**STATE BOARD OF EDUCATION MEETING**
**December 8-9, 2010**
**North Idaho College**
**1000 West Garden Ave**
**Student Union Building**
**Lake Coeur d'Alene Room, 2nd floor**
**Coeur d'Alene, Idaho**

**Wednesday, December 8, 2010, 5:30 pm, Holiday Inn Express, 2300 Seltice Way, Coeur d'Alene**

**EXECUTIVE SESSION (Closed to the Public)**

1. Lewis-Clark State College

   A motion to hold an executive session pursuant to Idaho Code Sections 67-2345(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

**Thursday, December 9, 2010, 8:30 am, North Idaho College, Student Union Building, Lake Coeur d'Alene Room**

**BOARDWORK**

1. Agenda Review / Approval
2. Minutes Review / Approval
3. Rolling Calendar

**OPEN FORUM**

**CONSENT AGENDA**

**BAHR – SECTION I – HR**

1. Boise State University - New Positions & Changes to Positions
2. Idaho State University - New Positions
3. University of Idaho - New Positions

**PPGAC**

4. Alcohol Permits Issued by University Presidents

STATE BOARD OF EDUCATION
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## PLANNING, POLICY & GOVERNMENTAL AFFAIRS

1. North Idaho College Report
2. Presidents' Council Report
3. ACT Annual Report
4. State Board of Education Strategic Plan
5. Institution Emergency Operations Plans
6. Athletic Scheduling
7. ISBA Legislative Agenda
8. Board Policy I.E.
9. Board Policy I.J.

## BUSINESS AFFAIRS & HUMAN RESOURCES

### Section I – Human Resources

1. Revisions to Model Coach Contracts & Amendment to Board Policy – Section II.H. – Policies Regarding Coaching Personnel and Athletic Directors – 2nd Reading
2. Optional Retirement Plan – VALIC Conversion to Mutual Fund Platform

### Section II – Finance

1. Net Asset Balances – College & Universities
2. Amendment to Board Policy – Section V.M. – Intellectual Property – 2nd Reading
3. Amendment to Board Policy – Section V.D. – Fiscal Officer, Banking and Investments – 1st Reading
4. Amendment to Board Policy – Section V.R. – Self Support Fees – 1st Reading
5. Amendments to Board Policy - Section V.R.3. – Definitions and Types of Tuition and Fees, and Section V.Q.1. Revenue Deposited into Account, 1st Reading
6. Student Tuition and Fees – Authorize Institutions to Request Fees in Excess of 10%
7. Boise State University – Dependent Fee Waiver Pilot Program
8. Boise State University – TECenter Remodel
9. Boise State University – Lincoln Ave Student Housing
10. Boise State University – Proposed Stadium Expansion


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11. University of Idaho – Naming of Art & Architecture Interdisciplinary Studio Complex
12. Lewis-Clark State College – Settlement Agreement – College Place

**INSTRUCTION, RESEARCH & STUDENT AFFAIRS**

1. College of Western Idaho – Approval of Notice of Intent: Termination of Designated Professional-Technical Education Program and Option
2. College of Western Idaho – Approval of Notice of Intent: Inactivation of Designated Professional-Technical Education Program
3. Appointment of Idaho Experimental Program to Stimulate Competitive Research (EPSCoR) Committee Members
4. Waiver of Board Policy III.Q.4.c., Placement in Entry-Level College Courses

**DEPARTMENT OF EDUCATION**

1. Superintendent's Update
2. Amend Temporary/Pending Rule – Docket 08-0203-1001

If auxiliary aids or services are needed for individuals with disabilities, or if you wish to speak during the Open Forum, please contact the Board office at 334-2270 no later than two days before the meeting. While the Board attempts to address items in the listed order, some items may be addressed by the Board prior to or after the order listed.


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1. Agenda Approval

Changes or additions to the agenda

**A motion to approve the agenda as posted.**

2. Minutes Approval

**BOARD ACTION**

**A motion to approve the minutes from the September 28, 2010 Special Board meet, the October 13-14, 2010 Regular Board meeting and the November 17, 2010 Special Board meeting as submitted.**

3. Rolling Calendar

**BOARD ACTION**

**A motion to set December 7-8, 2011 as the date and the College of Western Idaho as the location for the December 2011 regularly scheduled Board meeting.**

**STATE BOARD OF EDUCATION**
**TRUSTEES OF BOISE STATE UNIVERSITY**
**TRUSTEES OF IDAHO STATE UNIVERSITY**
**TRUSTEES OF LEWIS-CLARK STATE COLLEGE**
**BOARD OF REGENTS OF THE UNIVERSITY OF IDAHO**
**STATE BOARD FOR PROFESSIONAL-TECHNICAL EDUCATION**
**TRUSTEES FOR THE IDAHO SCHOOL FOR THE DEAF AND THE BLIND**

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**DRAFT MINUTES**
**STATE BOARD OF EDUCATION**
**September 28, 2010**
**Special Teleconference Meeting**
**Boise, ID**

A special teleconference meeting of the State Board of Education was held September 28, 2010. It originated from the Board office in Boise Idaho. Board President Richard Westerberg presided and called the meeting to order at 10:05 a.m. A roll call of participants was taken.

**Present:**

Richard Westerberg, President
Don Soltman, Secretary
Milford Terrell
Rod Lewis
Ken Edmunds, Vice President
Paul Agidius
Tom Luna, State Superintendent
Emma Atchley

A roll call of participants was conducted. Ken Edmunds joined the meeting in progress.

**REGULAR BUSINESS**

Temporary Rule – IDAPA 08.02.03.004.07, Incorporated by Reference – Idaho Standards Achievement Tests – Alternate (ISAT-ALT) Reading, Language Usage, Mathematics, and Science

**M/S (Agidius/Lewis): To approve the Proficiency Level Achievement Scores and Performance Level Descriptors for the Idaho Standards Achievement Tests-Alternate in Reading, Language Usage, Mathematics and Science, as submitted. Motion carried unanimously.**

**M/S (Agidius/Lewis): to approve the temporary rule IDAPA 08.02.03.004.07, Rules Governing Thoroughness, Incorporation by Reference, the Idaho Alternative Assessment Extended Achievement Standards, as submitted. Motion carried unanimously.**

Tom Luna introduced this item. He noted that Carissa Miller from the State Department of Education was available to answer questions and provide more detail.

**M/S (Agidius/Edmunds): To adjourn at 10:11 a.m. Motion carried unanimously.**

**STATE BOARD OF EDUCATION**
**TRUSTEES OF BOISE STATE UNIVERSITY**
**TRUSTEES OF IDAHO STATE UNIVERSITY**
**TRUSTEES OF LEWIS-CLARK STATE COLLEGE**
**BOARD OF REGENTS OF THE UNIVERSITY OF IDAHO**
**STATE BOARD FOR PROFESSIONAL-TECHNICAL EDUCATION**
**TRUSTEES FOR THE IDAHO SCHOOL FOR THE DEAF AND THE BLIND**

**DRAFT MINUTES**
**STATE BOARD OF EDUCATION**
**October 13-14, 2010**
**Lewis-Clark State College**
**Williams Conference Center**
**Lewiston, Idaho**

A regularly scheduled meeting of the State Board of Education was held October 13-14, 2010 at Lewis-Clark State College in Lewiston, Idaho.

**Present:**

Richard Westerberg, President
Don Soltman, Secretary
Emma Atchley
Rod Lewis
Ken Edmunds, Vice President
Paul Agidius
Milford Terrell
Tom Luna, State Superintendent

**Wednesday, October 13, 2010**

The Board meeting was called to order at 2:15 p.m. on Wednesday, October 13, 2010. The meeting was held at Lewis-Clark State College in the Williams Conference Center.

**BOARDWORK**

1. Agenda Review and Approval

**By unanimous consent, the agenda was approved as posted.**

2. Minutes Review and Approval

**M/S (Soltman/Atchley): To approve the minutes from the August 11-12, 2010 Regular Board meeting and the August 17, 2010 Special Board meeting. Motion carried unanimously.**

3. Rolling Calendar

**M/S (Edmunds/Soltman): To set October 19-20, 2011 as the date and Lewis-Clark State College as the location for the October 2011 regularly scheduled Board meeting. Motion carried unanimously.**

**PERFORMANCE MEASURE PRESENTATION**

Board member Soltman introduced this item. He introduced Selena Grace of the Board office to present the detailed report. She indicated that selected data relevant to the Board's strategic plan was included in her presentation. It was noted that additional information related to the performance measures reports for each institution and agency are included in the Board's agenda materials.

Representatives of all the institutions and agencies came forward to comment and respond to questions. Ms. Grace asked the Board members, and the institution and agency representatives to let her know what additional types of data they think should be included in future reports.

Board President Westerberg raised a question about how the benchmarks were set. Ms. Grace explained that this effort is the first go-around of setting truly attainable benchmarks; identifying relevant and meaningful benchmarks is the goal. They came out of the discussions that were conducted by the Board. Some goals are annual, others are long-range. Board member Edmunds asked the Board to have goals that stretch over a period of time

Mr. Westerberg asked how each of the benchmarks tied to the strategic plans of the agencies and institutions. Executive Director Rush pointed out that the benchmarks the Board is looking at were set in April, 2010. The data being reported at this meeting is from FY 2010; so this data is not specifically tied to the benchmarks set last spring.

***Goal I – Objective A:***

The Board agreed it would be helpful to aggregate the data being provided it so that Board can use it for accountability and decision making.

Board member Lewis noted that the report demonstrates increases without perspective in terms of what is going on in the environment, for example population growth and other demographics. Dr. Kustra of Boise State University indicated that the performance measures report from BSU does include the demographic perspective.

Board member Edmunds noted that access and affordability seem to be lumped together. Ms. Grace explained it that the institutions serve various populations, so feedback from the Board on this point will help the Board staff to know what to collect and report in the future. State Superintendent Luna reminded everyone that all the high schools and colleges will be connected to the Idaho Education Network (IEN) in the next few years which will make it possible to collect and report the data.

Dr. Vailas of Idaho State University suggested the Board set up a workshop or some other venue to explain exactly what standard it wants the institutions and agencies to follow so they all know exactly what the Board would like to have in terms of data. That would help achieve some level of conformity.

As a side note, Representative John Ruchti was acknowledged in the audience.

***Goal I – Objective B:***

Board member Soltman noted that the benchmarks apply to secondary education and wondered if they are attainable. Mr. Luna explained that the class of 2013 is required to take

one of three tests during their high school career. He pointed out that Idaho is a bit above the national average. While the goal is high, and not an easy goal to achieve, it is a realistic goal. That goal demonstrates the Department's best efforts to have all students be proficient.

Board member Atchley asked about the rating of instructors based on this metric, particularly the possibility that teachers are teaching to the test. Mr. Luna reported that these are the standards which have been identified as what students need to know; they are comparable to others nationwide. Once the standards are indentified, the curriculum is aligned to the standards. He explained that local schools and districts choose which textbooks they want to use in order to make sure those standards are taught and met.

Board member Edmunds asked about the WWAMI program and how to incentivize more students to come. A WWAMI representative was invited to comment. He noted that each state in the WWAMI program has a different incentive program. He explained that Idaho's incentive program includes loan repayment. The hope is that the fund will grow large enough to be a good recruitment tool to bring physicians back into Idaho. Mr. Edmunds suggested they be more aggressive.

Mr. Edmunds expressed concern about the need for more math and science teachers, and how the Board might solve that problem. Mr. Luna indicated that IEN will help deliver high quality instruction without having to have a teacher move to that location. Another idea is for the Colleges of Education to find ways to attract students already in math and science degree programs into teacher education programs. Mr. Luna indicated that discussions have and begun on this point. Some of the Colleges of Education are already working to find a way offer graduates a quick transition and route to attaining a teaching certificate. It was noted that a career ladder needs to be in place for the hard-to-fill teacher positions and incentives to attract them.

On that same note, Ann Stephens of the Division of Professional-Technical Education explained that the Division is looking at alternative ways to qualify teachers in the technical programs; for example in agriculture, engineering and technology. This allows people to be successful in entering the teaching profession, while at the same time meeting the need.

Ms. Grace indicated that there is nothing specific in the Board's current strategic plan that targets the recruitment of people into teacher education, but that can be added.

***Goal I – Objective C:***

Board member Lewis asked about the benchmark for weighted cost-per-credit. Ms. Grace clarified that the data provided in this report is from a prior year, before that benchmark was indentified. It will be included in future reports.

Board member Edmunds commented on the number of students attending research institutions and raised the point of effective and efficient delivery of education. He wondered if there is an optimum size for a university in terms of enrollment. Dr. Vailas pointed out that the issue of efficiency and the cost of delivery of education is complicated. Some institutions nationally have a requirement for the number of online courses they must offer; that helps keep the cost down for the student. Other factors impacting efficiency include the lack of resources, lack of classroom space, and the lack of instructors.

Dr. Kustra commented that there have been a number of discussions related to retention data. He pointed to the need to put the strategic plans in perspective in terms of each of the

institutions. The different institutions have different retention rates based on the local economy, location, demographics, etc. He reminded the Board that metropolitan universities are different because they are more likely to have students who commute each day, and purposely attend part-time to obtain their education or their degree. Colleges and universities that are not metropolitan are more apt to have students who live on campus and attend full-time. He reminded the Board of the importance of comparing Idaho's institutions to peer institutions in terms of retention, and not to each other.

Dr. Beck of the College of Southern Idaho explained that CSI was dependent on capacity building and workload adjustment funds. Over the past three years those funds have diminished. As a result, CSI's student fees will ultimately surpass what the College gets through state funding and local tax dollars.

Board President Westerberg pointed out that the objective is to see more graduates. He suggested that the data is already available to back-into the cost-per-credit detail that Mr. Lewis asked about.

Board member Lewis noted that from a big picture standpoint, the Board needs to determine if the overall system in place now meets the needs. The Board must continue to identify where the gaps and needs are, and determine what to do about those. A recent example is how the College of Western Idaho filled a gap; now it is being flooded in terms of enrollment which shows how great the need was and is. Mr. Lewis suggested that the Board look around the country to see how other education entities went about the effort of assessing their existing higher education structures and implementing change. Mr. Westerberg commented on the need to have data, based on best practices, drive those efforts and conclusions.

Mr. Lewis raised a question about the 60% goal. Dr. Rush explained that the 60% goal is part of the Complete College America effort. It includes initiatives that have been suggested nationally. Each initiative requires significant work in order to carry it out. The Board office will need 1.5 FTE to work on this. Dr. Rush is optimistic the Board can make progress on meeting this goal.

***Goal I – Objective D:***

Board member Edmunds asked about the percentage of high school graduates and the current benchmark being used. Ms. Grace noted that one of the next steps of the Complete College America effort relates to steps states can take to meet the goal. Mr. Edmunds suggested that the transition number is too low. Ms. Grace will follow up on that point.

***Goal I – Objective E:***

Related to remediation, Mr. Luna indicated that there is a perception that the community colleges are there primarily to provide remediation to students so they can go onto university. He suggested should not be the role of community colleges; it's unacceptable for high schools to graduate students who need remediation in the first place.

Board member Soltman indicated that it is important to identify the schools and districts that are graduating students who need remediation. Mr. Luna noted that the Longitudinal Data System will provide that kind of detail. Mr. Luna pointed out that one of the goals of the common core standard is that schools make the student college-ready. He went on to ask the institutions to look at those common core standards to make sure that they are focused in the right area and that they will achieve their purpose. If those are not the right standards, the Department needs

to know.

Ms. Grace explained that Idaho doesn't have a single threshold for when remediation is required; institutions identify their own. Dr. Rush pointed out that the institutions may even have programmatic thresholds based on the course or program. He also suggested that is not a bad thing because different programs have different requirements. He noted that the SAT and ACT tests don't even measure the same things; and the COMPASS is different from both of them. Mr. Luna explained that when Idaho adopts the common core standards, the assessment tool will be redesigned as part of the effort.

In terms of the benchmarks in the STEM area, they are tied to degrees in the STEM areas, but not to the specific fields. This is a point to follow up on. Ms. Grace noted this is an area that needs more analysis to determine what specific data needs to be collected.

Board member Edmunds indicated that the Board needs to determine how to identify the state workforce needs. In terms of what degrees or certificates are needed, Dr. Rush pointed out that it is difficult to determine what the future needs will be. He explained that the Department of Labor methodology for predicting job growth is restricted. Their study strategy doesn't reflect changes in employment based on developments in research or jobs associated with new occupations. However, for short-term training jobs and occupations, their data is good.

Dr. Rush discussed a study out of Georgetown University which was a very sophisticated analysis of the workforce data. Dr. Nellis of the University of Idaho commented on a report from the National Academy of Sciences built on the Rising Storm study. It suggests that Idaho is falling behind in meeting the need in every area: four-year degrees, technical degrees, certificates, etc.

***Goal II – Objective A:***

Dr. Kustra pointed to a difficulty between Goal II and Objective A. Critical thinking suggests that it's a goal that should impact every student; yet it's measuring competitive grants and others that only touch a small number of students. He raised a question as to whether there is enough of a relationship between the objective and measurement. If this plan is a work-in-progress he'd suggest going back to make sure this objective has a meaningful performance measure.

Dr. Tony Fernandez of Lewis-Clark State College indicated that LCSC had the same issue with this performance measure. LCSC gives a test every three years that measures students against other students in terms of critical thinking.

Dr. Vailas suggested that one measure should show how competitive the students are versus how competitive the faculty is. One way to measure that is the awards or recognitions earned by students.

Board member Lewis suggested this goes back to quality and asked how the institutions measure that. Research is not an adequate proxy for this. Dr. Nellis agreed that competitive research is only one point; graduation rates, placement rates, acceptance rates at law school or graduate school, and how they compare nationally with other scholars are others. UI has been having further discussion as to what metrics they want to track.

Dr. Vailas added that this is very important and some time should be devoted to this. It is not only important to the institutions, but also in terms of educating the public about this. There needs to be a way to profile success and focus on the quality issues. Dr. Nellis pointed out that

it varies by mission and by institution, and by the curriculum they participate in.

Board President Westerberg noted that there was agreement that this objective needs more refinement. He indicated this would be an interesting topic for the IRSA committee to discuss.

Mr. Edmunds suggested there is a quantity versus quality issue that has not been addressed.

***Goal III – Objective A:***

Board member Edmunds raised a point about the Longitudinal Data System, suggesting that the Board be aggressive in expanding it beyond the K-12 system.

At the conclusion of the presentation and discussion, Board member Soltman thanked Ms. Grace and other Board staff for the time and effort put into this presentation.

At 5:30 p.m. a motion was entertained to hold an Executive Session.

