

Emergency Response Procedures & Hazard Information

Any condition that could harm or threaten LCSC employees, students, or visitors constitutes a good reason to call for emergency assistance. ALWAYS REMAIN CALM AND EXERCISE GOOD JUDGMENT. When in doubt, remember: "Better safe than sorry."

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 take action 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 Contingency Operations Staff (if activated), Physical Plant, Security, 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 - 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.

1. 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.
- I. 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.
- J. See Appendix C for the LCSC Evacuation Plan and Appendix I for Public Address System Operation.

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

1. **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.]
Immediate and direct threats of violence in the workplace include:
 - A. person knowingly causes or threatens to cause bodily harm or property damage
 - B. person recklessly causes serious public inconvenience or disruption including, but not limited to, evacuation of a building/classroom or place of assembly
 - C. 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
 - D. person states that he/she has taken steps to commit suicide or harm others or threatens to commit suicide
2. **Response to Immediate Direct Threats of Violence**
 - A. get out of immediate danger, call 911
 - B. as soon as practical notify Campus Security
 - C. alert your supervisor and/or the President's Office (792-2216)
3. **ACTIVE SHOOTER/THREAT on Campus Guidelines – Get out! Hide out! Take out!**
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.

- A. 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.
- B. 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.
- C. 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.
- D. 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!

4. **HOSTAGE SITUATIONS on Campus**

- A. Take cover—protect yourself and those near you; call 911
- B. Analyze the situation—follow instructions of first responders
- C. 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
- D. When law enforcement officials are engaging with perpetrators, keep low and immobile—don't make yourself a target of opportunity
- E. Assailants may be working singly or as a team; maintain extreme vigilance until “all clear” is sounded
- F. Render first aid assistance to casualties in your immediate area
- G. 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

5. Non-specific threats of violence include:

- A. Person states that someone “should be” harmed or that damage “should be” done to a building, area, group of people, etc.
- B. Person states the world would be better off without him/her
- C. Person talks about how the use of a weapon would solve problems
- D. Person talks about their intent to harm another/others; this would include the discovery of a “To-Kill” list
- E. Person is focused on injustices, betrayal, unjust treatment, etc.
- F. Person is preoccupied with thoughts of death of themselves or others—can't focus on work
- G. Person is despondent and she/he is drinking or using drugs to cope

6. Response to Non-Specific Threats of Violence:

- A. 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
- B. Do not try to diagnose or “fix” the person's problems
- C. Do not set yourself up as an authority regarding the person's problems
- D. 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

7. 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 Campus Security 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.**

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

8. **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 Security immediately. If danger is imminent, phone 911. Once police arrive, allow them to take charge of the situation; follow their instructions. Campus Security will notify the President's Office and other applicable offices.

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

- A. Peaceful, Non-Obstructive Demonstration; in general, do not interrupt this kind of demonstration.
 - 1) attempt to conduct business as normally as possible
 - 2) if demonstrators are asked to leave at regular facility closing time but refuse to do so, arrangements will be made by Security to monitor the situation and a determination will be made to treat the violation of regular closing hours as a disruptive demonstration
- B. Non-Violent, Disruptive Behavior or Demonstrations:
 - 1) in the event that disruptive behavior interferes with the learning environment or normal business (even if staff has calmed the situation); Campus Security should be notified for follow up and/or to just document the occurrence in case of future incidents
 - 2) in the event that a demonstration blocks access to the office or building or interferes with the normal business; Security (or local police officials) will ask demonstrators to stop the disruptive activity i.e. move to another location
 - 3) 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

- 4) 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
- 5) efforts should be made to secure positive identification of demonstrators, whenever practical

C. Violent, Disruptive Demonstrations:

- 1) 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.
- 2) the police and/or other responding agencies will handle the situation.

