an emergency shelter. An MOA is on file with the Red Cross and the local grade school, Webster Elementary.

APPENDIX G: EMERGENCY PHONE NUMBERS (For Official Business Use Only)

KEY CONTACT NUMBERS: Emergency Coordinator POC List

(This list has not been updated by the State of ID)

AGENCY	PHONE / FAX
State Communications Center /Emergency Ops Center	1-800-632-8000 1-877-554-3367 F: 208-846-7610
University of Idaho VP- HR President's Office	885-3478 or 3638 F:885-6365 F: 5668
North Idaho College (NIC) VP-Adm, Dir Campus Safety	769-3340 or 3342 F: 3431
Idaho Career & Technical Education (CTE) Federal Oversight Compliance Coord.	208-429-5500 x5531 F: 2365
ID Educational Services for the Deaf & Blind (IESDB) Superintendent, ISDB Dir of Finance	208-934-4457 F-8352
Idaho State Board of EDU (OSBE) - Exec Dir (EXD) Matt Freeman - OSBE/OPO Ops/Performance Ofcr - OSBE/PAO	Office 208-334-2270 F-2632 208-332-1571
Idaho State Dept. Education (SDE) Facilities & Boundaries	208-332-6800 F: 208-334-2228
OTHER AGENCIES	PHONE / FAX
Idaho Office of Emergency Management - Preparedness & Protection - Admin Specialist - Hazardous Materials	208-258-6500 (office) F: 208-422-3044 208-258-6544 208-258-6591 1-800-632-8000
Nez Perce County - Director of Emergency Management	208-799-3084 em@co.nezperce.id.us
Public Health - North Central District Health Department	208-799-3100
Red Cross - NP director	208-947-4357
Kootenai County -Office of Emergency Management	208-446-1775

ID NAT'L GUARD - Joint Operations Center	208-272-5755
ID Health & Welfare - Region 2 Director	208-799-4338
National Weather Service (NOAA)	208-334-9860
FBI (Lewiston Ofc) Emer# (Salt Lake City, Utah)	208-746-3440 801-579-1400

SBOE EMERGENCY COORDINATOR POC LIST (Institutions/Agencies under SBOE)

AGENCY	PHONE / FAX	ADDRESS / EMAIL
U of Idaho - Director of Public Safety and Security	208-885-7054 (o) Also, the Vandal Security number (24/7 access) is 208-874-7550 or 7054	875 Perimeter Drive MS 2285, Moscow ID 83844-2285
U of I in Cd'A - Center Executive Officer	208-292-1737 (o)	875 Perimeter Drive MS 2285, Moscow ID 83844
BSU – Asst Dir, Emergency Mgmt	Phone: (208) 426-3638 Fax: 208-426-4976	Department: Public Safety - Emergency Management Office Location: Capitol Village #2 Mail Stop: 1291
ISU- Director of Emergency Management	208-282-2426,	921 So. 8th Avenue, Stop 8140 Pocatello, Idaho 83209
ISU Meridian	208-282-2515	pubsafe@isu.edu 1311 Central Dr. Meridian, ID 83642
LCSC – VPFA	208-792-2040	500 8th Ave. Lewiston, ID 83501
CSI – Director of Public Safety	Direct Line: 208-732-6860 Safety Department: 208-732-6605	P. O. Box 1238 315 Falls Twin Falls, ID 83303-1238
CWI – President Bert Glandon Vice President of Operations Craig Brown	Bert Glandon: 208-562-3200 Craig Brown Phone: 208-562-3412	bertglandon@cwidaho.cc craigbrown@cwidaho.cc
NIC		1000 W. Garden Ave. Coeur