**M/S (Edmunds/Luna): To go into Executive Session at 5:30 p.m. for the purpose of:**

**(1) Related to Eastern Idaho Technical College -- pursuant to Idaho Code Sections 67-2345(1) (b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member, or individual agent, and pursuant to Idaho Code 67-2345(a) (d) to consider documents that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code.**

**(2) Related to the State Board of Education -- pursuant to Idaho code Section 67-2345(1)(b) to consider the evaluation of a public officer, employee, staff member, or individual agent, and pursuant to Idaho Code Section 67-2345(1)(a) to consider a public officer, employee, staff member or individual agent.**

**A roll call vote was taken; motion passed unanimously.**

During Executive Session, the Board considered the following: (1) related to Eastern Idaho Technical College, a personnel issue and documents exempt from public disclosure; and (2) related to the State Board of Education, a personnel issue.

The Board went out of executive session at 7:00 p.m. and adjourned for the evening.

**Thursday, October 14, 2010**

The Board reconvened at 8:00 a.m. to take up regular Board business. Board President Westerberg presided. He recognized Representative Liz Chavez from Lewiston who was in the audience. Mr. Westerberg then took an opportunity to comment on various events, initiatives, and accomplishments that have taken place at the institutions and agencies over the past few months.

**OPEN FORUM**

Chris Ellis, Northwest Career Colleges Federation, addressed the Board. She thanked the Board for the work done over the past few years to bring credibility and accountability to the private and career colleges in Idaho. She noted that there are still several changes that need to be made in Idaho Code to improve the situation. One has to do with exemptions based on how often a class is offered, the second is in section 33-2408 related to contemplated actions, and

the third is found in section 33-2409 regarding penalties. She will work with the Board office on those changes.

Paul Joyce, Vice Chair of the University of Idaho Faculty Senate, addressed the Board. He read a letter written to Dr. Cole, Chair of the ISU Faculty Senate in response to recent reorganization efforts at ISU. The letter spoke about ISU's IGAC and the proposed plan to create four new committees. The letter urged ISU to maintain the critical role of the faculty in that effort.

Dr. Harold Crook, Faculty Chair of Lewis-Clark State College addressed the Board. He talked briefly about governance. He noted that they favor innovation in higher education and finding ways to improve education. He suggested that ISU's IGAC's effort to create four new committees is a mistake. He pointed out that faculty are in charge of curriculum and research. He advocated for stronger faculty governance; strengthening the faculty senate is essential.

Dr. Owen McDougal, Chair of the BSU Faculty Senate addressed the Board. He discussed the cooperative effort between BSU's faculty and administration in the past to accomplish equity and to include the input and views of the faculty. He suggested that the present situation at ISU is the same in that time needs to be spent to address concerns and to involve faculty in the reorganization process. He noted that the primary purpose of higher education is to improve and provide quality education in Idaho. He observed that a good leader must not only have the idea, but also be able to get constituent buy in, and then implement change and endure transition. Without buy-in, change can happen but it leads to chaos and crisis. He encouraged that the Board assign an external mediator to help resolve the situation at ISU.

**DISTINGUISHED SCHOOLS & ADDITIONAL YEARLY GROWH AWARDS**

The Board took this opportunity to announce the Distinguished School Award and the Additional Yearly Growth awards as follows:

<u>2010 Idaho Distinguish Schools</u>

- Peregrine Elementary School, Meridian Joint School District
- Whittier Elementary School, Boise Independent School District (Principal Derek Gardner was on hand to receive the award in person.)

<u>2010 Idaho Additional Yearly Growth Schools</u>

- Hailey Elementary School, Blaine County Joint School District
- Mountain View Elementary School, Cassia County Joint School District
- Peregrine Elementary School, Meridian Joint School District
- Whittier Elementary School, Boise Independent School District (Principal Derek Gardner was on hand to receive the award in person.)
- Priest River Lamanna High School, West Bonner County School District (Principal Shelly Brooks was on hand to receive the award in person.)
- Horizon Elementary School, Jerome County School District
- Downey Elementary School, Marsh Valley School District
- Jefferson Elementary School, Pocatello/Chubbuck School District
- Winton Elementary School, Coeur d'Alene School District

**CONSENT AGENDA**

**M/S (Terrell/Edmunds): To accept the consent agenda as modified. Motion carried**

**unanimously.**

Board member Lewis asked to move item 7 of the Consent Agenda to the regular IRSA agenda to allow for further discussion.

**By unanimous consent, the Board agreed to this action.**

1. BAHR – Section I – Boise State University – New Positions

**By unanimous consent the Board approved the request by Boise State University for eight (8) new positions (8.0 FTE) supported by appropriated and local funds and to increase the term of four (4) positions (4.0 FTE) supported by appropriated and local funds.**

2. BAHR – Section I – Idaho State University – New Positions

**By unanimous consent the Board approved the request by Idaho State University for eight (8) new positions (7.5 FTE) and a title change on one (1) faculty position (1.0 FTE) supported by grant, local and appropriated funds.**

3. BAHR – Section I – University of Idaho – New Positions

**By unanimous consent the Board approved the request by the University of Idaho to establish eight (8) new positions (8.0 FTE) supported by appropriated and non-appropriated funds.**

4. BAHR – Section I – Lewis-Clark State College – New Positions and Change to Positions

**By unanimous consent the Board approved the request by Lewis-Clark State College to establish two (2) new positions (1.40 FTE) supported by grant funds.**

5. BAHR – Section I – Eastern Idaho Technical College – Change to Position

**By unanimous consent the Board approved the request by Eastern Idaho Technical College to change one (1) position (1.0 FTE) supported by appropriated funds.**

6. BAHR – Section II – FY 2010 Carryover Funds

**By unanimous consent the Board approved the requests by Boise State University, Idaho State University, University of Idaho, Lewis-Clark State College, Idaho Dental Education Program, UI Agricultural Research and Extension Service, and WWAMI Medical Education Program, to carry over authorized but unspent non-General Funds in the amounts specified in the agenda materials from FY 2010 to FY 2011 and to be used for non-recurring expenditures.**

7. MOVED TO the regular IRSA agenda

8. PPGAC – Alcohol Permits Issued by University Presidents

**By unanimous consent the Board accepted the report as submitted.**

**PLANNING, POLICY, AND GOVERNMENTAL AFFAIRS**

1. Lewis-Clark State College – Annual Report

Interim President Tony Fernandez presented the LCSC annual report. He was joined by Harold Crook, Chair of Faculty Senate, Jonelle McCoy, Associated Student Body President, and Sandra Koepl, Associated Student Body Vice President.

Dr. Fernandez summarized the role and mission of the College. He noted the primary areas of emphasis at the College include nursing, professional technical education, teacher education, and social work education. He highlighted points of the College's strategic plan and indicated it is an excellent fit with the Board's strategic plan. Dr. Fernandez discussed the planning process noting that input is collected from stakeholders including teachers and students. In addition to this process there are administrative initiatives/guidances that are underway.

Dr. Fernandez reported that the College had a successful accreditation last year. The final report was presented this past spring in Seattle to Dr. Thomas, Dr. Fernandez, and Chet Herbst. It included six commendations. There was one recommendation to continue to develop measureable learning objectives and appropriate assessment measurements consistently across the curriculum, and use the results to improve teaching and learning at the College.

Dr. Fernandez indicated that there is specialized accreditation of some of the College's programs including B.S. Nursing, Teacher Education, Medical Assistant, and Practical Nursing. He also noted that the professional technical programs are meeting workforce needs with a placement rate of 91%. Related to outreach, classrooms have been set up in Coeur d'Alene in coordination with North Idaho College and the University of Idaho.

Dr. Fernandez discussed the efforts of the College in the areas of research, grants, and funding. There is an advancement campaign underway by the LCSC Foundation. He thanked the professional, classified, and teaching staff of the College. He also thanked the students of the LCSC for their dedication to the College, the community, and to education in Idaho.

Board member Terrell thanked Dr. Fernandez for his report.

2. Presidents' Council Report

Burton Waite, President of Eastern Idaho Technical College, reported to the Board on behalf of the Presidents' Council. He noted that the Board agenda included highlights of items covered at the recent Council meetings. He reported that the Council met with the Governor; one clear message from that meeting was that the knowledge that is created out of the higher education institutions of Idaho is a driving force for the economic health of the state. Those efforts need to be supported and emphasized.

Dr. Kustra added that BSU Provost Sona Andrews has accepted another position out-of-state and will be leaving BSU. Dr. Martin Schimpf, Dean of the College of Arts and Sciences, will be the Interim Provost.

3. Idaho Commission on Hispanic Affairs – Three-Year Comprehensive Education Plan

**M/S (Edmunds/Atchley): To accept the Three-Year Comprehensive Plan as provided by Idaho Commission on Hispanic Affairs. Motion carried unanimously.**

Margie Gonzales appeared to discuss the work being done to address the academic gaps in Idaho. She is the Executive Director of the Idaho Commission of Hispanic Affairs. Ms. Gonzales provided a brief background of the work of the Commission over the years. She introduced Ms. Lisa Salazar to present the report.

Ms. Salazar noted that Hispanic students in Idaho lag behind their counterparts in basic areas. The Hispanic population in Idaho is growing. She reported that a summit was conducted on "Educational Excellence About Hispanic Affairs" which provided educators, community leaders, policy makers, and interested members of the public with a forum for networking and exchanging information about current education issues and needs within the Hispanic community. A follow-up report, "Bridging the Educational Gap for Hispanic Students in Idaho: Three-Year Comprehensive Plan," resulted.

Five areas of focus are identified in the plan: Standards and Accountability, Programmatic Initiatives, Pipeline for Teacher Training, Pipeline for Community Empowerment, and Pipeline for Infrastructure. The plan aligns with the Board's strategic plan goal of a well educated citizenry and the objectives outlined therein. The plan looks at proficiency in elementary and secondary education, high school dropout rates, and go-to-college rates for Idaho's Hispanic populations. The details of the plan have been provided to the Board.

Board member Terrell referred to ISAT data related to 10$^{th}$ grade reading scores and noted the drop in the scores for all students. State Superintendent Luna responded by pointing out that when the Board decided to eliminate the ISAT Fall Test, students no longer had the opportunity to take the test twice and bank their results. Mr. Terrell asked about bringing the test back. Mr. Luna indicated that the partnership that Idaho is working on with other states will completely revamp the testing system over the next two to three years. Spending money on assessments that have been eliminated doesn't make sense. It makes better sense for funding be directed to future efforts.

Ms. Salazar indicated that Board support for the Commission's efforts would be helpful in getting schools to provide the Commission with the information it needs to do its work. Mr. Luna suggested that support must come from the highest level: the Governor's Office and the Legislature. He also noted that with the Longitudinal Data System in place, it will be easier to track how districts are using their dollars for Limited English Proficient students. He suggested that the state can outline the expectations and then address how the districts meet those expectations based on what the districts do to meet them. Ms. Gonzales noted that the data system will help them to know what types of measurable successes are helping to close the gap. Ms. Gonzales reiterated that the Commission is looking for a statement of support or an endorsement of its work; not funding.

Board member Lewis thanked the Commission for its persistent efforts. He asked if the plan addressed the cultural aspect of student learning in terms of helping parents to better understand, endorse, and convey to their children at home the importance of education. Ms. Gonzales indicated that there are a number of programs that were taken statewide to help train parents about their role and responsibilities.

Ms. Salazar noted that the average Hispanic parent has also changed their perspective on education over the years. They feel more empowered about their own options. Through various programs, parents are demonstrating a buy-in for their children to continue their education beyond the 8$^{th}$ grade, even going onto college.

Mr. Lewis encouraged that funds be directed towards the cultural aspect of the issue to continue changing the vision and goals. Mr. Luna noted that it's not necessarily that the culture doesn't value learning; the system needs to put an emphasis on making sure that students see relevance in what they are being taught, particularly for students in middle school and high school where you start to see students dropping out.

Mr. Edmunds reiterated that the Commission is not asking for funding from the state. He asked if the Commission will seek grant funding or partnerships and sponsorships. Ms. Gonzales indicated that they have partnerships and sponsorships in place, but will appreciate more involvement.

4. Legislative Process

Mark Browning of the Board Office presented this item. Board member Terrell expressed concern that only a few members of the Board determine what legislation will go forward. He strongly urged that every Board member be heard in terms of legislation. He recognized that timing can be an issue, but a process needs to be put into place to handle such situations.

Board member Soltman suggested an option would be for staff to conduct the requests through the Board President. Mr. Lewis noted that the Executive Committee and the President have the responsibility to consider items, but he agreed with Mr. Terrell that the whole Board needs to be involved.

Board member Agidius indicated that it was not possible to get a polling of the Board without violating the open meeting law. Mr. Terrell noted that the Board did talk about having workshops by phone, teleconference, or email in order to talk about these things. Even a special meeting would be a good venue, but it requires a 24 notice. Executive Director Rush indicated that another issue is proposals that come from legislators who are not ready to make those ideas public. Those would be problematic situations whereas the mature pieces of legislation would be easy to take to a special meeting.

Mr. Agidius suggested the problem still exists as to how information that is not ready to be made public can be shared without violating the open meeting law. Board counsel advised that personal conversations between Board members run the risk of being considered serial meetings.

Mr. Lewis indicated that the role of the Board President or staff is to be in those meetings with legislators. It was agreed that the Board President or staff could communicate that the Board would consider the idea, while emphasizing that they are not suggesting that there will be full Board support for the idea when it comes to a vote.

Executive Director Rush suggested that rather than entertaining a motion on this item, the Board be more aggressive in having special meetings to discuss possible legislation. Mr. Westerberg pointed out that if the Board can't be nimble and responsive to the Legislature, it becomes ineffective. He also suggested that there be routine special meetings during the legislative session to routinely talk about what comes up during the session. Mr. Lewis agreed that was a good idea. Dr. Rush indicated that the end of each week is the best time in terms of the legislative cycle.

At this time Ann Stephens introduced Dr. Vera McCrink, the new Associate Administrator for the Division of Professional-Technical Education. Dr. McCrink was formerly the Dean of Professional-Technical Education programs at the College of Western Idaho.

5. Legislation 2011

**M/S (Soltman/Terrell): To roll all of the proposed changes into one motion and direct the Executive Director to make any non-substantive changes as necessary as the legislation moves forward through the Governor's legislative process. Motion carried unanimously.**

Tracie Bent of the Board Office pointed out that the language of the legislative items presented here was previously reviewed.

Board member Edmunds clarified that the use of performance based budgeting does not require any legislative decision making, but is a decision made by the Board. He also clarified that in order to move forward on the Longitudinal Data System, higher education money will need to be used. Matt Freeman of the Board Office explained that in order to use any funds out of the higher education budgets, the Board would have to work with JFAC and legislative staff to get the legislative intent language written into the legislation. Dr. Rush indicated that the strategy that could be employed in this case is simply to create some legislative intent language that would allow for the flexibility to come up with the solutions the Board thinks might need to be implemented in 2012 for a Longitudinal Data System. Mr. Freeman explained that by November 1 the Board staff should have a better idea of what amount might be needed. He shared that one concept that is being looked at is to use some of the technology incentive money.

Board member Soltman clarified that legislative intent language would be brought to the Board at the December meeting. Board staff confirmed that point.

6. Board Policy I.E. – First Reading

**M/S (Soltman/Agidius): To approve the first reading of proposed amendments to Board Policy Section I.E. Executive Officers with the understanding that the wording would be changed to reflect the view of the Board. Motion carried unanimously.**

Board member Soltman presented this item. Board member Lewis referred to the policy and noted that the new language appears to make it possible for executive officers to receive supplemental salary compensation from other sources as long as they inform the Board. He suggested that it is important to define what supplemental salary compensation actually means.

Ms. Bent explained that the purpose of the language is for clarification of the intent. It is intended to make clear what activities are allowed, and that executive officers loyalty is to the Board and their duties as institution presidents.

Board member Lewis indicated he appreciated the attempt to clarify that point. He suggested that this item be deferred to allow for those changes to be made. He agreed that it would be okay to approve this item for first reading with the understanding that the language would be changed to address his concerns.

7. Board Policy I.J. – First Reading

**M/S (Agidius/Soltman): To approve the first reading of proposed amendments to Board Policy Section I.J. Use of Institutional Facilities and Services as submitted. Motion carried 5-3 (Luna, Terrell, and Lewis voted Nay).**

Board member Soltman presented this item. It was suggested that prior to the second reading language be included to clarify the serving of alcohol in suites.

Board member Lewis noted it was not clear to him that by inserting these requirements into policy how the rest of the restrictions regarding to serving alcohol at other events would apply. Ms. Bent clarified that all the other rules and restrictions would remain in place. This item simply allows for these specific pre-game football events.

Mr. Lewis asked for clarification on a number of points. How does paragraph 5 apply to what is put into paragraph 6? How do paragraphs 8, 9, 10 fit? What is meant by permitted events? In paragraph 10, where it says "sales will be confined to a certain area", what does that mean? Ms. Bent agreed to take another look to make sure that the language covers everything and that it is specified. Mr. Lewis asked if staff had gone through all the other permitted events to see what is applicable. He suggested it be thoroughly reviewed in the rest of the policy to make sure it is as thorough and consistent throughout. Ms. Bent agreed to follow up with that.

Board member Terrell asked what precipitated bringing this to the Board. Mr. Soltman noted that on a regular basis the Board gets requests to waive policy for these events. As a result of discussions by the Board, the Board determined to make a change in the policy. Mr. Terrell indicated that each institution has unique requests and that a single policy that sets forth a standard doesn't allow for the differentials. He would like to see more evidence that this will be helpful and that there are not loopholes.

Mr. Lewis noted this policy looks like it applies to all student athletic events. Ms. Bent indicated that was an oversight on her part; she will correct the first paragraph as it is meant to only apply to football games. Mr. Lewis indicated he will vote against the motion because he would like to see it better crafted. Mr. Terrell indicated he will vote against the motion because he has concerns about the need for the policy.

8. Idaho State University – Faculty Governance

Dr. Phil Cole, Chair of the Faculty Senate, and Michael Ellis, Vice Chair of the Faculty Senate appeared. Dr. Cole read a prepared statement, which was previously provided to the Board members related to ISU's IGAC report. Board President Westerberg pointed out that this is not an action item. The Board is not in a place to either accept or not accept the IGAC report. It is a work-in-progress.

Dr. Vailas responded that various faculty were involved in the effort. He accepted the report from scholars who studied the issues and agreed there are things that need further review in the report. Dr. Vailas pointed out that the real issue in this performance based operation concerns the role of the faculty senate versus the role of the colleges as the institution is restructuring.