9. **MEDICAL EMERGENCIES:** Serious medical emergency (heart attack, loss of consciousness, extreme pain, other serious bodily injury):

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

10. **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:

- A virus/worm affecting multiple systems;
 - Intrusion or damage to:
 - Web site or page
 - Computer system or network
 - Wireless access
 - Cell phones, smartphones
 - Laptops, tablet computers
 - Fax machines
 - Voice mail
 - Voice over IP (VOIP) systems
- A. Report cyber incidents immediately to the IT Help Desk at 792-2231
 - B. Prevent incidents by not clicking on links or opening attachment from unknown emails
 - C. If you suspect/know your computer has been compromised:
 - 1) Document any unusual activity on your computer
 - 2) Do not turn off your computer
 - 3) Do not attempt to close any pages

11. FIRE and SMOKE:

- A. Alert people in immediate area - Evacuate the Area - Then call 911
- B. Contact Campus Security as soon as it is safe to do so for assistance
- C. Unless a fire is small and easily extinguished, alert others, activate a fire alarm and evacuate
- D. Never enter a smoke-filled room. Feel doors for heat; Never open a door that is hot to the touch
- E. When heavy smoke is present, stay close to the floor
- F. 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.

12. 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.

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

13. GAS LEAKS: Alert people in immediate area – Evacuate the Area – Then call 911

- A. Contact Campus Security as soon as it is safe to do so for assistance
- B. If you detect natural gas or propane odor near source of leak, attempt to shutoff/cutoff gas, if practical
- C. Extinguish flames, do not activate electric equipment or switches or other sources of potential sparks
- D. Ventilate area, if practical (open doors, windows to provide fresh air source)
- E. Seek medical assistance for any persons who may have been exposed to gas or fumes (including suspected cases of carbon monoxide poisoning).

14. HAZARDOUS MATERIALS: Alert people in immediate area - Evacuate the Area - Then call 911

- A. Contact Campus Security as soon as it is safe to do so for assistance
- B. 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

- C. Advise emergency responders if anyone has inhaled, had skin or eye contact, or ingested any hazardous substance. (Save the container or warning labels if it is safe to do so.)
- D. If a spill involves only a very small amount of chemical material, and if possible without endangering yourself or other personnel, confine the spill. **AVOID BEING TRAPPED**

NATURAL DISASTERS/HAZARDS:

15. STORMS AND TORNADOES: Seek Shelter Immediately

- A. Tornadoes are not common in this area but may occur with little or no warning. The Lewis-Clark Valley does 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
- B. 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
- C. Avoid auditoriums, gymnasiums, or other areas with wide, free span roofs
- D. 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
- E. If in an automobile, follow the same rules as outlined above
- F. The National Weather Service issues severe weather warnings using the following terms:
 - 1) A tornado watch means that tornadoes could develop in the designated area
 - 2) A tornado warning means that a tornado has actually been sighted in the area or is indicated by radar
 - 3) A severe thunderstorm watch indicates the possibility of thunderstorms, frequent lightning and/or damaging winds, hail, and heavy rain
 - 4) A severe thunderstorm warning means that a severe thunderstorm has actually been sighted in the area or is indicated by radar

16. 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.

- A. Warn personnel to leave below-ground-level areas (basements)
- B. 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
- C. Check with authorities before using/drinking water from public utility/piped systems.

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

- A. Do not rush outside. Move away from windows and outside walls
- B. Get under sturdy furniture and hold on; if it moves, move with it
- C. If no other heavy furniture/structural protection is available, seek cover against an interior wall and protect your head with your arms

- D. Do not attempt to restrain leaning or falling objects unless they endanger your life
- E. When the shaking stops, move cautiously to the outside and observe your surroundings for hazards
- F. Stay away from windows, tall furniture, and other objects that could fall
- G. If outdoors, stay there and move into the open well away from overhangs, power lines, trees, and all large or tall structures
- H. **DO NOT GO BACK INTO BUILDINGS.** Do not use building elevators until officials have assured you that they are safe
- I. If you detect natural gas or any foreign odors, do not use matches or candles
- J. Do not use landline or mobile telephones except for genuine emergency calls
- K. Expect long delays for emergency assistance after a serious quake.

18. **VOLCANIC ERUPTIONS:** In the event of significant volcanic ash fall . . .

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

19. **ELECTRICAL POWER SHORTAGES AND OUTAGES:** Emergency Action and Communications Procedures:

- A. 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
- B. 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
- C. 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
- D. Situation 3: Unscheduled, sudden and widespread power outage occurs

- 1) 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!).
- 2) 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.
- 3) 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.
- 4) Use caution in dark stairwells; Use exterior stairwells with windows whenever possible
- 5) Refer to LCSC Evacuation Plan
- 6) Do not return to an evacuated building until cleared by officials
- 7) President/designee will decide if LCSC personnel are released to go home or should wait in immediate area.