		d'Alene ID. 83814 1000 W. Garden Ave. Coeur d'Alene ID. 83814
EITC - (CEI) Rick Aman, President Byron Miles, VPFA	Rick Aman: 208-535-5366 (O) 208-850-6707 (Cell) Byron Miles 208-553-5387	1600 S 25 th East Idaho Falls, ID 83404 rick.aman@cei.edu byron.miles@cei.edu
ID Vocational Rehabilitation (IDVR) Jane Donnellan, Admin	208-334-3390 x113 F-5305	
Idaho Educational Services for the Deaf & Blind Chief of Maintenance, Ken Allison Dir of Finance, Bonnie Marshall	208-934-4457 F-8352	Ken.allison@iesdb.org Bonnie.marshall@iesdb.org
IPTV - Personnel Director	208-373-7220 F-7245 800-543-6868	
ISL – Ann Joslin State Librarian	208-639-4166	Ann.joslin@libraries.idaho.gov
Idaho State Historical Society Executive Director – Janet Gallimore	208-334-2682 F-2774	janet.gallimore@ishs.idaho.gov
Idaho State Board of EDU (OSBE) - Matt Freeman, Exec Dir Ops/Performance Officer	Office, 208-334-2270 F-2632 208-332-1571	board@osbe.idaho.gov matt.freemen@osbe.idaho.gov
Idaho State Dept. Education (SDE) - Super. of Public Instruction, Sherri Ybarra Facilities & Boundaries	Office, 208-332-6800 208-332-6815 F-2228	info@sde.idaho.gov
OTHER AGENCIES	PHONE / FAX	ADDRESS / EMAIL

Idaho Office of Emergency Management - Director, Brad Richy -IDEOC Prog. Coordinator, Cherylyn Murphy	208-258-6500 F-3044 208-258-6538	servicedesk@its.idaho.gov
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-Law Enforcement Line -Preparedness Chief, Ben Roeber -HAZMAT, Jeff Rylee	208-846-7676 208-258-6544 208-258-6524	icic@fusion.idaho.gov
Ada City-County Director of Emergency Management	208-577-4750	
ID NAT'L GUARD Commanders Hotline	208-801-4210	
Dept. of Administration - Capitol Mall Security -Ch, Facility Services -Statewide Security Mgr -Badge Guru Lance Wyatt -ITRMC Staff -State Controller's Office, Brandon D. Woolf	208-332-1824 Emr/208-334-2222 Bus/208-334-3468 208-332-1937 208-332-1960 208-332-1932 208-605-4071 208-332-3100	accesscard@adm.idaho.gov
ID Health & Welfare Erin Floyd	208-332-7206	FloydE@dhw.idaho.gov
Nat'l Weather. Service (NOAA) - Troy Lindquist	208-334-9538	troy.lindquist@noaa.gov (www.wrh.noaa.gov/boise)
TV & RADIO STATIONS: - KAID/Boise & KIPT/T.F. - KUID/Moscow - KISU/Pocatello -KLEW/Lewiston	208-373-7220 885-1226 F- 5711 208-282-3691 208-746-2636 F- 4819	idptv@idahoptv.org kuid-office@idahoptv.org kisufm91@gmail.com news@klewstv.com
Micron Technology Inc. -Safety Manager	208-368-4000 F- 4617	8000 S. Federal Way P.O. Box 6 Boise, ID 83707-0006

1. LCSC EMERGENCY PHONE NOTIFICATION LIST (“Phone Trees”) [Note: recall rosters contain personal information provided by permission of the listed individuals, and therefore considered confidential. DO NOT release this information to unauthorized individuals.]
 - A. Individual copies of the LCSC telephone notification/recall tree are distributed to assigned personnel by their respective units. Information copies of the current “phone tree” should be forwarded electronically to the Risk Manager. Phone trees shall be updated continuously and verified no later than 30 September each year. Phone trees shall include all LCSC employees, including incidental help and student workers as well as volunteers. The list is posted upon completion on the Emergency Management Drive by Risk Management.