**AUDIT**

1. Presentation of Institution Financial Statements

Board member Lewis introduced this item. All of the institutions were invited to present their FY 2010 Financial Statements and respond to questions. A copy of each presentation was provided to the Board for their information and review.

Stacy Pearson presented the FY 2010 Audit Summary for Boise State University. Board member Edmunds asked for clarification about the cost for a student to attend BSU. Mr. Lewis noted a reduction based on the transfer of the community college function to the College of Western Idaho.

Jim Fletcher presented the FY 2010 Audit Summary for ISU. Mr. Edmunds reiterated his comment related to the cost of education for students at ISU in terms of the demographic. Mr. Fletcher noted that ISU has a plan in place to expand the opportunity for student employment on the ISU campus. He also noted that ISU has run into capacity issues, including student housing.

Lloyd Mues presented the FY 2010 Audit Summary for UI. Board member Terrell thanked Mr. Mues for his report and commented on the useful information he provided, and suggested the same kind of report from each institution would be useful. Along that same line, Matt Freeman noted that all the institutions will provide the Board with a net assets report and a ratios report in December.

Chet Herbst presented the LCSC FY 2010 Audit Summary. He overviewed the College's financial situation. Mr. Lewis thanked Mr. Herbst and his staff for their hard work.

Burton Waite presented the EITC FY 2010 Audit Summary. Board member Edmunds noted a deficit in the operation. Mr. Waite indicated that EITC is very much aware of the situation and is looking at all costs to determine how to address it.

2. Financial Statements

**M/S (Luna/Terrell): To accept from the Audit Committee the Fiscal Year 2010 financial audit reports for Boise State University, University of Idaho, Lewis-Clark State College, and Eastern Idaho Technical College, as presented by Moss Adams LLP. Motion carried unanimously.**

Board member Lewis presented this item. He pointed out that a significant amount of time is spent in the Audit Committee discussing deficiencies, compliance issues, and internal controls and problems that may be uncovered.

Mary Case, Pam Cleaver, and Tammy Erickson of Moss Adams LLP were introduced. They provided an abbreviated report to the Board related to the financial audits they conducted for Boise State University, Idaho State University, Lewis-Clark State College, Eastern Idaho Technical College, and the University of Idaho. The Board members were provided with an Independent Auditor's Report and Financial Statement for the Year Ended June 30, 2010 for each institution. Those reports included the Management's Discussion and Analysis.

It was pointed out that ISU's final audit report had not yet been completed due to some staff issues and system challenges which delayed the University in getting their financial statements turned in on time. Jim Fletcher explained that an audit of the fiscal office prior to the audit report deadlines pointed to the need to reorganize and reassign staff so there isn't an extreme

dependency on one individual.

Mr. Edmunds noted again the negative trend at EITC in terms of operating net assets.

It was pointed out that FY 2010 is the sixth year that Moss Adams has conducted the audits. Mr. Lewis thanked them for a great job. Mr. Agidius noted that the work of the Audit Committee and the way the process has evolved.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**
**Section I – Human Resources**

1. Revised Model Coaches Contracts & Policy – First Reading

**M/S (Terrell/Agidius): To approve the first reading of proposed amendments to Board Policy Section II.H. Policies Regarding Coaching Personnel and Athletic Directors, and documents incorporated by reference therein, as presented. Motion carried unanimously.**

Board member Terrell introduced this item. Board member Lewis raised a question related to 5.2 and 5.2.2, Tab 1, page 13, as to what happens in the event the coaches' contract is terminated by convenience of the university and the obligation of the university should the coach be employed at a higher salary by another institution. Kent Nelson of UI noted it is not the intent of the universities and colleges to pay a coach who is terminated, and goes on to receive higher compensation in another job.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**
**Section II – Finance**

1. FY 2011 Sources and Uses Report

Board member Terrell introduced this item. This is an information item only. Mr. Terrell entertained questions.

Board President Westerberg referred to Tab 1 page 5 for clarification. Matt Freeman noted that the instruction line item itself is for faculty. Mr. Westerberg asked about the costs incident to instruction, overhead, etc. Mr. Freeman indicated that the line for institutional support and instructional support are specific to those costs.

Board member Lewis raised a question about how much revenue is derived from athletics. He emphasized the importance of preventing an institutional creep where more institutional funds than intended go towards athletics.

Mr. Westerberg clarified that his point was that athletic support has increased while instructional support has decreased. Mr. Terrell indicated that the Vice Presidents of Finance are continuing to look at these issues and policy change recommendations will follow as necessary.

2. FY 2011 Supplemental Approval – Proprietary Schools Spending Authority

**M/S (Terrell/Atchley): To revise the Office of the State Board of Education FY 2011 supplemental budget request for proprietary schools to increase operating expense spending authority from $3,000 to $20,000. Motion carried unanimously.**

3. FY 2012 Budget Request Line Item – Charter School Commission Director

**M/S (Terrell/Soltman): To approve the FY 2012 line item budget request for the Office of the State Board of Education for a Charter School Commission Director (1.0 FTE) and $117,400 in General Funds. Motion carried unanimously.**

4. FY 2012 Budget Request – WICHE Program Transfer to University of Utah

**M/S (Terrell/Soltman): To approve the FY 2012 budget request to transfer $31,600 from the WICHE optometry program to the University of Utah Medical Education Program. Motion carried unanimously.**

5. FY 2012 Budget Request Line Item – Technology Officer

**M/S (Terrell/Agidius): To approve the FY 2012 line item budget request for the Office of the State Board of Education for a Technology Program Manager (1.0 FTE) and $98,100 in General Funds. Motion carried unanimously.**

Board member Edmunds asked for clarification on this item. Matt Freeman pointed out that although it is one piece of the puzzle, it is essential to have a dedicated staff person at the Board office assigned to this responsibility. He noted that the Longitudinal Data System is an unfunded mandate and OSBE needs someone to manage it. He pointed out that in order to get this into the FY 2012 budget request, the motion needs to be considered at this time.

6. Amendment to Board Policy – Section V.M. – Intellectual Property – First Reading

**M/S (Terrell/Agidius): To approve the first reading of proposed amendments to Board Policy Section V.M. Intellectual Property as presented. Motion carried unanimously.**

Board member Lewis indicated his agreement with the policy in general. He noted that there are issues with the language, but he is agreeable to proceeding at this time as long as he can confer with Board staff to fine tune the wording. Executive Director Rush reported that this subject has been very well vetted along the way. Mr. Freeman noted that the Idaho Innovation Council and the Idaho Technology Council have been involved. He indicated that Board staff will continue to work with Mr. Lewis to fine tune the wording.

7. Amendment to Board Policy – Section V.R. – Differential Fees – First Reading

**M/S (Soltman/Agidius): To approve the first reading of proposed amendments to Board Policy Section V.R.3.b.vi, Differential Fees as presented. Motion failed 4-4 (Lewis, Luna, Terrell, and Edmunds voted Nay).**

Board member Terrell introduced this item. He noted that this concept has been thoroughly discussed and worked on for nearly two years. The history of this effort goes back even further. He urged the Board to either vote their approval at this meeting or to put the effort to rest. Mr. Terrell asked the institutions to comment.

Stacy Pearson of BSU reported that this effort was discussed in light of the overall fee and tuition policy. She indicated that the institutions are looking for a set of tools they can work with to support the institutions. Ms. Pearson noted that nationwide, the differential fees and

professional fees have come more into play. Self-support fees are another way of doing the same thing. Ms. Pearson reiterated this is a tool that will help the institutions and it sets a high bar.

Jim Fletcher of ISU indicated the University supports the concept of differential fees. He added that ISU stresses the point that where differential fees are implemented, there needs to be an offset elsewhere.

Lloyd Mues of the University of Idaho agreed this is a tool in the box. The institutions would like to have the tools, and understands that there would be procedures and standards that would be imposed.

Chet Herbst of LCSC indicated that the College would not be using differential fees, but supports the right for the institutions to come before to ask for it. He pointed out that the next step takes place when a request for professional fees is brought before the Board.

Board President Westerberg asked if there was any discussion of having a cost-based approach on all segments of tuition and fees. Mr. Fletcher indicated that is the approach taken in many private institutions. Mr. Westerberg asked about a scholarship offset program. It was clarified that would be an institution-by-institution approach.

Board member Lewis noted that this policy of differential fees rolls the Board down a path of increasing student costs over all; this is just an incremental approach to doing that. A cost-based approach may be something to consider.

Mr. Lewis indicated that Board staff did a great job trying to define the criteria. He suggested, from his understanding of the criteria, that it appeared nearly all the programs at the universities could qualify for differential fees. That puts additional burden on the students. Mr. Lewis suggested that this policy would move Idaho from a very transparent system to one that is not. As to the funds collected and where they are located at the institution, there will be problems over time when those funds are moved to other programs or needs. Mr. Agidius indicated that language under D.6 is infers that it could be applied for programs that are not high-cost.

Mr. Westerberg noted that if Idaho is going to fund higher education, it will have to find more funds. He indicated that there are segments of our degrees that are less able to pay the increases. This value component allows students who go into the job market to realize higher salaries.

Mr. Westerberg thanked everyone who worked on this effort.

8. Idaho State University – Land Gift Agreement – Bistline Park

**M/S (Terrell/Atchley): To approve the Gift Agreement as presented, which includes acceptance by the Idaho State University Foundation of a 13 acre parcel, a deed restriction on university-owned real property, and the naming of said property the "Beverly Bistline Park at Idaho State University." Motion carried unanimously.**

9. University of Idaho – Unified Communications Initiative

This is an information item with details provided to the Board in their agenda materials.

10. University of Idaho – Theophilus Tower Elevator Modernization and Life Safety Improvements

**M/S (Terrell/Agidius): To approve the request by the University of Idaho to implement a capital project to improve and upgrade the existing elevators in Theophilus Tower, a residential facility located on the Moscow campus of the University of Idaho, in the amount of $941,000. Approval includes the authority to execute all necessary consulting, construction and vendor contracts to implement the design and construction phases of the project. Motion carried unanimously.**

11. University of Idaho – Formation of an Applied Research Entity

**M/S (Terrell/ Soltman): To approve the request by the University of Idaho to participate in the formation of the applied research entity to be known as LASR and to enter into the proposed Operating Agreement, Loaned Employee Agreement and Services Agreement in substantial conformance with the documents attached to the Board materials. Motion carried unanimously.**

12. Idaho Educational Services for the Deaf and the Blind – Property Sublease – IESDB and Gooding Recreation District

**M/S (Terrell/Edmunds): To ratify the Gooding Recreation District's request to sub sublease the swimming pool on the campus of the Idaho School for the Deaf and the Blind to the North Canyon Medical Center, to approve the amended sublease between the Idaho Educational Services for the Deaf and the Blind and the Gooding Recreation District as presented. Also, to authorize the Executive Director of the State Board of Education to review and approve any changes to existing subleases, termination of subleases, or execution of new subleases pursuant to the terms of the lease. Motion carried unanimously.**

Bryan Darcy the new Acting Director for the education services for ISDB was introduced. He came forward to provide additional details and background related to this item. He noted that in the past this has been more of a hand-shake agreement. This request is an attempt to formalize that agreement.

**INSTRUCTION, RESEARCH, AND STUDENT AFFAIRS**

Board member Edmunds was excused for the remainder of the meeting at this time.

1. Idaho State University – Approval of Notice of Intent: Expand Doctor of Pharmacy to Meridian

**M/S (Atchley/Agidius): To approve the request by Idaho State University to expand its existing Doctor of Pharmacy program by permitting it to offer the first two years of such program at its Meridian campus. Motion carried unanimously.**

2. North Idaho College – Approval of Notice of Intent: New Electronic Medical Records Adoption for Healthcare Practices Postsecondary Certification Program

**M/S (Atchley/Soltman): To approve the request by North Idaho College to create a new postsecondary certificate program in Electronic Medical Adoption for Healthcare**

**Practices. Motion carried unanimously.**

Executive Director Rush noted that these professional-technical programs are governed by the Board through the Division of Professional-Technical Education.

3. Research Strategic Plan

Dr. John McIver, Director of Research at the University of Idaho, addressed the Board on behalf of all the research directors from the other institutions. He briefly outlined their collaborative approach to increase research activity among Idaho's public four-year institutions and the public and private sector in order to enhance opportunities for greater external funding.

Board President Westerberg noted there is a fair amount of information provided by the institutions. He asked for clarification to ascertain if those descriptions align with the role and mission of each institution. He urged the institutions to make sure that was the case.

Dr. McIver asked for feedback from the Board as they seek to move forward. Board member Soltman noted this is a great collaborative effort and urged them to continue.

4. University of Utah School of Medicine – Annual Report

Matt Freeman discussed this item for the benefit of the Board. He noted that the contract that the Board has with the University of Utah, School of Medicine requires them to provide an annual report to the Board. Their report gives an overview of the students in the program, the fees that are paid, etc. It is an information item.

Board member Lewis noted that the report was excellent in that it gave a good sense of the programs and what we are looking at. He also pointed out that the numbers indicate there are more U of U graduates practicing in Idaho; a higher number than Idaho sponsored.

5. Idaho State University – Approval of Notice of Intent: Technical Certificate in Energy Systems Renewable Energy

**M/S (Atchley/Soltman): To approve the request by Idaho State University to create a Technical Certificate in Energy Systems Renewable Energy. Motion carried unanimously.**

Dick Ledington of the Division of Professional-Technical Education discussed this item. He noted it passed through the CAAP review process. Since then, concern has been expressed through CSI that this certificate duplicates a program at CSI without sufficient labor market demand. Dr. Ledington noted that because of the grant funding, this is time sensitive.

Dr. Gary Olson and Dr. Barbara Adamchek of ISU reiterated that this is grant funded. It did go through CAAP successfully with no issues. Dr. Adamchek indicated that ISU was notified that they would get the grant in August and the first cohort has to start in March. This is an online program and an evening program. She noted that this program is a different model than the one at CSI and it is offered in a different way. It is a $1.5 million grant.

Item 7 from Consent Agenda - Quarterly Report: Programs and Changes Approved by the Executive Director

**M/S (Atchley/Soltman): To approve the Quarterly Report on Programs and Changes approved by the Executive Director.**

Board member Lewis raised a question about this item. He noted that BSU discontinued a series of courses and he wondered why. Stacy Pearson indicated that this is simply a name change; the programs will continue. He also noted that UI had a discontinued program as well.

**DEPARTMENT OF EDUCATION**

1. Superintendent's Update

Mr. Luna will provide an update at the next Board meeting.

2. Annual Report – Hardship Elementary School – Cassia County School District #151 – Albion Elementary School

This is an information item and a report that comes before the Board on an annual basis.

3. Approval to Operate an Elementary School with Less Than Ten (10) Pupils in Average Daily Attendance

This is an information item and a report that comes before the Board on an annual basis.

4. Idaho Consolidated State Application Accountability Workbook Amendment

**M/S (Luna/Soltman): To approve the amendment to the Consolidated State Application Accountability Workbook, section .41, delineating the waiver and extension granted for AYP reporting for the 2009-2010 school year. Motion carried unanimously.**

5. Appointments to the Idaho State Curricular Materials Selection Committee

**M/S (Luna/Atchley): To approve the appointment of D. Laree Jensen as Parent representative to the Idaho State Curricular Materials Selection Committee for a term of five (5) years effective November 1, 2010 to June 30, 2015. Motion carried unanimously.**

**M/S (Luna/Soltman): To approve the appointment of Tara L. Drexler as Public Elementary Classroom Teacher representative to the Idaho State Curricular Materials Selection Committee for a term of five (5) years effective November 1, 2010 to June 30, 2015. Motion carried unanimously.**

**OTHER BUSINESS**

**M/S (Luna/Lewis): To adjourn the meeting at 3:40 p.m. Motion carried unanimously.**

**STATE BOARD OF EDUCATION**
**TRUSTEES OF BOISE STATE UNIVERSITY**
**TRUSTEES OF IDAHO STATE UNIVERSITY**
**TRUSTEES OF LEWIS-CLARK STATE COLLEGE**
**BOARD OF REGENTS OF THE UNIVERSITY OF IDAHO**
**STATE BOARD FOR PROFESSIONAL-TECHNICAL EDUCATION**

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**DRAFT MEETING MINUTES**
**STATE BOARD OF EDUCATION**
**SPECIAL TELECONFERENCE MEETING**
**November 17, 2010**
**Office of the State Board of Education**
**Len B. Jordan Building**
**650 W State Street, 3rd Floor**
**Boise, Idaho**

A special teleconference meeting of the State Board of Education was held on November 17, 2010 in the Len B. Jordan Building in Boise, Idaho.

**Present:**

Richard Westerberg, President
Don Soltman, Secretary
Emma Atchley
Milford Terrell (in-person)
Ken Edmunds, Vice President
Paul Agidius
Rod Lewis
Tom Luna, State Superintendent of Public Instruction

The Board meeting was called to order at 11:00 a.m. by Board President Richard Westerberg.

Board President Westerberg asked for unanimous consent to move to the PPGA agenda and return to the Department of Education agenda. There were no objections.

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS**

1. Pending Rule – Docket 08-0202-1002

**M/S (Agidius/Soltman): A motion to approve Pending Rule docket 08-0202-1002 as submitted.** Motion passed unanimously.

2. Pending Rule – Docket 08-0203-1002

**M/S (Soltman/Agidius): A motion to approve Pending Rule docket 08-0203-1002 – Alternate Graduation Mechanisms as submitted.** Motion passed with a vote of 7-1, with Rod Lewis voting nay.

3. Pending Rule – Docket 08-0111-1011

**M/S (Soltman/Atchley): A motion to approve Pending Rule docket 08-0111-1011 as submitted.** Motion passed unanimously.

**M/S (Terrell/Agidius): A motion to adjourn at 11:50 a.m.** *Motion passed unanimously.*

**DEPARTMENT OF EDUCATION**

1. Vallivue School District – Request to Change Trustee Zone Boundaries

**M/S (Luna/Agidius): A motion to approve the request by Vallivue School District #139 to redefine the school district trustee zones as submitted.** *Motion passed with a vote of 7-1, with Milford Terrell voting nay.*

Rod Lewis asked who presented this proposal and how it was developed.

Tom Luna said it was driven by the Vallivue School District's desire to balance the student population within the school districts. Mr. Luna assured the Board that there is much protection in place against manipulations of the process.

Ken Edmonds asked if a licensed surveyor is a requirement.

Tom Luna said he was unaware whether it was a requirement or not. Districts attempt to avoid a district split between sides of a street.