20. ELEVATOR ENTRAPMENT:

- A. Do not use elevators in the event of fire or earthquakes or power failures—use stairs or ramps
- B. 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
- C. 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
- D. Carefully follow the instructions of the response/rescue team
- E. 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
- F. 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
- G. If you are passing by an elevator and discover that someone is trapped inside, notify Campus Security or Physical Plant immediately. If no response, contact the Fire Department (911)
- H. 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 (Security, Physical Plant) or external responders (Fire Dept.) of the elevator entrapment
- I. 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.

21. INFLUENZA PANDEMIC SITUATIONS

- A. Background: An influenza (flu) pandemic refers to a widespread (likely global) epidemic of a strain of influenza virus, 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. There were

three major influenza pandemics in the 20th century: the most severe (the “Spanish Flu” epidemic of 1918-1919) caused at least 675,000 deaths in the U.S. and approximately 50 million deaths worldwide (if extrapolated to today’s global population that would equate to 450 million deaths). Scientists and health officials are carefully watching the current Avian Flu (H5N1) strain in the event that it should mutate into a more transmissible form and spread (through bird-to-human and/or human-to-human contact) beyond its current footholds in Asia, the Middle East, Africa, and Europe.

- B. Symptoms: Unlike seasonal flu, strains of pandemic influenzas may have a more severe effect on healthy and young adults than on the very young and elderly. 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. Note that it would be very difficult to distinguish the initial symptoms of pandemic flu from those of seasonal flu. The Pandemic Planning Task Force for the American College Health Association notes a person may be able to transmit the (pandemic) flu virus up to 72 hours before they experience flu-like symptoms. Allowing the outbreak to “sneak up on a College...by the time the first person gets sick, hundreds or even thousands of others on campus could already be infected.” To illustrate the potential impact on LCSC personnel if a pandemic strain with the same morbidity rate (20-40%) and mortality rate (1.5%) as the Spanish Flu were to occur, the number of students/staff/faculty who would get sick would be roughly 800 to 1,600, and the number of deaths would be approximately 62. That number could fluctuate dramatically depending on the characteristics of the infectious agent. Beyond the direct impacts of flu casualties, 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.)
- C. 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. 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-virals 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:
- 1) Frequent hand-washing with soap and water or waterless sanitizing gel or alcohol hand wipes
 - 2) Bolster the immune system by drinking adequate liquids, keeping in good physical shape, getting sufficient sleep/rest, and good nutrition
 - 3) Consult with official sources before traveling into possible Bird Flu affected areas
 - 4) Avoid travel into H5N1-affected areas, especially if you are sick
 - 5) If traveling to an affected area is unavoidable, obtain anti-virals (e.g., Oseltamvir) from your health care provider
 - 6) Practice SOCIAL DISTANCING: try to keep at least 3 feet away from people who are coughing or sneezing
 - 7) In affected areas, avoid contact with birds (including wild and domestic birds and poultry, farms, bird droppings and possibly contaminated surfaces)
 - 8) Insure that any eggs or poultry products are well-cooked (minimum 165 degrees)
 - 9) Seek early medical assistance for fever or influenza-like symptoms during or after travel to an H5N1 area.