- B. Each permanent party faculty and staff member should maintain a copy of his/her portion of the LCSC “telephone notification tree” where it is readily accessible at work and at home.
- C. During normal duty hours, use office phones and/or attempt to contact individuals in or near your work area directly.
- D. In case of Emergency Notification after normal business hours, call the home phone number of the person below you.
- E. The phone tree notification procedure will be initiated by the President, or the President’s designated representative
 - 1) President’s Executive Assistant will begin by phoning the people at the top of each column. They, in turn, will phone the person below them, and so on, until all listed personnel receive notification.
 - 2) If someone does not answer after 10 rings, go on to the next listed person to keep the chain moving, then come back to call the missed person again (for at least a second attempt).
 - 3) If the caller reaches an answering machine, leave a message and go to the next person in the chain.
 - 4) Pass the names of any person not contacted in your chain (by you, or anyone above you on the list) to the next person on the list.
 - 5) The last person contacted in each chain should phone the LCSC information line (792-5272 = 792-LCSC) or the EOC, if activated, and advise that the notifications are complete for their chain and the names of any individuals not contacted. In the event the information line or the EOC number is not useable, attempt to contact any LCSC supervisor by any available means of communication.

APPENDIX H: LCSC Public Address System (Emergency Notification System) Procedures

Background: The majority (but not all) of the buildings on LCSC's Lewiston campus have been equipped with a combination public address and strobe light system that can be used to alert people on campus of emergencies, direct evacuations, or pass vital voice messages. Access to the system is possible through three handsets located in the President's Office, Physical Plant, and Public Safety. Quick reaction instructions are posted at these three sites, along with copies of the complete operating instructions for this system. Because some key facilities are not included in this network, it is envisioned that the Emergency Notification System would be a backup (or would have to be backed up by other communication modes). Among the key facilities that are not equipped are the Activity Center, College Place (residence hall), and Clearwater Hall (residence hall). An outline on use of the system (from technical manuals provided by the local contractor, Fisher) is provided below:

To make an emergency announcement:

- For all the buildings, lift the handset, press "All Call" and make your announcement. Replace the handset when finished. [Strobes will also be activated]
- For individual buildings, lift the handset and press the labeled button for the building(s) you need and make your announcement. Replace the handset when finished.

DIRECTORY OF LCSC AUDIO/VISUAL PUBLIC ADDRESS SYSTEM

Building	Line
Administration Bldg	1
Library	2
Meriwether Lewis Hall (MLH)	3
Thomas Jefferson Hall	4
Talkington Hall	5
Day Care	6
Industrial Agriculture (East Wittman)	7
Spalding Hall	8
Clark Hall	9
Williams Conference Center (WCC)	10
Mechanical Technical Bldg	11
Sam Glenn Complex	12
Physical Plant	13
Reid Hall	14
Sacajawea Hall	15
Student Union Building	16

Quick Response (no time to fumble through instructions):

To make an emergency announcement to all equipped buildings, with strobes flashing, lift handset, press ALL CALL, make announcement.

APPENDIX I: List of Acronyms, Definitions of Terms

BSC	Building Safety Coordinator
CBRN	Chemical, Biological, Radiological, Nuclear [replacing “WMD” in most literature]
COOP	Continuity of Operations
DHS	Department of Homeland Security
DSEP	Director of Security and Emergency Preparedness
EET	Exercise Evaluation Team
ENS	Emergency Notification System
EOC	Emergency Operations Center
EPRT	Emergency Plan Review Team (same members as COS)
ERP	Emergency Response Plan
EOT	Emergency Operations Team same as the EPRT and COOP Team
EXD	Executive Director of SBOE
FEMA	Federal Emergency Management Agency
First Responders	Professional emergency personnel (Fire, Police, Medical, etc) who are first on the scene
HRS	Human Resource Services
IOEM	Idaho Office of Emergency Management (formally Idaho Bureau of Homeland Security (under authority Military Division/State Adjutant General)
IED	Improvised Explosive Device
LCSC	Lewis-Clark State College
MOA/MOU	Memorandum of Agreement/Understanding
NIMS	National Incident Management System
OPR	Office of Primary Responsibility
OSC	On-Scene Commander
OSBE	Office of State Board of Education
PIO	Public Information Officer (Director of Communications and Marketing)
POC	Point of Contact
RDD	Radiological Dispersal Device
SBOE	State Board of Education (also, "Board")
SOP	Standard Operating Procedures
T-WMD	Terrorism-and/or Weapons of Mass Destruction (Nuclear, Biological,
Chemical) WMD	Weapon(s) of Mass Destruction (see “CBRN” above)

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