Milford Terrell clarified that the last question was recently dealt with by the Meridian and Kuna school districts and it does happen. Normally we hear the pros and cons from people having issues with these changes. During a teleconference, it is difficult to solicit public discussion.

Paul Agidius doesn't recall having any previous changes in school district "trustee" zones, only school district attendance boundaries.

Dr. Mike Rush added that the 10 year census was just completed and State law requires all school districts to review the census data. Between the end of March and July, there may be a number of requests for school district boundary changes.

Rod Lewis and Milford Terrell remain concerned that public input is not being solicited during a regular Board session.

Tom Luna said the timeframe is critical because the SDE has 60 days to approve or disapprove this proposal. This proposal did go through a vetting process at the local level.

Richard Westerberg recommended that the Board trust the vetting at a local level.

2. Pending Rule – Docket 08-0202-1003

**M/S (Luna/Soltman): A motion to approve the proposed changes to the Operating Procedures for Idaho Public Driver Education Programs as submitted.** *Motion passed unanimously.*

Rod Lewis is not clear on why there are two motions.

Tracie Bent said the Board needs to approve the change in the manual and the second motion is to approve the changes to the rule itself.

Tom Luna reported that private driving instruction organizations were involved in the decision making process, they had no objections, and this change does not impede their ability to compete in the marketplace for the services they offer.

**M/S (Luna/Terrell): A motion to approve pending rule Docket 08-0202-1003 as submitted.** *Motion passed unanimously.*

3. Pending Rule – Docket 08-0202-1004

**M/S (Luna/Terrell): A motion to approve pending rule Docket 08-0202-1004 as submitted.** *Motion passed unanimously.*

4. Pending Rule – Docket 08-0203-1001

**M/S (Luna/Agidius): A motion to approve pending rule Docket 08-0203-1001 as submitted.** *Motion passed with of vote of 6-2, with Rod Lewis and Milford Terrell voting nay.*

Rod Lewis said the standards and the rules associated with them were approved in the last meeting, but doesn't recall approving the accountability procedures.

Carissa Miller said these rules were made temporary over a year ago and they are being brought forward for approval as permanent rules.

Rod Lewis asked what concerns were expressed at the time they were presented.

Carissa Miller stated this item is resetting standards to better track students exiting LEP programs so that these students are not exiting too early or too late.

Tom Luna clarified that these items have been previously presented to the Board and discussed at length.

5. Pending Rule – Docket 08-0203-1003

**M/S (Luna/Terrell): A motion to approve pending rule Docket 08-0203-1003 as submitted.** *Motion passed with a vote of 7-1, with Rod Lewis voting nay.*

Tom Luna reported there were 16 public comments. Concerns expressed were regarding financial burdens and teacher preparedness.

Rod Lewis said there appears to be redundancy.

Luci Willits stated both rules are in the same section and the particular changes you are seeing have to do with the standards on Tab 5, Page 3. It is required to show this even though we are not technically approving that particular section at this time. This is approval of the deletion of the restraint and seclusion rule, as well as approval of the content standards for Math and English.

Tracie Bent said each docket needs to be approved separately, even though the attached documents are identical.

6. Pending Rule – Docket 08-0203-1004

**M/S (Luna/Terrell): A motion to amend temporary rule and approve pending rule docket number 08-0203-1004 as submitted.** *Motion passed with a vote of 5-3, with Rod Lewis, Don Soltman, and Ken Edmonds voting nay.*

Tom Luna said public comments were mostly in favor of this item. Those comments not in favor had concerns with the future of Science in Idaho. The State Department of Education is moving towards end of course assessments and has developed an item bank to be used on these assessments.

Paul Agidius asked if end of course assessments will be in place by 2017.

Tom Luna said yes, with concern that it is seven years out. There may be an opportunity to move this timeframe closer than 2017.

Milford Terrell indicated there are students that have already taken the Science ISAT and submitted results to universities and colleges. Are those scores still valid?

Tom Luna stated that passing the Science ISAT is not a prerequisite of acceptance to any of the universities or colleges. Therefore, this decision will not affect those students.

Don Soltman asked if the lack of Science assessments jeopardizes grant funding.

Tom Luna reported that there will still be a Science end of course assessment. A Science ISAT will just not be a high school graduation requirement.

**M/S: A motion to approve pending rule Docket 08-0203-1004 as submitted.**

Tom Luna indicated, and Tracie Bent concurred, that this second motion is not necessary with approval of the first motion.

**PLANNING, POLICY & GOVERNMENTAL AFFAIRS**

4. Pending Rule – Docket 08-0202-1002

**M/S (Agidius/Soltman): A motion to approve Pending Rule docket 08-0202-1002 as submitted.** Motion passed unanimously.

5. Pending Rule – Docket 08-0203-1002

**M/S (Soltman/Agidius): A motion to approve Pending Rule docket 08-0203-1002 – Alternate Graduation Mechanisms as submitted.** Motion passed with a vote of 7-1, with Rod Lewis voting nay.

6. Pending Rule – Docket 08-0111-1011

**M/S (Soltman/Atchley): A motion to approve Pending Rule docket 08-0111-1011 as submitted.** Motion passed unanimously.

**M/S (Terrell/Agidius): A motion to adjourn at 11:50 a.m.** *Motion passed unanimously.*

# CONSENT AGENDA
# DECEMBER 9, 2010

| TAB | DESCRIPTION | ACTION |
|---|---|---|
| 1 | **BAHR-SECTION I BOISE STATE UNIVERSITY**<br>New Positions and Changes to Positions | Motion to approve |
| 2 | **BAHR-SECTION I IDAHO STATE UNIVERSITY**<br>New Positions | Motion to approve |
| 3 | **BAHR-SECTION I UNIVERSITY OF IDAHO**<br>New Positions | Motion to approve |
| 4 | **PPGAC – ALCOHOL PERMITS ISSUED BY UNIVERSITY PRESIDENTS** | Motion to approve |

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**BOISE STATE UNIVERSITY**

**SUBJECT**

New positions and changes to positions

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section II.B.3.

**BACKGROUND/DISCUSSION**

Boise State University requests approval to:

- Establish four (4) faculty positions (4.0 FTE) supported by appropriated funds.
- Establish two (2) professional staff positions (2.0 FTE) supported by appropriated funds; establish one (1) professional staff position supported by appropriated and local funds (1.0 FTE); and establish one (1) professional staff position (1.0 FTE) supported by grant funds.
- Establish one (1) classified staff position (1.0 FTE) supported by appropriated funds.
- Increase the term of three (3) professional staff positions (3.0 FTE) supported by appropriated funds; and increase the term of two (2) professional staff positions (2.0 FTE) supported by local funds.

**IMPACT**

Once approved, the positions can be processed in the State Employee Information System.

**STAFF COMMENTS AND RECOMMENDATIONS**

Staff recommends approval.

**BOARD ACTION**

I move to approve the request by Boise State University for nine (9) new positions (9.0 FTE) and to increase in term of five (5) positions (5.0 FTE) supported by appropriated, grant and local funds.

Moved by _____ Seconded by _____ Carried Yes____ No____

## NEW POSITIONS

| | |
|---|---|
| Position Title | Assistant Professor |
| Type of Position | Faculty |
| FTE | 1.0 FTE |
| Term of Appointment | 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | $93,000 |
| Funding Source | Appropriated |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | Material Science and Engineering |
| Duties and Responsibilities | Provide instruction for Material Science & Engineering courses; conduct research in creative or scholarly work; provide community service. |
| Justification of Position | New tenure track position required to cover coursework previously taught by research faculty. |

| | |
|---|---|
| Position Title | Lecturer |
| Type of Position | Faculty |
| FTE | 1.0 FTE |
| Term of Appointment | 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | $64,750 |
| Funding Source | Appropriated |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | Construction Management |
| Duties and Responsibilities | Provide instruction for Construction Management courses; may serve on governance committees. |
| Justification of Position | Additional position needed to assume workload associated with rising number of undergraduate students. |

| | |
|---|---|
| Position Title | Lecturer |
| Type of Position | Faculty |
| FTE | 1.0 FTE |
| Term of Appointment | 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | $57,000 |
| Funding Source | Appropriated |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | Electrical Engineering |
| Duties and Responsibilities | Provide instruction for Electrical Engineering courses; may serve on governance committees. |
| Justification of Position | Additional position needed to assume workload associated with rising number of undergraduate students. |

| | |
|---|---|
| Position Title | Lecturer |
| Type of Position | Faculty |
| FTE | 1.0 FTE |
| Term of Appointment | 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | $37,000 |
| Funding Source | Appropriated |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | Marketing and Finance |
| Duties and Responsibilities | Provide instruction for Marketing & Finance courses; may serve on governance committees. |
| Justification of Position | Ongoing initiative to convert adjunct faculty positions into permanent lecturer positions. |

| | |
|---|---|
| Position Title | Deaf Services Coordinator |
| Type of Position | Professional |
| FTE | 1.0 FTE |
| Term of Appointment | 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | $44,000 |
| Funding Source | Appropriated |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | Disability Resource Center |
| Duties and Responsibilities | Ensure the University provides Deaf/hard-of-hearing students with reasonable access; coordinate classroom interpreter services. |
| Justification of Position | Growth in Deaf/hard-of-hearing student population and demand for services requires new position to provide equal access for students with disabilities. |

| | |
|---|---|
| Position Title | Financial Aid Counselor, Senior |
| Type of Position | Professional |
| FTE | 1.0 FTE |
| Term of Appointment | 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | $44,000 |
| Funding Source | Appropriated |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | Financial Aid |
| Duties and Responsibilities | Guide students through the aid application process; oversee customer service and processing for financial aid delivery. |
| Justification of Position | Increase in financial aid applicants and dollars disbursed, in addition to new, more complex federal aid regulations, require additional staff to maintain service levels to students. |

| | |
|---|---|
| Position Title | IT Lab Technician |
| Type of Position | Professional |
| FTE | 1.0 FTE |
| Term of Appointment | 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | $34,507 |
| Funding Source | Local - .67 FTE; Appropriated - .33 FTE |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | College of Arts and Sciences |
| Duties and Responsibilities | Responsible for the setup and maintenance of hardware and software for student labs and classrooms. |
| Justification of Position | Offloading student computer labs and classroom support to this position will allow the College's System Administrator to focus on faculty, staff, and research support functions. |

| | |
|---|---|
| Position Title | Coordinator, Louis Stokes Alliance for Minority Partnerships (LSAMP) |
| Type of Position | Professional |
| FTE | 1.0 FTE |
| Term of Appointment | 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | $42,000 |
| Funding Source | Grant |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | Provost's Office |
| Duties and Responsibilities | Coordinates the National Science Foundation STEM (Science, Technology, Engineering and Math) grant that has been awarded in partnership with the University of Washington, Washington State University, Oregon State University and Portland State University. |
| Justification of Position | Position required to remain in compliance with grant program specifications. |

| | |
|---|---|
| Position Title | Transcript Evaluator, Senior |
| Type of Position | Classified |
| FTE | 1.0 FTE |
| Term of Appointment | 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | $27,331 |
| Funding Source | Appropriated |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | Registrar's Office |
| Duties and Responsibilities | Establish and maintain Veterans student records; evaluate transfer credits; monitor academic progress and eligibility for Veterans benefits. |
| Justification of Position | Increase in Veteran student population served and Veterans benefits processed requires a new position to better serve student needs. |

## CHANGE IN POSITIONS

| | |
|---|---|
| Position Title | Communications Specialist |
| Type of Position | Professional |
| FTE | Change from .70 to 1.0 FTE |
| Term of Appointment | 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | Change from $26,820 to $44,700 |
| Funding Source | Appropriated |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | Communications and Marketing |
| Duties and Responsibilities | Perform media, public relations, marketing and other communication functions in representing colleges, research centers, student groups and administrative units. |
| Justification of Position | Additional hours needed to cover beat assignments due to elimination of full-time position. |

| | |
|---|---|
| Position Title | Training Specialist |
| Type of Position | Professional |
| FTE | Change from .70 to 1.0 FTE |
| Term of Appointment | 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | Change from $25,200 to $36,000 |
| Funding Source | Appropriated |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | Human Resource Services |
| Duties and Responsibilities | Plan, develop, implement, and coordinate specialized department training and online training courses. |
| Justification of Position | Additional hours required to meet demands for training needs and online offerings. |

| | |
|---|---|
| Position Title | Coordinator, Community Partnerships |
| Type of Position | Professional |
| FTE | Change from .63 to 1.0 FTE |
| Term of Appointment | 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | Change from $22,750 to $36,400 |
| Funding Source | Appropriated |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | Service-Learning Program |
| Duties and Responsibilities | Recruit, cultivate, and sustain relationships with community organizations to enhance student learning through community engagement. |
| Justification of Position | Program growth has increased the demand for community partnership placements and more complex partnership opportunities. |

\

| | |
|---|---|
| Position Title | Director, Team Operations |
| Type of Position | Professional |
| FTE | 1.0 FTE |
| Term of Appointment | Change from 11 to 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | Change from $37,767 to $41,200 |
| Funding Source | Local |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | Intercollegiate Athletics |
| Duties and Responsibilities | Coordinates team operations for a variety of sports including practices, game management, logistics and equipment operations. |
| Justification of Position | Growth in workload due to increasing sports, venues, and additional student athletes requires additional support time. |

| | |
|---|---|
| Position Title | Academic Program Director, Intensive English Program |
| Type of Position | Professional |
| FTE | Change from .75 to 1.0 FTE |
| Term of Appointment | 12 Months |
| Effective Date | 12/12/2010 |
| Salary Range | Change from $36,563 to $48,750 |
| Funding Source | Local |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | English Department – Intensive English Program |
| Duties and Responsibilities | Lead and develop curriculum and instruction for Intensive English Program; plan, organize and evaluate educational programs; direct teaching staff. |
| Justification of Position | Reorganization of the International Programs Office moved this position to the English departmentresulting in a higher level of duties requiring additional staff time. |

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**IDAHO STATE UNIVERSITY**

**SUBJECT**

New positions

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section II.B.3.

**BACKGROUND/DISCUSSION**

Idaho State University requests approval to:

- Create one new professional staff position (1.0 FTE) supported by grant funds.
- Create one (1) new classified staff position (1.0 FTE), supported by local funds reallocation.

**IMPACT**

Once approved, the positions can be processed on the State Employee Information System.

**STAFF AND COMMENTS AND RECOMMENDATIONS**

Staff recommends approval.

**BOARD ACTION**

I move to approve the request by Idaho State University for two (2) new positions (2.0 FTE) supported by grant and local funds.

Moved by _____ Seconded by _____ Carried Yes_____ No_____

## NEW POSITIONS

| | |
|---|---|
| Position Title | CAES Assistant Safety Officer |
| Type of Position | Non-Classified |
| FTE | 1.0 |
| Term of Appointment | 12 month |
| Effective Date | December 13, 2010 |
| Salary Range | $104,000.00 |
| Funding Source | Grant Funds |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | Technical Safety Office |
| Duties and Responsibilities | Day-to-day management of CAES Environmental Safety and Health operations, including implementation of sampling, surveillance, and sample analyses programs; record generation and maintenance; and other various functional duties. |
| Justification of Position | To provide additional support in order for CAES to maintain and expand its ability to address compliance to all federal and state laws and national standards. |

| | |
|---|---|
| Position Title | Teleconference Coordinator |
| Type of Position | Classified |
| FTE | 1.0 |
| Term of Appointment | 9 month |
| Effective Date | December 13, 2010 |
| Salary Range | $14,672.00 |
| Funding Source | Local Funds |
| New or Reallocation | Reallocation |
| Area/Department of Assignment | College of Pharmacy |
| Duties and Responsibilities | Perform the daily functions necessary for the delivery and encoding of interactive teleconferencing technologies; coordinate room scheduling and setup with the Video Instruction Manager, faculty and staff; and perform related work. |
| Justification of Position | To provide additional technical support for the equal and consistent quality of instruction to students in Pocatello and Meridian. |

**UNIVERSITY OF IDAHO**

**SUBJECT**

New positions

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Polices & Procedures Sections II.B.3

**DISCUSSION**

The University of Idaho requests approval to:

- Establish one (1) faculty position (1.0 FTE) supported by appropriated funds.
- Establish two (2) classified staff positions (2.0 FTE) supported by appropriated and non-appropriated funds.
- Establish one (1) non-faculty exempt position (1.0 FTE) supported by appropriated and non-appropriated funds.

**IMPACT**

Once approved, the changes can be processed on the State Employee Information System.

**STAFF COMMENTS AND RECOMMENDATIONS**

Staff recommends approval.

**BOARD ACTION**

I move to approve the request by the University of Idaho to create four (4) new positions (4.0 FTE) supported by appropriated and non-appropriated funds.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

## NEW POSITIONS

| | |
|---|---|
| Position Title | Transfer Credit & Articulation Specialist |
| Type of Position | Classified |
| FTE | 1.0 FTE (2080 hours/year) |
| Term of Appointment | Fiscal Year |
| Effective Date | January 1, 2011 |
| Salary Range | $42,016 |
| Funding Source | Appropriated and Non Appropriated funds |
| New or Reallocation | New/Reallocation of funds |
| Area/Department of Assignment | Enrollment Management, Registrars Office |
| Duties | Responsible for providing quality support for articulation agreement process, provide quality international transfer credit evaluation services. |
| Justification | Position needed to act as the primary representative for the office regarding credentials and transfer evaluations for international students. Will also create and facilitate articulation agreements with international partners. |

| | |
|---|---|
| Position Title | Assistant Director of Admissions (Multicultural Recruiter) |
| Type of Position | Non-Faculty Exempt |
| FTE | 1.0 FTE (2080 hours/year) |
| Term of Appointment | Fiscal Year |
| Effective Date | January 1, 2011 |
| Salary Range | $38,001.60 |
| Funding Source | Appropriated and Non Appropriated funds |
| New or Reallocation | New/Reallocation of funds |
| Area/Department of Assignment | Enrollment Management, Registrars Office |
| Duties | Responsible for the planning, coordination, and implementation of a regional multicultural recruitment plan. Maintain and support student retention goals. |
| Justification | Position needed to meet the recruitment, enrollment and retention efforts of multicultural students. Will serve as a liaison for the University of Idaho to multicultural students and their parents. |

| | |
|---|---|
| Position Title | Recruitment & Advising Coordinator |
| Type of Position | Classified |
| FTE | 1.0 FTE (2080 hours/year) |
| Term of Appointment | Fiscal Year |
| Effective Date | January 1, 2011 |
| Salary Range | $36,004.80 |
| Funding Source | Appropriated Funds |
| New or Reallocation | Reallocation of funds |
| Area/Department of Assignment | College of Art and Architecture, Administration |
| Duties | Responsible for ensuring student recruitment and retention goals, provide quality advising and assistance to students and maintain effective and professional office management. |
| Justification | Position required to meet the recruitment, enrollment and retention efforts. |

| | |
|---|---|
| Position Title | Assistant Professor |
| Type of Position | Faculty |
| FTE | 1.0 FTE (1560 hours/year) |
| Term of Appointment | Academic Year |
| Effective Date | January 1, 2011 |
| Salary Range | $77,001.60 |
| Funding Source | Appropriated |
| New or Reallocation | Reallocation of funds |
| Area/Department of Assignment | College of Art and Architecture |
| Duties | Responsible for instruction of Art and Architecture students, advising and conducting research. |
| Justification | Position needed to teach Fall and Spring courses, to conduct research and be involved in outreach and extension. |

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**SUBJECT**

Alcohol Permits Approved by University Presidents

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies and Procedures, I.J.2.b.