- D. If you become sick:
- 1) Use disposable tissues to cover mouth and nose when coughing or sneezing—discard after use—wash hands
 - 2) Wash hands prior to touching face, mouth, nose, and before eating
 - 3) Use SOCIAL DISTANCING (keep at least 3 feet from others) to lessen chances of sharing your infection
 - 4) Use a mask if directed to do so by health care providers or public authorities
- E. Isolation/Quarantine: Isolation refers to measures to separate persons who have contracted a specific infectious disease from persons who are healthy and restriction of the infected person's movement to prevent spread of the disease.
- 1) People in isolation may be cared for in their homes by their families, in hospitals, or in other health care facilities
 - 2) Isolation is usually voluntary, but federal, state, and local agencies have the authority to compel isolation in order to protect the general public
- F. Quarantine refers to the separation and restriction of movement of persons who are not yet ill, but have been exposed to an infectious agent
- G. Strategies for dealing with a Pandemic Influenza Outbreak that Impacts LCSC or the Local Region: It is highly unlikely that LCSC would be the point of origin or site of initial outbreak of an influenza pandemic. A likely scenario is that a virulent strain of flu (highly transmissible with a very high morbidity/mortality rate. For example, if H5N1 were to mutate into such a form) would be detected elsewhere in the United States or in our local region, and that nation-wide emergency response efforts would be in place prior to—or contemporaneously with—LCSC's reaction to a crisis. Unlike most of the other emergency situations described in this annex, an influenza pandemic would unfold over days, weeks, and months (rather than instantaneously), albeit inexorably. Two basic approaches are touched upon briefly, below. These are individual actions that could be taken by LCSC employees, students, and their families to prepare themselves for a pandemic disaster, and corporate actions that could be taken by the College to prepare for such a contingency, mitigate the effects of the pandemic on LCSC people, and eventual restoration of operations by the institutions.
- 1) Individual Actions: In addition to the personal prevention measures (sanitary practices, etc.) described above, the following actions could help you and your family prepare for the disruptions 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 tide you over through periods of isolation or limited access to pharmacies or stores.
 - c) Talk with family members/loved ones on how you 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 for use by you and those with you (who they can contact to get help, names of family, employer, relatives, etc.)
 - g) The use of a face mask will provide a moderate form of protection. Note: common face masks have tended to have very limited effectiveness in past viral

epidemics. If you choose to use a face mask ensure it is H5N1 compliant. 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 radio and television broadcasts and the Internet.
- 2) Corporate Actions: In the event of an influenza pandemic emergency affecting LCSC, it would be essential for College leaders to assess the situation quickly and take steps quickly 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) Prompt decision on if, when and how operations would be methodically wound down in the event of a pandemic that already has (or threatens to) spread to LCSC personnel. As a rule of thumb, any situation that disrupted normal operations for three or more weeks in duration would likely lead to a decision to terminate the ongoing semester.
 - c) Phased drawdown of instructional programs and facilities operations into mothball status. Depending upon the time of the year at the declaration of emergency:
 - i. Delay or postponement of the beginning of a new semester.
 - ii. Early termination of a semester near completion (with full credit to students) or mid-semester cessation of classes, refunds if possible, annotation of work completed for future credit, etc.)
 - iii. Early notification to 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. 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. Disposition of any research animals, live cultures, and laboratory sets that are perishable.
 - d) During a period in which LCSC facilities are “moth-balled”—provisions for IT needs (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).
 - e) Implementation, as required, of the IT Disaster Recovery Plan to preserve critical programs and data.
 - f) Coordination of volunteer activities through Lewis-Clark Service Corps/Volunteer Center
 - g) Liaison with Idaho Emergency Operations Center (and local, state, and federal response agencies) through the LCSC Emergency Operations Center (EOC).
 - h) Early decision on phasing 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) Coordinated 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 of 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 effort (see Annex F); establish MOUs with other institutions, work with State/Federal authorities to remunerate employees, provide refunds to disrupted students, provide support to enable applicants to begin or resume education, reopen and repair any moth-balled facilities or systems, etc.
 - n) 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.
- 3) Coordination of Planning/Training Efforts: The Vice President for Finance and Administrative Services (VPFA) or their designee 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 influenza contingencies.

H. Additional References: The following sources provide helpful information for pandemic influenza planning, and would be a key source of assistance in the event of an actual emergency:
<http://www.pandemicflu.gov>
<http://www.cdc.gov/flu/avian/gen-info/pandemics.htm>
<http://www.who.int/en/>

If you plan to travel to Southeast Asia (or other regions that may be affected by Avian Flu, check the Center for Disease Control (CDC) website for travel advisories 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

22. BOMB THREATS

Any person receiving a bomb threat should remain calm and attempt to obtain as much information as possible from the caller using the checklist (below). If the Threat is IMMEDIATE: EVACUATE the building or facility unless otherwise directed by LCSC or government officials. DIAL 911 from the nearest telephone and inform authorities of the situation, including all the information you received. If time permits, fill in the Bomb Threat Checklist before leaving the area, or immediately after reaching a safe area. Refer any media questions and external inquiries to President's Office or College Communications. If you see any unusual or suspicious item(s), report it to emergency response personnel. Do not touch, tamper with, or move suspicious objects, or confront persons acting suspiciously.

*** Bomb Threat Checklist is separate on next full page to be printed off and kept by each phone ***

BOMB THREAT CHECKLIST: (Keep copies immediately available for emergency use)

Questions to ask:

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

Exact language of the threat: _____

Person on the phone:

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

Voice on the phone:

Normal _____ Accent _____ Calm _____ Stutter _____ Soft _____ Distinct _____

Familiar _____ Stressed _____ Disguised _____ Slow _____ Deep _____ Lisp _____

Clearing throat _____ Squeaky _____ Slurred _____ Angry _____ Loud _____

Deep breathing _____ Cracking voice _____ Intoxicated _____

Nasal _____ Deep _____ Slow _____ Nasal _____ Whispered _____

Laughing _____ Crying _____ Ragged _____ Rapid excitement _____ Other _____

Background Sounds:

Street _____ Factory machines _____ Animal noises _____ Voices _____ Clear _____

Static _____ PA System _____ Music _____ Local _____ Long Distance _____

Motor _____ Booth _____ House Noise _____ Office machinery _____

Other: (describe) _____

Threat Language:

Well-spoken _____ Incoherent _____ Foul _____ Taped _____ Irrational _____

Read prepared message _____ Other: _____

Caller ID information _____

Time and Duration of Call _____

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

A. GENERAL INSTRUCTIONS:

- 1) DO NOT shake, sniff, or excessively handle the item
- 2) 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)
- 3) WASH YOUR HANDS with soap and warm water immediately

(Review sections below for more detailed situations and instructions.)

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

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

C. SUSPICIOUS POWDER SPILLS OUT OF ENVELOPE

- 1) DO NOT ATTEMPT TO CLEAN IT UP. This may spread the material.
- 2) DO NOT TOUCH OR SMELL IT. Let the experts analyze it later.
- 3) 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 disbursement of the material.
- 4) NOTIFY your Supervisor, Security, or local law enforcement IMMEDIATELY
- 5) DO NOT ATTEMPT TO BRUSH OFF YOUR CLOTHING. This may spread the material into air conditioners, other office personnel, etc.
- 6) SHUT OFF DIRECT AIR SOURCES: fans, A/C, air vents, etc, in the immediate area
- 7) 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!

D. PACKAGE MARKED WITH THREATENING MESSAGE

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

E. AEROSOLIZED PACKAGE, SMALL EXPLOSION, or LETTER STATING "ANTHRAX (or any Biological Agent) IN VENTILATION SYSTEM"

- 1) If possible, place item in a zip-lock plastic bag; any plastic bag will do.
- 2) LEAVE the ROOM and notify security, supervisor, and/or local law enforcement.
- 3) SHUT DOWN A/C, air vents, or contact someone about getting it done immediately.
- 4) If in a single confined building; Consider EVACUATION of the facility.
- 5) Remain a safe distance away, but in the immediate area; Emergency Responders what you know.
- 6) 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.

F. WHOM TO CALL

- 1) Police - Dial 911, DO NOT waste time with routine business phone numbers.
- 2) FBI (Boise) Field Office - 208-344-7843
- 3) Idaho State Police - 208-846-7500
- 4) LCSC Director of Security – 792-2226
- 5) LCSC Physical Plant – 792-2247

G. 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

24. **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).

- A. 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.
- B. 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.
- C. 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.”

- D. 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.
- 1) 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.
- E. 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.
- F. 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
- 1) If threat is received by letter, email, etc.) Call 911 immediately:
 - 2) Also, IMMEDIATELY NOTIFY THE FBI FIELD OFFICE (Salt Lake City) and/or IDAHO STATE POLICE, any time you receive such a threat or feel strongly that such a threat exists.
- G. 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:
- 1) Close and lock all windows and exterior doors
 - 2) Turn off all fans, heating and air conditioning systems
 - 3) If available, get your office disaster supplies kit and make sure the radio and/or television is on
 - 4) If possible, go to an interior room, without windows, that is at ground level
 - 5) 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
 - 6) Stay in place and monitor radio or television until you are told all is safe or you are told to evacuate.
- H. SPECIFIC HAZARD—AGENT INFORMATION
- 1) 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.
 - 2) 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.

- 3) 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.
- 4) 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).
- 5) 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

- d) 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.

- e) 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.
- 6) 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.
- 7) 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.

I. T-WMD SITUATIONS AND ASSUMPTIONS

- 1) 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.
- 2) Assumptions. Although situations may vary, planning assumptions remain the same.
- 3) 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.

- J. 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).