**BACKGROUND/DISCUSSION**

The chief executive officer of each institution may waive the prohibition against possession or consumption of alcoholic beverages only as permitted by and in compliance with Board policy. Immediately upon issuance of an Alcohol Beverage Permit, a complete copy of the application and the permit shall be delivered to the Office of the State Board of Education, and Board staff shall disclose the issuance of the permit to the Board no later than the next Board meeting.

The last update presented to the Board was at the October, 2010 Board meeting. Since that meeting, Board staff has received sixteen (16) permits from Boise State University, five (5) permits from Idaho State University, twenty-six (26) permits from the University of Idaho and one (1) permit from Lewis-Clark State College.

Board staff has prepared a brief listing of the permits issued for use. The list is attached for the Board's review.

**ATTACHMENTS**

List of Approved Permits by Institution page 3

**BOARD ACTION**

A motion to accept the report as submitted.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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# APPROVED ALCOHOL SERVICE AT BOISE STATE UNIVERSITY
## September 2010 – February 2011

| EVENT | LOCATION | DATE (S) |
|---|---|---|
| Brad Paisley Pre-Concert Dinner | Taco Bell Arena | 9/23/10 |
| Simplot 2010 All IT Conference | Stueckle Sky Center | 10/21/10 |
| Ballet Idaho Baroquel & related events | SUB | 10/22-23/10 |
| Boy Scouts Holiday Auction | Stueckle Sky Center | 10/23/10 |
| Boise Master Chorale "American Journey" Concert | Stueckle Sky Center | 10/30/10 |
| Idaho Dance Theatre Fall Performance | SUB | 11/5-6/10 |
| ACLU Public Policy Conf Reception | SUB | 11/9/10 |
| Celebration of Life for Joe Kuebler | Stueckle Sky Center | 11/11/10 |
| Family Advocate Program Gingerbread Holiday Gala | SUB | 11/13/10 |
| Kinesiology Department Reception | SUB | 11/16/10 |
| Trans-Siberian Orchestra | Taco Bell Arena | 11/17/10 |
| ITD 3rd Annual WTS Awards Banquet | SUB | 12/2/10 |
| Idaho Timber Christmas Party | Stueckle Sky Center | 12/7/10 |
| Gem State Radiology Holiday Party | Stueckle Sky Center | 12/11/10 |
| CH2M Hill Holiday Party | Stueckle Sky Center | 12/16/10 |
| Idaho Dance Theatre "Dancing Through the Decades" Gala Event | Stueckle Sky Center | 2/26/2011 |

## APPROVED ALCOHOL SERVICE AT IDAHO STATE UNIVERSITY September 2010 – April 2011

| EVENT | LOCATION | DATE (S) |
|---|---|---|
| Gallery Grand Opening | Museum Gallery | 11/11/10 |
| Festival of Trees & related events | Stephens Performing Arts Center | 11/29-30 & 12/4/10 |
| ISU Credit Union Christmas Party | Stephens Performing Arts Center | 12/4/10 |
| INL Holiday Reception | CAES Idaho Falls | 12/9/10 |
| College of Arts & Letters Holiday Party | Rendevous Suites | 12/9/10 |

# APPROVED ALCOHOL SERVICE AT UNIVERSITY OF IDAHO
## September 2010 - December 2010

| EVENT | LOCATION | DATE (S) |
|---|---|---|
| David Giese Awards in the Arts Reception | Water Center, Boise | 9/24/10 |
| Haddock Performance Hall Grand Re-Opening | Haddock Hall | 10/9/10 |
| Recital Hall Rededication Donor Dinner | Executive Residence | 10/9/10 |
| Renfrew Donor Dinner | Executive Residence | 10/11/10 |
| Town and Gown Leadership Meeting | Executive Residence | 10/12/10 |
| Burgers, Brats & Brews @ Bogey's | Bogey's Grill | 10/18/10 |
| Donor Dinner | Executive Residence | 10/19/10 |
| Dr. Meshri Donor Dinner | Executive Residence | 10/20/10 |
| CAA Advisory Council & AIAS 2010 West Quad Conf | Prichard Art Gallery | 10/21/10 |
| Foundation Reception | Executive Residence | 10/22/10 |
| College of Law Homecoming Reception | College of Law Foyer | 10/22/10 |
| Vandalfest | Alumni Lounge | 10/22/10 |
| Faculty Gatherings for Interdisciplinary Collaboration | Clearwater/Whitewater Rooms | 10/22/10 |
| Donor Dinner | Executive Residence | 10/25/10 |
| President's Parent Program Social & Dinner | Kibbie Field | 11/5/10 |
| Innovation Awards Celebration | 1912 Center | 11/11/10 |
| CBE Open House | Albertson's Building | 11/12/10 |
| College of Science Alumni Awards Dinner | SUB | 11/13/10 |
| College of Engineering Reception | Houston Museum of Natural Science | 11/18/10 |

| EVENT | LOCATION | DATE (S) |
|---|---|---|
| Faculty Club Networking & Socialization | Commons | 11/19/10 |
| EMBA Chief Financial Officer Panel Reception | U of I/CDA Harbor Center | 11/20/10 |
| President's Leadership Holiday Reception | Executive Residence | 12/1/10 |
| College of Law Holiday Reception | Boise Legacy Point | 12/2/10 |
| Alumni Holiday Dinner | SUB | 12/2/10 |
| President's Faculty & Staff Retiree Holiday Reception | SUB | 12/3/10 |
| Law Students Awards for Excellence | SUB | 12/10/10 |

# APPROVED ALCOHOL SERVICE AT LEWIS-CLARK STATE COLLEGE December 2010

| EVENT | LOCATION | DATE (S) |
|---|---|---|
| Winter Revels Holiday Party – LCSC Employees | SUB | 12/10/10 |

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## PLANNING, POLICY AND GOVERNMENTAL AFFAIRS
## DECEMBER 9, 2010

| TAB | DESCRIPTION | ACTION |
|---|---|---|
| 1 | **NIC ANNUAL REPORT** | Information Item |
| 2 | **PRESIDENTS' COUNCIL REPORT** | Information Item |
| 3 | **ACT ANNUAL REPORT** | Information Item |
| 4 | **STATE BOARD OF EDUCATION STRATEGIC PLAN** | Motion to Approve |
| 5 | **INSTITUTION EMERGENCY OPERATIONS PLANS** | Information Item |
| 6 | **ATHLETIC SCHEDULING** | I Motion to Approve |
| 7 | **ISBA LEGISLATIVE AGENDA** | Motion to Approve |
| 8 | **BOARD POLICY I.E. – 1ST READING** | Motion to Approve |
| 9 | **BOARD POLICY I.J. – 1ST READING** | Motion to Approve |

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## SUBJECT

North Idaho College (NIC) Annual Progress Report

## APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section I.M.3.

## BACKGROUND/DISCUSSION

This agenda item fulfills the Board's requirement for NIC to provide a progress report on the institution's strategic plan, details of implementation, status of goals and objectives and information on other points of interest in accordance with a schedule and format established by the Board's Executive Director.

President Bell will provide a 15-minute overview of NIC's progress in carrying out the College's strategic plan.

## IMPACT

NIC's strategic plan drives the College's integrated planning; programming, budgeting, and assessment cycle and is the basis for the institution's annual budget requests and performance measure reports to the State Board of Education, the Division of Financial Management and the Legislative Services Office.

## BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.

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## SUBJECT

Presidents' Council Report

## BACKGROUND/ DISCUSSION

President Burton Waite, President of Eastern Idaho Technical College and current Chair of the Presidents' Council with give the bi-monthly report for the Presidents' Council.

The Idaho Higher Education Presidents' Council met on October 5 in Boise at 9 AM. Richard Westerberg, Board President, was present.

Issues Discussed:

- Governor Otter and members of the Idaho Technology Council met with the Presidents' Council to discuss cooperation between the institutions of higher education and the Idaho Technology Council.
  - We decided to have the Battelle Energy Alliance Board of Managers Representative rotate using the VP's of Research.

The Council met again on November 2 through the use of video conferencing.

Issues Discussed:

- The legislative luncheon was confirmed for February 2, 2011, in the Crystal Ballroom in Boise. The speaker will be Scott Anderson, CEO of Zions Bank.
- CAES and the need for some bylaws that would govern how they operate. The president's supported this activity.
- A united message from all institutions in regard to a brand for higher education in Idaho. All were invited to participate in a conference call on Wednesday, November 3.
- How the video conference worked for our meeting and options for further use. The general message was that it seemed to work well and reduced travel cost significantly.

  The next regular meeting will be on February 2, 2011 after the legislative luncheon. If there is a need to meet about an item before that time a special meeting will be called.

## BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.

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## SUBJECT

ACT College and Career Readiness Briefing

## REFERENCE

December 10, 2011 The Board was last updated on Idaho's ACT ranking.

## BACKGROUND/DISCUSSION

Founded in 1959, ACT is celebrating 50 years of helping people achieve education and workplace success. The concept for the *American College Testing Program* emerged in the 1950s, and the organization itself was founded in 1959. In the late 1950s, large numbers of students were approaching college age and wanted to attend college. Financial aid to students was increasing, and most colleges desired increasing enrollments. It was in this environment that ACT's founders established *The American College Testing Program, Inc*., now known as ACT. ACT's first testing program, the ACT Assessment, was designed to serve two purposes:

- to help students make better decisions about which colleges to attend and which programs to study ; and
- to provide information helpful to colleges both in the process of admitting students and in ensuring their success after enrollment

In late 1996, the company underwent a name change from American College Testing to ACT (pronounced "A - C - T"). ACT provides services to K-16 education and educational agencies and to business and industry.

## ATTACHMENTS

Attachment 1 – PowerPoint presentation

## STAFF COMMENTS AND RECOMMENDATIONS

The State Board of Education's strategic plan uses the average composite ACT score as a measure of quality instruction for our students. The current benchmark for this measure is 24. Idaho's average composite score for 2010 was 21.8.

For 2010 60% of Idaho graduates took the ACT. 26% of those students met all four benchmarks, 2% higher than the national percentage rate.

## BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.

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# Idaho State Board of Education 2010

## Preparation and Readiness for College and Career

Prepare **all** students for success, no matter which path they choose after graduation.

> In the next decade, ***nearly two-thirds*** of new jobs created in the U.S. will require some post-secondary education or considerable on-the-job training.
>
> Former U.S. Secretary of Labor, Elaine L. Chao

ACT

## ACT's College and Career Readiness System was Developed to Help States and Schools...

- Ensure student readiness for postsecondary education and careers
- Monitor student performance over time
- Determine progress toward school, district, state, and college readiness standards

The ACT PLAN EXPLORE COMPASS QualityCore

ACT

## Idaho Class of 2010

- **10,647** students took the ACT
- **60%** of Idaho graduates **(+ 2%)**
- Idaho average score: **21.8 (+ .2)**
- Idaho graduates sent more than **22,976** ACT scores to colleges
- Idaho public colleges/universities do not require "Writing"
- **One** Idaho student achieved a **"Perfect 36"**

**ACT programs support college and career readiness for all students!**

ACT

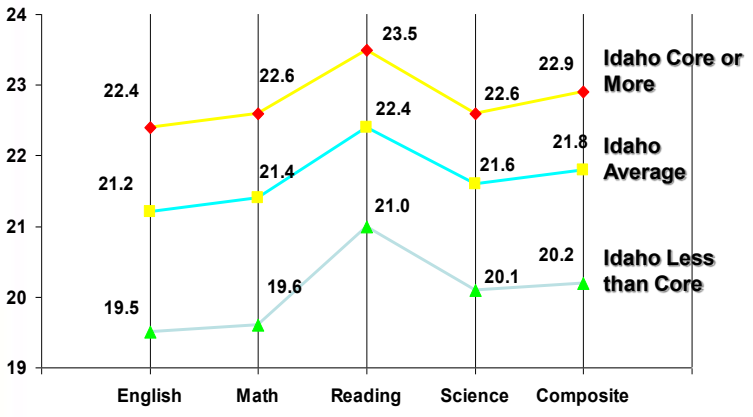
# West Region Average ACT Scores - Class of 2010

| | | | | | |
|---|---|---|---|---|---|
| AK | 28% | 21.1 | NE | 73% | 22.1 |
| AZ | 28% | 20.0 | NV | 30% | 21.5 |
| CA | 22% | 22.2 | ND | 81% | 21.5 |
| CO | 100% | 20.6 | OR | 34% | 21.5 |
| HI | 22% | 21.6 | SD | 79% | 21.8 |
| ID | 60% | 21.8 | UT | 71% | 21.8 |
| KS | 75% | 22.0 | WA | 19% | 23.0 |
| MT | 58% | 22.0 | WY | 100% | 20.0 |

National Average Score: 21.0 (- .1)
Score Scale: 1-36

ACT

# Idaho Class of 2010 Core Curriculum/ACT Scores




Source: Class of 2010 ACT High School Profile

ACT

## Average ACT Math Score Increase by High School Mathematics Course Sequence Idaho Class of 2010

| MATHEMATICS COURSE PATTERN | N | Percent | ACT Math | Course Value Added[1] |
|---|---|---|---|---|
| Alg 1, Alg 2, Geom, Trig, & Calc | 525 | 5 | 25.2 | 8.6 |
| Alg 1, Alg 2, Geom, Trig, & Other Adv Math | 863 | 8 | 22.7 | 6.1 |
| Alg 1, Alg 2, Geom, & Trig | 477 | 4 | 20.8 | 4.2 |
| Alg 1, Alg 2, Geom, & Other Adv Math | 1,707 | 16 | 21.2 | 4.6 |
| Other comb of 4 or more years of Math | 3,406 | 32 | 24.1 | 7.5 |
| Alg 1, Alg 2, & Geom | 2,276 | 21 | 18.4 | 1.8 |
| Other comb of 3 or 3.5 years of Math | 405 | 4 | 20.8 | 4.2 |
| Less than 3 years of Math | 902 | 8 | 16.6 | - |
| Zero years / no Math courses reported | 86 | 1 | 16.1 | - |

## ACT's College Readiness Benchmarks

| Test | College Course | EXPLORE 8th Grade | EXPLORE 9th Grade | PLAN | ACT |
|---|---|---|---|---|---|
| English | English Composition | 13 | 14 | 15 | 18 |
| Math | Algebra | 17 | 18 | 19 | 22 |
| Reading | Social Sciences | 15 | 16 | 17 | 21 |
| Science | Biology | 20 | 20 | 21 | 24 |

- Empirically derived
- 75% chance of achieving a C or higher in the corresponding credit-bearing college course

## Students Meeting Benchmarks, by High School Mathematics Course Sequence Idaho Class of 2010

| MATHEMATICS COURSE PATTERN | N | Percent Taking Pattern | Avg ACT Math | Percent Meeting Benchmark |
|---|---|---|---|---|
| Alg 1, Alg 2, Geom, Trig, & Calc | 525 | 5 | 25.2 | 79 |
| Alg 1, Alg 2, Geom, Trig, & Other Adv Math | 863 | 8 | 22.7 | 62 |
| Alg 1, Alg 2, Geom, & Trig | 477 | 4 | 20.8 | 43 |
| Alg 1, Alg 2, Geom, & Other Adv Math | 1,707 | 16 | 21.2 | 47 |
| Other comb of 4 or more years of Math | 3,406 | 32 | 24.1 | 70 |
| Alg 1, Alg 2, & Geom | 2,276 | 21 | 18.4 | 18 |
| Other comb of 3 or 3.5 years of Math | 405 | 4 | 20.8 | 43 |
| Less than 3 years of Math | 902 | 8 | 16.6 | 6 |
| Zero years / no Math courses reported | 86 | 1 | 16.1 | 6 |

## ACT Supports Idaho College and Career Readiness Initiatives

- GEAR UP Idaho
- "Go On" Challenge
- Idaho College Access Summit
- TRIO Programs
- AVID
- SDE Longitudinal Data System
- IACRAO/PNACAC/ISCA Sponsor
- Common Core State Standards
- School and District Early Intervention
- Class of 2013 Initiative

ACT

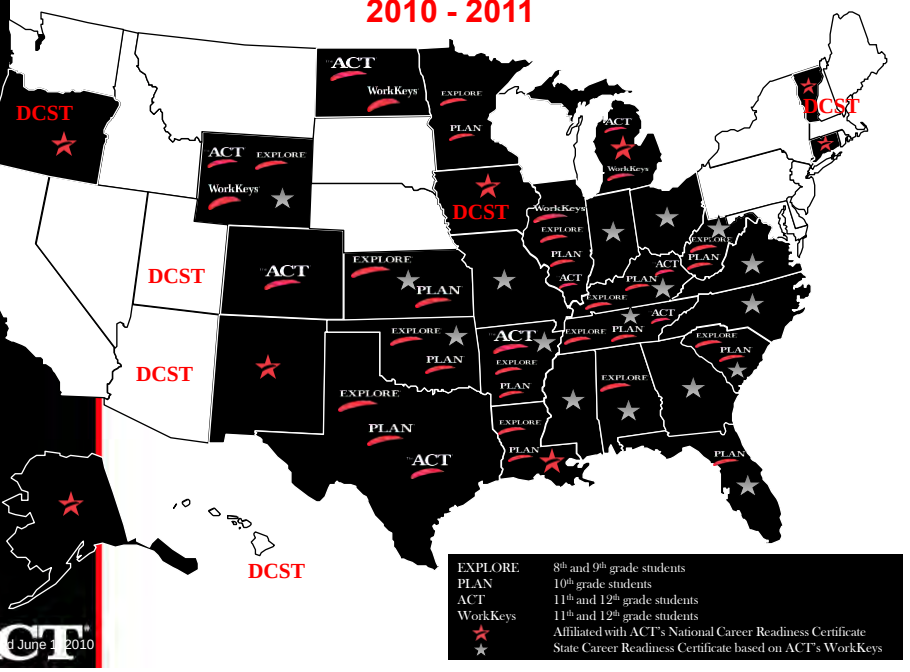
# Benefits of The ACT Statewide

Effective and proven tool in support of initiatives designed to:

- Promote postsecondary access for *all* students
- Increase college and career readiness for *all* students through early intervention
- Decrease the need for remediation/ developmental coursework in college

ACT

## Statewide Partnerships in College and Career Readiness 2010 - 2011




Updated June 1, 2010

## For Additional Information:

Stacey Ellmore
Senior Consultant – ACT West Region

2880 Sunrise Blvd., Suite # 214
Rancho Cordova, CA 95742
P) 916-631-9200 / F) 916-631-8263
stacey.ellmore@act.org

**THANKS for all you do for students!**

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## SUBJECT

Idaho State Board of Education 2012-2016 Strategic Plan

## REFERENCE

| | |
|---|---|
| March 2008 | Board reviewed initial Strategic Plan proposal |
| April 2008 | Board approved the 2009-2013 Strategic Plan and Planning Calendar |
| January 2009 | Board provided input on need for further in-depth planning |
| February 2009 | Board approved 2010-2014 Strategic Plan |
| November 2009 | Board met to develop 2011-2015 Strategic Plan |
| December 2009 | Board discussion on strategic plan direction |
| February 2010 | Board approved Goals and Objectives for 2011-2015 Strategic Plan |
| April 2010 | Board postponed strategic plan approval to June 2010 meeting |
| June 2010 | Board approved 2011-2015 State Board of Education Strategic Plan |

## APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section I.M.1.
Section 67-1903, Idaho Code.

## BACKGROUND/ DISCUSSION

The Board's strategic plan is used to define the vision and mission of Idaho's K-20 educational system. The strategic plan is used to guide future growth and development, and establish priorities for resource distribution. Strategic planning provides a mechanism for continual review to ensure excellence in education throughout the state. The strategic plan not only defines the Board's purpose, but establishes realistic goals and objectives that are consistent with its governing ideas, and communicates those goals and objectives to the agencies and institutions under the Board, the public, and other stakeholder groups.

According to the Board's master planning calendar, the Board is scheduled to review and approve its strategic plan annually in December. The institutions and agencies then use the Board's approved strategic plan to inform their annual updates to their own strategic plans. The agencies and institutions bring their strategic plans forward for approval in April of each year with an option for final approval in June.

At the August 2010 Regular Board meeting the Board approved the state completion goal of 60% for Idahoans, ages 25-34, to have a college degree or certificate by 2020. The statewide completion goal has been incorporated into this year's update to the strategic plan. Additional changes to the plan include some clarification language and reordering of objectives and performance

measures in an attempt to better align them with the strategic plan goals, based on Board member input.

## IMPACT

Once approved, the institutions and agencies under the Board can align their strategic plans to the Board's strategic plan. The Board will use the strategic plan to prioritize its direction for education in Idaho. It will also use the plan to determine how progress will be measured in meeting the goals of the plan. By focusing on critical priorities, Board staff, institutions and agencies can direct limited resources to maximum effect. Institutions and agencies will then submit their strategic plans for initial input and approval at the April 2011 Board meeting.

## ATTACHMENTS

Attachment 1 – 2012–2016 Idaho State Board Education Strategic Plan Page 3
Attachment 2 – State Board of Education Master Planning Calendar Page 8

### STAFF COMMENTS AND RECOMMENDATIONS

The strategic plan is being presented as a new document. Due to the moving of some of the objectives and a number of the performance measures the marked version of the plan was confusing. Changes incorporated into the plan include input from Board members made at the June 2010 and October 2010 Board meetings regarding the alignment of performance measures with objectives, as well as input from members of CAAP, specifically regarding measuring progress in the development of critical thinking skills and innovation in students. Board staff will continue to work with institutions and agencies in the coming months to finalize selected benchmarks. In April staff, will begin work with institutions and agencies to develop updates for the following year's plan.

In October 2011 the Board will be presented with the data for the strategic plan performance measures.

Board staff recommends approval.

## BOARD ACTION

I move to approve the 2012-2016 Idaho State Board of Education Strategic Plan as submitted and to authorize the Executive Director to finalize benchmarks as necessary.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**IDAHO STATE BOARD OF EDUCATION**
**2012-2016**
**Strategic Plan**
An Idaho Education: High Potential – High Achievement

## VISION

The State Board of Education envisions an accessible, seamless public education system that results in a highly educated citizenry.

## MISSION

To provide leadership, set policy, and advocate for transforming Idaho's educational system to improve each Idaho citizen's quality of life and enhance global competitiveness

## AUTHORITY AND SCOPE:

The Idaho Constitution provides that the general supervision of the state educational institutions and public school system of the State of Idaho shall be vested in a state board of education. Pursuant to Idaho Code, the State Board of Education is charged to provide for the general supervision, governance and control of all state educational institutions, and for the general supervision, governance and control of the public school systems, including public community colleges.

**State Board of Education Governed Agencies and Institutions:**

| Educational Institutions | Agencies |
|---|---|
| Idaho Public School System | Office of the State Board of Education |
| Idaho State University | Division of Professional-Technical Education |
| University of Idaho | Division of Vocational Rehabilitation |
| Boise State University | Idaho Public Broadcasting System |
| Lewis-Clark State College | State Department of Education |
| Eastern Idaho Technical College | |
| College of Southern Idaho* | |
| North Idaho College* | |
| College of Western Idaho* | |
| *Have separate, locally elected oversight boards | |

## GOAL 1: A WELL EDUCATED CITIZENRY

*The educational system will provide opportunities for individual advancement.*

**Objective A : Access -** Set policy and advocate for increasing access for individuals of all ages, abilities, and economic means to Idaho's P-20 educational system.

**Performance Measures:**

- Annual amount of state generated need-based financial aid from Opportunity, LEAP, and SLEAP Scholarships.
  **Benchmark:** $10M

- Annual number of merit and need based state funded scholarships awarded and total dollar amount.
  **Benchmark:** 20,000, $16M

- Amount of need-based aid per student.
  **Benchmark:** $489 (2008-09 per undergraduate FTE WICHE Average)

- Percent of met need, based on FAFSA calculation and state funded aid
  **Benchmark:** TBD

- Postsecondary student enrollment by race/ethnicity/gender as compared against population.
  **Benchmark:** 65,000 students for White & White, non-Hispanic; 21,000 students for all other race/ethnicities.

**Objective B: Higher Level of Educational Attainment –** Increase the educational attainment of all Idahoans through participation and retention in Idaho's educational system.

**Performance Measures:**

- High School Graduation rate as defined in the Accountability Workbook.
  **Benchmark:** 90%

- Percent of High School graduates who enroll in postsecondary education within 12 months of graduation
  **Benchmark:** 60%

- Percent of Idahoans (ages 25-34) who have a college degree or certificate.
  **Benchmark:** 60% by 2020

- Percent of high school students enrolled and number of credits earned in (tied to HS enrollment, based on trend):
  - Dual credit
    **Benchmark:** 25% students per year
    **Benchmark:** 180,000 credits per year
  - Tech prep
    **Benchmark:** 27% students per year

- Percent of high school students taking Advanced Placement (AP) exams and number of exams taken each year.
  **Benchmark:** 10% students per year
  **Benchmark:** 9,000 exams taken per year

**Performance Measures:**

- Percentage of first-year freshmen returning for second year.
  **2-year Institution Benchmark:** 60%
  **4-year Institution Benchmark:** 70%

**Objective C:** **Adult learner Re-Integration –** Improve the processes and increase the options for re-integration of adult learners into the education system.

**Performance Measures:**

- Number of Bridge programs.
  **Benchmark:** 6

- Number of adults enrolled in upgrade and customized training (including statewide fire and emergency services training programs).
  **Benchmark:** TBD

**Objective D:** **Transition –** Improve the ability of the educational system to meet educational needs and allow students to efficiently and effectively transition into the workforce.

**Performance Measures:**

- Number of degrees conferred in STEM fields.
  **Benchmark:** 2,177 degrees

- Number of University of Utah Medical School graduates who are residents in one of Idaho's graduate medical education programs.
  **Benchmark:** 8 graduates at any one time

- Percentage of Boise Family Medicine Residency graduates practicing in Idaho.
  **Benchmark:** 60%

- Percentage of Psychiatry Residency Program graduates practicing in Idaho.
  **Benchmark:** 50%

- Percentage of WICHE Professional Student Exchange Program graduates practicing in Idaho.
  **Benchmark:** 50%

**GOAL 2: CRITICAL THINKING AND INNOVATION**
*The educational system will provide an environment for the development of new ideas, and practical and theoretical knowledge to foster the development of individuals who are entrepreneurial, broadminded, think critically, and are creative.*

**Objective A: Critical Thinking, Innovation and Creativity –** Increase research and development of new ideas into solutions that benefit society.

**Performance Measures:**

- Institution funding from competitive Federally funded grants
  **Benchmark:** $112M

- Institution funding from competitive industry funded grants
  **Benchmark:** $7.2M

**Objective B: Innovation and Creativity –** Educate students who will contribute creative and innovative ideas to enhance society.

**Performance Measures:**

- Percentage of students participating in internships or undergraduate research
  **Benchmark:** 30%

**Objective C: Quality Instruction –** Increase student performance through the recruitment and retention of a diverse and highly qualified workforce of teachers, faculty, and staff.

**Performance Measures:**

- Percent of student meeting proficient or advance placement on the Idaho Standards Achievement Test.
  **Benchmark:** 100% for both 5th and 10th Grade students in Reading, Mathematics, Language, and Science subject areas.

- Average composite ACT score of graduating secondary students.
  **Benchmark:** 24.0

- Percent of elementary and secondary schools meeting adequate yearly progress (AYP) in each of Reading, Mathematics, and Language subject areas.
  **Benchmark:** 100%

**GOAL 3: Effective and Efficient Delivery Systems –** *Ensure educational resources are used efficiently.*

**Objective A: Cost Effective and Fiscally Prudent –** Increased productivity and cost-effectiveness.

**Performance Measures:**

- Weighted average cost per credit hour to deliver undergraduate instruction at 4-year institutions.
  **Benchmark:** Less than or equal to their peer group average

- Average number of credits earned at completion of certificate or degree program.
  **Benchmark:** Associates - TBD
  **Benchmark:** Bachelors - TBD

- Percent of postsecondary first time freshmen who graduated from an Idaho high school in the previous year requiring remedial education in math and language arts.
  **Benchmark:** 2 year – 55%
  **Benchmark:** 4 year – 20%

- Institutional reserves comparable to best practice.
  **Benchmark:** A minimum target reserve of 5% of operating expenditures.

**Objective B: Data-driven Decision Making -** Increase the quality, thoroughness, and accessibility of data for informed decision-making and continuous improvement of Idaho's educational system.

**Performance Measures:**

o Develop P-20 to workforce longitudinal data system with the ability to access timely and relevant data.
  **Benchmark:** Completed by 2015.

**Objective C: Administrative Efficiencies –** Create cross institutional collaboration designed to consolidate services and reduce costs in non-competitive business processes.

**Performance Measures:**

Number of collaborative projects and amount of cost savings.

**Benchmark:** TBD

## Master Planning Calendar

| Month | Strategic Planning | Performance Reporting | Eight-year Academic Programs Plan (semi-annual cycle) | Budgeting | Proposed Legislation |
|---|---|---|---|---|---|
| **Jan** | -Agencies and Institutions start updating their strategic plan based on SBOE guidance and strategic plan. | -The SBOE reviews NWCCU accreditation results as available. | -Higher Education institutions hold regional meetings and begin drafting a regional plan for academic and professional-technical program offerings over the next 8 years. | | |
| **Feb** | -Agencies and Institutions continue updating their strategic plans. | | - Institutions continue to cooperatively draft regional plans. | | |
| **Mar** | -Agencies and Institutions finalize their strategic plan updates for submission to the SBOE prior to **April** agenda cutoff. | -Institutions and agencies revise performance measures and benchmarks to align with strategic plan.<br>**-Early-April** agencies and institutions submit proposed performance measures/benchmarks (including continued use of current measures, if appropriate) for review/approval by OSBE. (Note: These measures are for the fiscal year beginning July 1.) | -Institutions (all regions) meet to conduct a statewide needs assessment for academic and professional-technical program offerings over the next 8 years. | | |
| **Apr** | -SBOE is briefed on next FY legislative appropriations and new legislation as it impacts SBOE governed agencies and institutions.<br>-SBOE reviews and approves updated institution and agency strategic plans.<br>-SBOE receives final DFM strategic plan guidance (for governed agencies and institutions).<br>-Board staff start work with institutions and agencies on updates to the next FY (Dec Approval) strategic plan | -SBOE/OSBE receives final DFM performance reporting guidance (for governed agencies and institutions).<br>-SBOE reviews and approves agency and institution proposed performance measures and benchmarks. | -Institutions share their respective draft 8 year plans with OSBE and the other institutions. | -SBOE is briefed on next FY legislative appropriations and new legislation as it impacts SBOE governed agencies and institutions.<br>-SBOE provides priority line item categories to the institutions. | |

| Month | Strategic Planning | Performance Reporting | Eight-year Academic Programs Plan (semi-annual cycle) | Budgeting | Proposed Legislation |
|---|---|---|---|---|---|
| **May** | -Presidents and agency head evaluations. | | | -Agencies and institutions submit estimated line items to OSBE prior to **June** Board agenda cutoff.<br>-Institutions and agencies submit 8 year strategic operation plans (all funds) to OSBE prior to the cutoff for **June** Board meeting agenda.. | -Agencies and institutions notified to submit legislative ideas and suggestions to OSBE prior to **June** Board agenda cutoff. |
| **Jun** | -SBOE makes any final adjustments in agency and institution strategic plans. | | -Institutions meet to formally present their 8 year plans. | -SBOE provides budget MCO guidelines to the agencies and institutions.<br>-OSBE provides guidelines and budget template to agencies and institutions for MCO submission (prior to **August** Board agenda cutoff).<br>-SBOE reviews agency and institution line item requests.<br>-SBOE reviews and approves agency and institution line item requests, 8 year strategic operating, capital facilities and debt plans. | -SBOE reviews, approves, and provides guidance concerning proposed agency and institution legislative ideas. |
| **Jul** | -OSBE submits SBOE approved agency and institution strategic plans (revised if required by the Board) to DFM by the **early-July** deadline. | -The SBOE reviews NWCCU accreditation results as available. | -Institutions meet to coordinate and finalize their 8 year plans for presentation to the Board in **August**.<br>-OSBE staff verifies 8 year plans are compatible with institution role and mission, SBOE strategic plan and performance reporting. | -Agencies and institutions submit estimated MCO budget to OSBE prior to **August** Board agenda cutoff. | |

| **Month** | **Strategic Planning** | **Performance Reporting** | **Eight-year Academic Programs Plan (semi-annual cycle)** | **Budgeting** | **Proposed Legislation** |
|---|---|---|---|---|---|
| **Aug** | | -Agencies and institutions submit agency and institution performance reports to OSBE in **late-August**. | -Final 8 year plan for academic and professional-technical program offerings presented to the Board for approval. | -SBOE reviews and approves final budget request for next FY.<br>-Draft budget request input to DFM automated system (by agencies and institutions) with a copy of supporting materials sent to OSBE.<br>-OSBE reviews agency and institution budget submissions to ensure compliance with SBOE guidance.<br>-In **late-August** all budget documents returned to OSBE for final submission to DFM and LSO. | -OSBE submits legislative ideas to DFM prior to the required **early-August** deadline.<br>-Governor's Office and DFM review legislative ideas.<br>-OSBE begins development of approved legislative ideas into draft legislation (as appropriate). |
| **Sep** | Board conducts self-assessment. | -OSBE submits agency and institution performance reports to DFM by the required **early-September** deadline. | | -Final budget requests forwarded to DFM and LSO by **September** 1st deadline. | -Proposed (final draft) legislation is due to DFM about **mid-September**. |
| **Oct** | -SBOE reviews Board's draft strategic plan.<br>-SBOE reviews self-assessment and makes recommendations for improvements. | -SBOE reviews performance data from institutions and agencies for the previous year. Review forms the basis for revising strategic plan. | | | -Proposed legislation is approved by SBOE. DFM forwards to LSO by **mid-October**. |
| **Nov** | -Staff develops and finalizes (in collaboration with the agencies and institutions) the next annual update to the strategic plan. | -OSBE updates performance measures to align with the Board's strategic plan. | | | -Proposed legislation in bill format returned by LSO to OSBE for review and final changes. |

| **Month** | **Strategic Planning** | **Performance Reporting** | **Eight-year Academic Programs Plan (semi-annual cycle)** | **Budgeting** | **Proposed Legislation** |
|---|---|---|---|---|---|
| **Dec** | -SBOE reviews and approves the annual updated/revision to the Board's strategic plan for the next FY. | -SBOE/OSBE approves performance measures for the Board and OSBE strategic plans. This includes those based on the review of self-assessment. Board sets required performance data reporting for institutions and agencies. | | | **-Early-December** is the final date for changes to bills (legislative proposals). Bills with substantive changes are resubmitted to SBOE for approval. |

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## SUBJECT

Institutional Emergency Response Plans

## REFERENCE

| | |
|---|---|
| June 2007 | Each agency and institution submitted their emergency response plans as requested by the Board. |

## BACKGROUND/DISCUSSION

The institutions and agencies last updated the Board on their Emergency Operations Plans in June of 2007. At the request of Board members the institutions have submitted updated Emergency Operations Plans for review at this time.

Additionally, Executive Order 2010-09 states that each agency will prepare for and respond to emergencies or disasters in a manner consistent with the National Incident Management System (NIMS), develop and maintain an agency emergency operations plan to carry out the agency's response and recovery support functions, and develop and maintain Continuity of Operations Plan (COOP) to (a) address how the agency will provide essential services to citizens during response and recovery, and (b) return the agency to normal operations. In addition, Executive Order 2010-09 assigns the Office of the State Board of Education the responsibility of coordinating:

- the development of emergency disaster plans for colleges, universities, and area vocational-technical facilities to ensure the safety of school populations in time of emergency; and
- the utilization of colleges, universities, and area vocational-technical facilities for reception, shelter, and mass feeding during [state/local area] disasters.