- 1) 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.

LCSC EVACUATION PROCEDURES

The information below on LCSC building evacuation procedures.

General evacuation procedures that apply to all buildings. Every building has a Building Evacuation Coordinator (BEC) and possibly a Building Evacuation Monitor (BEM). These individuals assist in the evacuation planning and implementation of emergency response in conjunction with Campus Security.

- 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 (WITCOM)
 - 3) Notify the Building Evacuation Coordinator (BEC) or Building Evacuation Monitor (BEM) for the building. If you cannot promptly contact the BEC or BEM, 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 Security	2226, 2815
President's Office	2216
Provost/Vice President for Academic Affairs	2213
Vice President for Administrative Services	2240
Vice President for Student Affairs	2218
Dean for Academic Programs	2325
Dean for Professional-Technical Programs	2225
Dean for Community Programs / Governmental Relations	2282
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 (Security, 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 Campus Security.

B. Building Evacuation Coordinator (BEC) Duties

The primary responsibilities of Building Evacuation Coordinators (BECs) are to:

- 1) Upon appointment as BEC, contact Campus Security to receive orientation and training on BEC duties and the LCSC Emergency Response Plan.
- 2) Designate one or more Building Evacuation Monitors (BEMs), if needed, to assist (or act in the absence of) the BEC with evacuation procedures. BEMs 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 BEM under the direct supervision of the Director of Residence Life who is designated as BEC.]
- 3) Ensure that BEMs (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 as your primary reference when you conduct initial and follow-on evacuation training for the employees who work in your building. BEMs (especially in situations where employees from multiple organizations share the same facility) may assist the BEC with evacuation training. Document training and notify VPFA or Security 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) Designate “buddies” to assist disabled individuals during emergencies, as described above.
- 7) Review the Building Evacuation Plan at least once a year and update as necessary. Notify Campus Security immediately if any changes/updates.
- 8) Conduct an evacuation drill or simulation for the building at least once each calendar year. Notify VPFA, Security, or other Administration to coordinate your drill in cases where your exercise may impact other units. During testing of the Fisher System in buildings that are fitted with the alarm, BEC’s will ensure the strobes are working properly and the alarm volume is sufficient.
- 9) 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.

List of Building Evacuation Coordinators (BECs) by position. Please contact Campus Security immediately (792-2226 or security@lcsc.edu) if there are changes to any items on the BEC list.]

BUILDING EVACUATION COORDINATORS (BECs) January 2018

BUILDING	BEC	PHONE 792-
Activity Center	Andrew Ryerson	x2366
Activity Center West	Jayson Ulrich	x2670
Administration Building	Theresa Chrisman	x2240
Advancement Building	Sheila Bond	x2458
AIC Pi'amkinwaas	Sam White Temple	x2744
Art Building	Ray Esparsen	x2255
Center for Arts & History	Jennifer Opdahl	x2447
Clark Hall	Debbie Kolstad	x2053
Coeur d'Alene Harbor Center	Rocky Owens	666-6707
College Place	Debbie Kolstad	x2053
Clearwater Hall	Debbie Kolstad	x2053
Clearwater Hall SBDC/ALC	Donna Callahan	x2238
Expedition Hall	Doris Swinford	x2866
KinderCollege (Day Care)	Sarah Wimer	x2254
Harris Field	Andrew Ryerson	x2366
Intl Learning & Living Center	Ross Carlton	x2292
Library	Johanna Bjork	x2395
Meriwether Lewis Hall	Connie Hallen	x2295
Mech. Tech./Whitman	Nadine Walters	x2360
Music Building	Sam White Temple	x2744
Parrish House	Debbie Kolstad	x2053
Physical Plant	Tom Garrison	x2247
President's Residence	Tony Fernandez	x2216
Reid Centennial Hall	John Bender	x2313
Sacajawea Hall	Megan Spence	x2404
Sam Glenn Complex	Joelle Candler	x2626
Spalding Hall	N/A	xxxxx
SUB/WCC	Jeannette Klobetanz	x2333
Tennis Center	Kai Fong	x2309
Talkington Hall	Debbie Kolstad	x2053
Thomas Jefferson Hall	Geri Seale	x2293
NLTC - Workforce Training	Kendra Jensen	x2388

Notes:

1. The Day Care Center (KinderCollege) may request a van to transport children to a safe location.