## ATTACHMENTS

| | |
|---|---|
| Attachment 1 – UI Emergency Operations Plan | Page 3 |
| Attachment 2 – BSU Emergency Operations Plan | Page 217 |
| Attachment 3 – ISU Emergency Operations Plan | Page 266 |
| Attachment 4 – LCSC Emergency Operations Plan | Page 480 |
| Attachment 5 – EITC Emergency Operations Plan | Page 542 |
| Attachment 6 – CSI Emergency Operations Plan | Page 555 |
| Attachment 7 – NIC Emergency Operations Plan | Page 573 |
| Attachment 8 – CWI Memo | Page 659 |
| Attachment 9 – Executive Order 2010-09 | Page 640 |

## STAFF COMMENTS AND RECOMMENDATIONS

Staff will continue to work with the institutions and agencies under the Board in the coordination of their emergency operations plans consistent with NIMS and the development of continuation of operations plans consistent with the State of Idaho's emergency response plan.

Currently the College of Western Idaho (CWI) is in the process of developing their emergency response plan. The process of assessing risk and developing a comprehensive emergency response plan can be time consuming. As a new community college there are many steps that must take place before a proper risk assessment could be completed. Once CWI has completed their plan they will forward it to the Board office.

**BOARD ACTION**

This item is for informational purposes only. Any action will be at the Board's discretion.

# PART ONE - BASIC PLAN

## PURPOSE

The purpose of the University of Idaho (UI) Emergency Management Plan (EMP) is to establish policies, procedures, and an organizational structure for response to major emergencies occurring on campus. The Basic Plan addresses the university's planned response and recovery to emergencies associated with natural disasters and technological incidents, and identifies roles, responsibilities and direction for university emergency management. UI has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and **protect the lives of students, employees, and the public**.
- **Manage** immediate **communications** and information regarding emergency response operations and campus safety.
- Provide **essential services** and operations.
- Provide and analyze **information to support decision-making** and action plans.
- **Manage University resources** effectively in the emergency response.

To insure compatibility with the National Response Framework (NRF), the plan incorporates the structure of the National Response Framework (NRF) and the operating principles of the National Incident Management System (NIMS).

## SCOPE

This Emergency Management Plan (EMP):

- Applies to all University of Idaho student, staff, faculty and visitors.

  Everyone in a UI facility – students, faculty, staff, and visitors – must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or the entire University of Idaho community. Careful planning, with an emphasis on safety, can help the university handle crises and emergencies with suitable responses, and may save lives. Supervisors are responsible for ensuring all employees are familiar with and will follow this emergency plan. Where appropriate, unit members will be assigned emergency preparedness and response duties to assist in the implementation of our emergency response plan.

- Describes the organizational structures, roles and responsibilities, policies and protocols for providing emergency support.

The Basic Plan, the Emergency Support Functions, the Incident Annexes, and the Support Annexes. Within these sections, the plan discusses critical emergency management functions, and assigns roles and responsibilities for emergency management. The plan discusses of the roles of the Executive and Response groups, the activation of an Emergency Coordination Center, and multi-hazard responses.

- Facilitates response and short-term recovery activities and is flexible enough for use in all emergencies/disasters.

  Certain unforeseen events may occur that are not addressed in this plan, therefore this plan should be considered a general guide for action. Reasonable and prudent command decisions or actions which are not contemplated by this plan should not be construed to be at variance with, or contradictory to, this plan. The amount of time available to determine the scope and magnitude of an incident may also impact the protective actions recommended.

## AUTHORITIES AND REFERENCES

Disaster response and recovery operations will be conducted as outlined in Concept of Operations, and in accordance with the enabling legislation, plans, and agreements listed:

1. The following Idaho statutes specifically address aspects of emergency management and acts of terrorism:

   a. The Idaho Disaster Preparedness Act of 1975, amended by the Idaho Homeland Security Act of 2004, Idaho Code §46-1001.

   b. The Post-Attack Resource Management Act, Idaho Code §67-5506.

   c. The Terrorist Control Act, Idaho Code §18-8101.

   d. The Emergency Relocation Act, Idaho Code §67-102.

2. The following Federal laws specifically address aspects of emergency management
and acts of terrorism:

   a. The Homeland Security Act of 2002.

   b. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended, Public Law 93-288 as amended, and related authorities.

c. Code of Federal Regulations (CFR) 44, Emergency Management and Assistance.

d. The Post Katrina Emergency Management Reform Act (PKEMRA).

3. Guiding principles:

a. The premise of the National Response Framework (NRF), the Idaho Emergency Operations Plan and this Plan is that all levels of government share the responsibility for working together in preventing, preparing for, responding to, and recovering from the effects of an emergency or disaster event.

b. State government has resources and expertise available to assist with emergency or disaster related problems that are beyond the capability of the County government or region.

c. Life-saving and life-protecting response activities have precedence over other emergency response activities, except when national security implications are determined to be of a higher priority.

d. Private and volunteer organizations, i.e., Citizens Corps, Idaho Volunteer Organizations Active in Disasters (IDAVOAD), etc. may provide immediate life-sustaining relief to individuals and families, not normally available from government resources. Local and/or State governmental agencies will assist these organizations by providing information, guidance, and coordination of their relief efforts.

e. Government at all levels must continue to function under all threat, emergency, and disaster conditions. Continuity of Operations/Continuity of Government (COOP/COG) plans must be developed to ensure the continuance of essential functions.

f. This plan is based on the National Incident Management System (NIMS). The Incident Command System (ICS) will be used as the incident management system for all levels of response. All appropriate personnel will be trained on the principles of the NIMS and the ICS and integrate those principles into university emergency management (prevention, preparation, response, recovery).

4. University actions

a) Presidential succession: The succession of presidential authority for the University of Idaho is specified in Faculty-Staff Handbook 1420 and is, unless the president has specified otherwise, (1) Provost, (2) Vice President for Finance and Administration, (3) Vice President for Student Affairs and University Relations.

b) The university has adopted this plan and university actions in emergencies are governed by this plan.

c) When an emergency situation or disaster has been declared by appropriate federal, state, city or county authority, or when an emergency or disaster strikes or appears imminent, the university Emergency & Security Services Officer (ESSO) assumes the role of university Emergency Coordinator and coordinates emergency functions in response to the emergency. In response to an emergency, the ESSO will convene as many members of the University Response Group or appropriate university functions that are available to 1) assess the situation and 2) determine the level of response necessary. If necessary, as an emergency develops, the ESSO will activate the Emergency Coordination Center (ECC) and coordinate the actions of the Emergency Response Group.

d) The university's Emergency Coordinator has the authority to utilize university resources and to manage response activities. The Emergency Coordinator will be assisted by the Emergency Response Group, with responsibilities for logistics, operations, staging, planning, and finance. The Emergency Coordinator will be advised by a safety officer and supported by an information officer and a liaison officer.

e) The Executive Group has authority for making decisions regarding the university's mission, based on information, assessments and recommendations from the university Response group. The Executive Group is composed of members from the senior leadership level of the university.

f) Membership of the Response and Executive groups is discussed in section #?.

## UI'S EMERGENCY ORGANIZATION

The University of Idaho's Emergency Management organization is comprised of two teams: the Executive Group and the Response Group. The Executive Group is directed by the President. The Response Group is directed by the university Emergency Coordinator.

The Executive Group is responsible for:

- Emergency university closures (short & long term)
- Decisions regarding the university mission and policies
- Continuity of research & animal care
- Continuity of academics & academic affairs
- Economic status
- Legal responsibilities
- University responses to the community
- Future university direction

The Emergency Response Group is responsible for:

- Determine the scope and impact of the incident
- If the emergency continues to develop, activates appropriate response level (1, 2 or 3)
- Collect, evaluate, and disseminate damage assessment and other essential information
- Identify and analyze potential hazards and recommend appropriate countermeasures
- Organize, staff, and operate the Emergency Coordinator Center (ECC)
- Direct overall operations
- Set priorities for emergency actions
- Deploy and coordinate resources and equipment
- Operate communications and warning systems
- Provide information and guidance to the students and staff
- Maintain information on the status of resources, services, and operations
- Obtain support for UI and provide support to emergency operations as required
- Provide status and other reports to local communities (cities and counties)

## COORDINATION WITH PARTNERS IN EMERGENCIES

**Coordination of university emergency management and external partners is critical during an emergency. External partners include the private sector, NGOs, and government jurisdictions.**

**University, private sector, and NGOs**

University emergency management plays a key role before, during, and after an incident. We must provide for the welfare and protection of our employees and students in our workplaces, labs and classrooms. In addition, university and governmental emergency management must work with businesses that provide water, power, communication networks, transportation, medical care, food distribution, security, and numerous other services upon which both response and recovery are particularly dependent. Participation of the private sector varies based on
the nature of the organization and the nature of the incident. See Support Annex # 2 – Private Sector Coordination for additional information.
Nongovernmental Organizations (NGOs).

NGOs play enormously important roles before, during, and after an incident. For example, NGOs provide sheltering, emergency food supplies, counseling services,
and other vital support services to support response and promote the recovery of disaster victims. These groups often provide specialized services that help individuals with special needs, including those with disabilities. See Support Annex # 3 – Volunteer and Donations Management for additional information.

Responding to disasters or emergencies frequently exceeds the resources of government organizations. Volunteers and donors can support response efforts in many
ways, and it is essential that governments at all levels plan ahead to effectively incorporate volunteers and donated goods into their response activities. See Support Annex # 3 – Volunteer and Donations Management for additional information.

**Mutual Aid Agreements**

1. Mutual aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual aid agreement with other jurisdictions that may receive or provide assistance during an incident. Mutual aid agreements normally involve neighboring or nearby jurisdictions and private sector and nongovernmental organizations.

2. Support Annex #2 - Mutual Aid contains detailed information concerning mutual aid agreements.

**Other Colleges and Universities**

TBD

**Mutual Aid Agreements**
TBD

**Local and Intergovernmental Agencies**

Counties are responsible for disaster emergency management within their jurisdictional boundaries and conduct disaster emergency operations according to
the plans and procedures contained in applicable county plans.

Counties generally operate through a Disaster or Emergency Management Department, and often coordinate local response through a Local Emergency Planning Committee (LEPC).

When activated, the County ECC will be staffed as appropriate for the severity of the situation. The County ECC is normally the location where disaster emergency information is received and disseminated, coordination of resources occurs, and public safety/protection decisions are made.

**State Government**

1. Bureau of Homeland Security:

a. The Bureau of Homeland Security is responsible for the coordination of the State response to an emergency or disaster.

b. The primary emergency management responsibility of the BHS is not that of an
initial responder, but rather a key partner and central point of coordination to provide
support to local governments. This is accomplished through the acquisition, prioritization, and distribution of State, private, and, if needed, Federal resources to
meet the needs of local governments.

c. BHS is also responsible for the organization and operations of the Idaho Emergency Operations Center (IDEOC) for both emergency and non-emergency operations.

d. If the disaster situation is large enough to require federal assistance, BHS will function as the primary coordination agency for this assistance.

h. BHS is responsible for assisting local government emergency management in the development and maintenance of emergency operations plans, procedures

and checklists. BHS provides standards and criteria, reviews local and intergovernmental disaster plans, and fulfills other needs (Idaho Code §46-1006(6)).

2. Other State Government responsibilities are described in the Idaho Emergency Operations Plan.

## DISASTER DECLARATION

When a disaster is imminent or has occurred within Idaho counties, local governments have the primary responsibility and will respond to preserve life and property. Local officials may implement emergency statutes and ordinances and may declare a local state of emergency that will permit them to mobilize and commit their emergency resources. When local resources become overwhelmed and cannot meet the needs created by a disaster, a local government that is signatory to mutual aid compacts may call for the aid of any and all other signatories

When a disaster is imminent or has occurred within the university ( including any university campus), the university can declare a disaster. The authority to declare a disaster rests with the university President or his/her designee, in his/her absence. In order to preserve life and maintain its educational mission, the university will mobilize and commit its resources to the extent of its capacity to do so. The university currently has the ability, internally, to allocate university funds as needed in an emergency. The university's disaster declaration should be viewed as a notification to all entities (local and state) that a threat exists or has occurred that is harming university student, staff, faculty, visitors; infrastructure and environment; or finances. Along with a declaration, the university can request assistance from local city, county or State of Idaho resources. Requesting assistance is separate from the declaration. Should the University request assistance, the university's Response Group for emergency management should request local assistance first, which would cause the city / county to also issue declarations and probably request assistance from the State of Idaho. Should the needs exceed the state's capabilities, the state can request a declaration and assistance from the Federal Government.

Requests for disaster declaration should be sent to the university Emergency Coordinator, who will communicate the declaration to the appropriate jurisdiction (city, county, state). Requests will be handled in an expedient manner (i.e., verbal followed by hard copy).

This plan includes an annex with a disaster declaration form.

1. All disaster emergency declarations shall:

    a. Indicate the nature of the emergency;

b. Identify the area or areas threatened:

c. Identify the area subject to the proclamation;

d. Explain the condition(s) that are causing the disaster emergency; and

e. Define the incident period as it applies to each area affected.

3. County Government.

a. Upon receipt of the proclamation of a local disaster emergency from an incorporated city of the county, the Chairman of the Board of County Commissioners will provide available assistance requested to contain the incident and notify the Idaho Bureau of Homeland Security (BHS) that a situation exists that may require the proclamation of a disaster emergency.

b. In the event a situation exists in the unincorporated portions of the county that
may affect lives and property, the county will take necessary measures to bring the situation under control, utilizing all county government resources.

c. If the situation, either in an incorporated or unincorporated portion of the county overwhelms the capability and resources of the county to control, the Chairman of the Board of County Commissioners may proclaim a local disaster emergency in accordance with Idaho Code §46-1011.

d. The county Emergency Management Director will notify the Idaho BHS that the county has declared a disaster emergency, and that the county has implemented its Emergency Operations Plan. The notification should also state that the county has committed all available county resources to the response. If state supplemental assistance is needed to assist the county's response effort, the type of assistance should be clearly stated. The declaration and request for state assistance may be provided orally, and then submitted in writing to BHS.

4. State Government.

a. The BHS Director will evaluate and process the county's request for assistance and request for a Governor's declaration of a disaster emergency as appropriate.

b. Upon notification that the county is seeking state assistance, the Governor may proclaim a State of Disaster Emergency and implement all or portions of the Idaho Emergency Operations Plan.

c. The Governor may also declare a Disaster Emergency in the absence of a
county/local request.

d. Only the Governor can originate the request for a Presidential Declaration.

**D. Mission Assignment (MA) / Project Agreement (PA) Process**

1.The Idaho Bureau of Homeland Security utilizes the MA and/or PA process to manage requests for state assistance during disaster emergencies.

2. Mission Assignment normally involves assigning the mission to an appropriate State Agency. Project Agreements are usually a negotiated agreement between the county and the State of Idaho.

3. Both Mission Assignments and Project Agreements involve a cost share to be borne by the county.

4. The MA/PA process is explained in detail in ESF #5 – Emergency Management.

## ADA CONSIDERATIONS

Emergency preparedness and response programs must be made accessible to people with disabilities and are required by the Americans with Disabilities Act or 1990 (ADA).
Disabilities would include but not be limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the university's planning efforts for those with disabilities are notification and warning procedures, evacuation considerations, emergency transportation issues, sheltering requirements, accessibility to medications, refrigeration and back-up power, accessibility to mobility devices or service animals while in transit or at shelter and accessibility to information.

## LEVELS OF EMERGENCIES

UI emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster.

**Level 1** is a minor incident that is quickly resolved with internal resources or limited help. Level 1 emergencies are generally within an individual room(s) of a building or outside of a building in a localized area capable of being controlled by a minimum number of personnel and requiring only limited (or no) evacuation of the building or area.

**Level 2** is a more significant emergency that impacts critical infrastructure, a building, or multiple buildings and that may potentially affect life safety or mission critical functions. At level 2, the Emergency Coordinator Center (ECC) may be activated in a limited form. Other senior managers may be alerted, depending on the nature of the emergency. Normally ECC members would convene in the field at the emergency site or coordinate via cell phone/radio. Technical or support staff may assemble to coordinate information. Some emergency operational units may be activated when they are critical service providers, or they are affected by the event. Level 2 emergencies generally affect an entire floor(s) of a building or outside of a building in a large area. This level would normally involve evacuation of the building or area, affecting potentially large numbers of people, and interruption of normal operations for a limited period of time.

**Level 3** is a disaster that involves the entire campus and surrounding community. At Level 3, the EMP is activated, and the entire emergency management organization across the campus mobilizes. Level 3 emergencies generally affect a cluster of buildings within or outside of these buildings involving major portions of the campus, or events spilling over from the surrounding communities. This level will require the full scale implementation of the Emergency Management Plan to provide control until the incident is terminated. This level could typically involve evacuation of numerous buildings or areas, affecting all, or a major portion of the entire campus population, and potential interruption of normal operations throughout the campus for an unknown period of time. This level includes the potential of the campus being isolated from normal responding emergency personnel for an extended period of time. Self-sufficiency of the campus and individual building operations is to be expected during an incident of this magnitude.

## EMERGENCY PUBLIC INFORMATION

1. The importance of accurate, timely, coordinated emergency information provided to the public, the media and government officials is critical for effective response and recovery.

2. The university will provide emergency public information TO THE UNIVERSITY COMMUNITY in accordance with ESF #15 – Public Information and External Affairs.

3. If the university public information resources are overwhelmed by requests from the media, the public or public officials, the university will request support from the Idaho Bureau of Homeland Security. When approved, BHS will coordinate the deployment of Public Information Emergency Response (PIER) Teams to assist the County.

## FINANCIAL MANAGEMENT

1. Support Annex #1 - Financial Management of this plan provides guidance for all colleges and divisions responding to disaster emergencies under the provisions of this plan. This Annex ensures that funds are provided expeditiously, and that financial operations are conducted in accordance with appropriate county, state and federal laws, policies, regulations, and standards.

Emergency situations may require that finance operations be carried out within compressed time frames that necessitate expedited procedures. Use of expedited procedures does not lessen the requirement for sound financial management and accountability.

3. When a disaster emergency is declared, the County may be required to pay a cost share of as a condition of receiving State assistance. This cost share may equal forty percent (40%) of the nonfederal share of costs incurred by the C ounty which have been determined to be eligible for reimbursement by the federal government, provided that the total local share of eligible costs for the County shall not exceed ten percent (10%) of the County's tax charges authorized by Idaho Code §63-802

## SITUATION AND ASSUMPTIONS AFFECTING EMERGENCY RESPONSE

1. The Moscow campus of the University of Idaho is located in the southwestern part of the City of Moscow.
2. The main campus is comprised of approximately 1425 acres and includes 142 major buildings. The university maintains campus streets and operates its own power plant, fuel storage and steam distribution system,

water supply and distribution system, sewer and electricity distribution systems, computing capacity and communications infrastructure systems. Primary power is purchased from Avista, and the university contracts with Verizon to provide for central telephone switching services.

3. The university population includes approximately 12,000 students at the Moscow campus, 850 faculty, and 1,825 staff. The student population fluctuates with the academic calendar; fall months have the most students, while summer months have the least. There is the capacity for approximately 2.000 students to reside in 23 residence halls located in nine separate buildings. Three hundred eighty-three (383) apartment/family housing units are home to about 1,000 residents year 'round. During the summer, up to 2,000 summer program participants may be simultaneously located in UI residence halls, most of these individuals are juveniles.
4. The university has the capability of providing meals for a large number of people through food services located in the Wallace Residence Center and the Idaho Commons.
5. Primary electric power enters the campus through two major entry points, one located on the west side of campus at the west end of Guy Wicks Field and the other at the east side of campus, just west of the Early Childhood Center. Each of these service points has some excess capacity and improvements or new buildings can be added until that capacity is used up. Currently there is approximately 15,600 kVA which can be spread between the two feeders. Neither feeder is capable of handling the entire campus except in an emergency with non-essential loads being shed.
6. Water is provided by two water wells located north of the main campus on Farm Road. There are two water reservoirs with the capacity of 500,000 and 1.5 million gallons each. The City of Moscow and the university maintain water cross-connects that can be used to supply water to the city via the university domestic water system and vice versa.
7. The wood fired boiler, chip storage and the natural gas boilers are located at the Power Plant Complex at 6$^{th}$ and Line streets. Approximately three to ten semi-tractor/trailer loads of chips are delivered daily by suppliers, additional chip storage is located at the sheep farm north of the Palouse Empire Mall. Natural gas fuel is delivered by pipeline directly to the campus; the main meter is located at the Power Plant Complex.
8. The university's main computer complex is located in the basement and first floor of the south wing of the Administration Building. Computer servers that provide basic back-up services for the Banner system are located in the basement of the Library.
9. Police services are provided through a contract with the Moscow Police Department. Normally the Campus Division Commander is on duty at the Campus Substation during business hours, two community policing officers are on duty during the day and another during the evening hours

five days a week, and one or more additional officers are patrolling the campus by car 24 hours per day.

10. The Student Health Operations, located at the intersection of University and Ash streets, provides outpatient care during business hours five days a week. The Center is staffed by physicians, pharmacists, nurse-practitioners, physician's assistant, nurse, and medical assistants. Inpatient care and emergency services are provided at local or regional medical facilities.
11. University communications capabilities include radio, cellular phones, pagers and ham radios.
12. The ASUI-Kibbie Activity Center has a seating capacity of approximately 17,000. Capacity would be reduced if the facility is used for shelter. Other UI shelter sites are enumerated at Annex F of the Latah County Emergency Management Plan and in the sheltering capability assessment conducted by Auxiliary Services.

## THREAT SUMMARY FOR UNIVERSITY OF IDAHO

The University of Idaho Emergency Management Plan identifies potential hazards to the university, both local and region-wide, that could cause major disruption of university operations, injury or loss of life, and/or major property and monetary loss. The plan anticipates the effects these hazards would have on university facilities, utilities and operations, including a determination of a "benchmark hazard" level from which to base and establish plans, an evaluation of how to minimize or eliminate these effects, and, if there is an effect, the university's response.

Potential hazards for the University of Idaho include:

Natural hazards

Wind
Flood
Earthquake
Volcanic Eruption
Fire
Snow
Temperature Extremes
Outbreaks of Disease

Human Caused and Technological Hazards

Utility Failure.
Hazardous Material Release The closest "Level A" State Hazmat team is located in Lewiston. The response time for the Team is a minimum of two hours

Explosions (Including Bomb Threats)
Terrorist, Criminal Activities, and Civil Disturbance
Active Shooter / Lockdown / Hostage

Hazards not anticipated in this area, and therefore not considered in this plan, include tornadoes, hurricanes, landslides, and mud slides.

The Emergency Plan may also be activated during a community or regional crisis that may impact University personnel or business operations. For example, a utility outage in the nearby area may necessitate Plan activation to coordinate safety precautions or emergency information and support services for personnel.

## CONTINUITY OF OPERATIONS

Disasters can interrupt, paralyze, or destroy the ability of the university to carry out its mission. The university encourages all colleges and divisions to develop Continuity of of Operations Plans to ensure that they have the capability to preserve, maintain, and reconstitute the ability to carry out essential functions under the threat or occurrence of any disaster.

## TRAINING AND EXERCISES

The staff and students response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery. The university incorporates pre-disaster awareness and education programs into student and staff orientations.

The university maintains an emergency preparedness website at:
http://www.uidaho.edu/emergency
The website contains guidelines about what to do in emergencies that may occur at the university.

**Training and Exercise Program (T&E)**

The university's emergency management organization conducts regular training and exercising of university staff in the use of this plan and other specific training as required for compliance with NIMS. The Emergency and Security Services Officer is responsible for coordinating, scheduling and documenting the training and exercises.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the ECC are required to receive appropriate NIMS training.

The university will coordinate and conduct periodic training and exercises to ensure effective and complete planning for prevention, preparedness, response, and recovery from emergency incidents. The university's annual exercise will be consistent with the U.S. Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

Exercises will foster multi-jurisdictional and multi-discipline collaboration locally and regionally; reinforce Incident Command System (ICS) best practices; and meet National Incident Management System (NIMS) compliance requirements.

## PLAN MANAGEMENT

The oversight and maintenance of the plan is the responsibility of the Emergency and Security Services Officer, who will maintain the plan, coordinate the process to update the plan, document changes to the plan, distribute the plan, submit the updated plan for review and signature, and store a paper and electronic version of the plan for archival purposes. Oversight and maintenance of the plan is supported by the President, and is a collaborative effort with Facilities and Environmental Health and Safety.

The plan is an integral component of a cyclic process of planning, training, and exercising. At a minimum, the plan should be completely reviewed and revised as needed every five years to ensure that the documented preparedness and response activities reflect current policies and procedures.

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## UNIVERSITY OF IDAHO – EMERGENCY MANAGEMENT PLAN

## EMERGENCY SUPPORT FUNCTION #1

## TRANSPORTATION

| | |
|---|---|
| **PRIMARY AGENCY** | Auxiliaries, Parking<br>Facilities, Exterior Services<br>*or university employees performing similar functions* |

### SUPPORT AGENCIES

| | |
|---|---|
| **Independent Highway Districts** | Highway district having jurisdiction |

http://itd.idaho.gov/planning/GIS/MapBook/2008MapBook/Section3Maps/ITD_LocalHighwayDist.pdf

| | |
|---|---|
| **County** | Latah (or applicable) County Dispatch<br>Latah (or applicable) County Sheriff's Office<br>Latah (or applicable) County School Districts<br>Disaster Services Office |
| **Municipalities** | Municipal Police Departments<br>Municipal Public Works<br>Highway Districts<br>School Buses |
| **State** | Idaho Transportation Department<br>Idaho State Police<br>Idaho Bureau of Homeland Security |
| **Federal** | US Department of Transportation |
| **Business** | Latah (or applicable) Sanitation Department<br>United Parcel Service<br>Federal Express<br>Public Transit |
| **Volunteers** | Civil Air Patrol |

## PURPOSE

This function describes procedures to manage ingress and egress of university property in the event of an emergency (i.e. traffic control, barricading, evacuation routes); to support requests from applicable county and state authorities to participate in emergency transportation needs that affect communities surrounding university property; and to repair and/or restore the university's transportation infrastructure on a temporary basis. The intent will be to ensure safe and effective use of available transportation corridors during an emergency/disaster.

## DIRECTION AND CONTROL

ESF-1 is under the operational control of the Response Group during level 1 and 2 emergencies and will exercise direction and control of the actions contained in this ESF.

## ADMINISTRATION AND FINANCE

See LC-SA #1 – Financial Management

## ANNEX MAINTENANCE

Parking and Facilities Exterior Services are responsible for advising the ESSO on any needed updates to ESF 1.

## REFERENCES

1. Applicable local emergency plans
2. Idaho Transportation Department Emergency Highway Traffic Regulation Plan

## SCOPE

Level I Incidents will be controlled and managed through normal department operating procedures. Level II and Level III Incidents require a coordinated effort and frequently require the activation of the university ECC. During Level II and Level III Incidents assistance provided by LC-ESF #1 includes the following:

1. All requests for transportation support will be processed through the university ECC.

2. Parking and Facilities Exterior Services will assess the damage to the transportation infrastructure, analyze the effects of those damages, compile and report damage assessment information to the university ECC.

3. Parking and Facilities Exterior Services will assist in the design, implementation and coordination of alternate transportation routes and methods.

4. Parking and Facilities Exterior Services will advise the university ECC as to the university's capacity to assist surrounding communities with transportation services within the capability of the university.

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## POLICIES

1. University ECC / Planning will use available university transportation resources to respond to an incident
2. Request additional resources from university ECC / Logistics if unable to provide services of ESF 1
3. The priorities for allocation of assets will be:
    a) The protection of life.
    b) Evacuating persons from immediate peril.
    c) Coordinating and monitoring traffic movement for self-evacuation.
    d) Clearing of debris and hazards for emergency responders.
    e) Transporting materials, personnel, and supplies for the support of response activities.
    f) Transporting relief supplies necessary for recovery from the emergency.

## SITUATION

A major emergency may severely damage the transportation system throughout the impact area. Many local transportation activities could be hindered by damaged facilities, equipment, damaged utilities, and disrupted communications. At the same time, the emergency will create increased demands on resources to provide relief and recovery. State assistance may be required to meet these demands for essential services, as well as provide assistance with clearing and restoring the transportation system.

## PLANNING ASSUMPTIONS AND CONSIDERATIONS

The amount of damage to university transportation systems may influence the means and accessibility of providing relief services and supplies.

It will be difficult to coordinate response during the immediate post-disaster period.

Equipment in the immediate area of the emergency may be damaged or inaccessible.

The requirement for transportation resources may exceed the capability of the university.

Public utilities may be damaged and be partially or fully inoperable.

Where the local, ground, water, or air transportation systems have been severely disabled, local political subdivisions will act to restore transportation systems and equipment on a priority basis.

### Moscow campus

In the event of a major disaster on Latah County roads, the North Latah County Highway District (NLCHD) and/or South Latah Highway District (SLHD) will assume the role of primary agency and provide a representative to coordinate with the Latah County EOC

In the event the emergency incident occurs on a state highway the Idaho State Police (ISP) will provide the Command function, and Idaho Transportation Department (ITD) will perform primary agency tasks.

The closest airfield is the Moscow Pullman regional airport. The Lewiston airport is located 45 minutes south of the campus. The Spokane airport is located 90 minutes north of the campus.

**Other university locations**

The Highway Districts are separate entities that must be contacted individually when an emergency occurs that requires their assistance, coordination and cooperation.

Report incidents and deployment of university resources to ESSO.

## CONCEPT OF OPERATIONS

The transportation function may be activated either in response to an incident occurring on university property, or an incident that occurs on transportation systems surrounding university property. To make sound decisions about employee safety and assistance to potential victims, the university ECC will rely on information and assessments supplied by Parking / Facilities Exterior employees (or other appropriate university employees performing similar functions). In a level 2 or 3 emergency, the university ECC / Safety Officer will need information to help determine safety considerations for university employees working under emergency conditions, such as setting up barricades or controlling traffic. If the incident occurs on university property and involves victims, the IC would work with local first responders to determine actions the university can take to support the first responders' life-saving functions. University ECC will need assessment of damages (if any) to transportation systems and recommendations regarding alternative transportation arrangements. If the emergency creates road blockages on university property, the next step would be to begin clearing and affecting temporary repairs to allow emergency vehicles access where needed. If transportation requirements exceed the capabilities of the university, the university ECC will direct Parking / Facilities Exterior to coordinate with public and private resources for emergency help. In coordination with primary and supporting agencies, the ECC and IC will determine alternative routes for emergency response and possible evacuation. If the emergency is widespread, local authorities can recommend evacuation to the university, and the decision to evacuate would be recommended to the university Executive Group. The Latah County BOCC would then request clearance for evacuation from the Governor. Only the State's Governor can declare an evacuation of the surrounding community.

## PREVENT

Analyze hazards and determine Transportation ESF Annex requirements.

Recommend any needed actions to mitigate the effects of potential disasters or emergencies.

Be aware of roadwork or other planned development on university property that would hinder emergency vehicle access to and self-evacuation from a given site. Alternate routes around the inevitable congested sites should be considered before any emergency situation arises.

## PREPARE

Develop messages regarding transportation related notices that would be appropriate for our emergency notification system (ENS); communicate these messages to the ESSO; and review and update as needed.

Maintain an inventory listing of available equipment, personnel and materials.

Inspect and maintain equipment to ensure a timely response.

Participate as required in emergency training and exercises.

Identify local private contractors who can provide support during emergencies. Acquaint them with university emergency plans and procedures.

Review and maintain annotated maps showing roads, highways, and bridges.

Advise ESSO of any needed mutual aid agreements with municipalities, private industry, other government agencies and neighboring jurisdictions; develop and maintain such agreements..

Develop Standard Operating Guidelines (SOGs), checklists, and lists of equipment and supplies by location that may be needed in a disaster emergency

## RESPOND

Immediately report any emergency conditions affecting university transportation to the Emergency & Security Services Officer (ESSO)

Respond to requests from university ECC for transportation services within parameters of this ESF.

Identify the damage, complete damage assessment and forward information to the university ECC.

Clear path for emergency response vehicles.

Clear debris from transportation routes and facilities

Establish priorities to limit future damage and repair current damage

Close roads only to protect the safety of the public or to limit future damage.

Survey area for any stranded pedestrians or motorists.

Identify and implement detour or bypass routing if necessary.

Coordinate traffic control with Idaho State Police (ISP) and/or local law enforcement, Idaho State Police (ISP), and local highway jurisdictions.

Coordinate the utilization of private resources, equipment and manpower for transportation functions.

Erect signs and barricades to guide the movement of traffic as needed, in coordination with City Police and County Sheriff's departments.

Inform the public of closures and conditions through the PIO.

Document:

a. All equipment, materials and personnel used

b. An inventory of damaged locations.

b. An estimate of the repair and replacement costs

c. The amount of time the route will be closed

## RECOVER

Continue to direct emergency maintenance and debris clearing efforts.

Receive damage reports and assist the LCEOC in preparation of damage assessments for situation reports.

When possible, restore transportations systems to normal operations.

## ORGANIZATIONAL ROLES AND RESPONSIBILITIES

### Primary Agency

Perform actions listed above in "Prepare – Prevent – Respond – Recover."

Provide traffic control on campus and coordinate with local government to control movement of relief personnel, equipment, and supplies.

Assist local area emergency relief where possible and within the capability of the university.

### Support Agency

### Independent Highway Districts

- Provide representative to coordinate with IC/EOC and other support agencies.
- Perform damage assessment on county transportation assets and provide data to the DSO/EOC.
- Size up situation, coordinate and provide for removal of wreckage and debris.
- Provide temporary repair of damaged county roads and bridges as possible.
- Coordinate with ITD for possible state assistance as deemed necessary.
- Assist with road closures and establishing detour routes.
- Assist with traffic control and barricade placements as requested.
- Establish and/or maintain evacuation routes as directed by the IC or Latah County Sheriff's Office (LCSO).
- 
- Provide sand, gravel, trucks and drivers as needed.
- Perform other tasks as requested to mitigate further damage and return conditions to pre-disaster status.
- Coordinate with ISP and ITD when incident involves State and Federal resources.

### Whitcom & Latah County Dispatch

- Provide initial notifications.
- Assist as requested.

### Moscow Police & Latah County Sheriff's Office

- Assist with road closures and establishing detour routes.
- Assist with traffic control.
- Establish and/or maintain evacuation routes.
- Coordinate with ISP when incident involves state and federal resources.

**Latah Sanitation**

- Provide support and coordination for emergency solid waste disposal.

**Latah County School Districts**

- Provide representative if requested.
- Provide emergency mass transportation by using the school bus system as a means of transporting victims and volunteers to and from the incident site.
- Provide other means of transportation if available and requested by emergency services.

**Disaster Services Office**

- Coordinate with IC and Latah County BOCC to assess situation.
- In coordination with IC advise BOCC on the need to activate the EOC and/or issue a County Emergency Declaration.
- Coordinate Emergency Alert System (EAS) with the LCSO when deemed necessary.
- Assist IC with the coordination of primary and support agencies.
- Assemble damage assessment data.
- Submit damage assessments to Idaho Bureau of Homeland Security (BHS).
- Assist with planning, mission request, communication, and other appropriate tasks to mitigate the emergency.
- Coordinate Federal Public Assistance programs for rebuilding roads and bridges.
- Provide situation reports for elected officials.
- Assist with training programs when appropriate.

**Municipal Police Departments**

- Perform routine law enforcement.
- Coordinate and assist law enforcement agency of jurisdiction when requested.

**Municipal Public Works**

- For incidents affecting the municipality perform damage assessment and provide information to the IC and DSO/EOC.

- Size up situation, provide and coordinate for removal of wreckage and debris.

- Assist with road closures and establishing detour routes.

- Assist with traffic control.

- Perform other tasks that would mitigate and return conditions to pre-disaster status.

**United Parcel Service**

- Provide delivery service that would allow for the provision of medical or emergency resources needed to assist emergency responders.

**Federal Express**

- Provide delivery service of medical or emergency resources needed to assist emergency responders.

**Civil Air Patrol**

- Assist with damage assessment from the air and provide information to the IC and the DSO/EOC.

**Idaho Transportation Department**

- Coordinate transportation resources in support of local IC.

- Provide assistance in accordance with signed MAAs/MOUs with local agencies.

- Provide damage assessment information to the IC and the DSO/EOC.

- If authorized by a gubernatorial proclamation, ITD may offer assistance beyond state highways through a request from the Idaho BHS.

- Assistance provided would include, but not be limited to:

  ○ Provide and coordinate equipment and resources to include maintenance resources pertaining to debris removal, specialized heavy construction and transport equipment (including operators), and a backup statewide emergency communication system.

  o Provide engineering services for traffic control, signing, detours, and the repair and maintenance of highways, bridges, and airfields.

  o Provide and coordinate the use of state-owned aviation assets for transportation of personnel and cargo evacuation, search and rescue operations, aerial radiological monitoring, and other aviation activities. Assist to coordinate air space restrictions over disaster emergency areas.

  o Ensure transportation related resources meet Idaho codes and statutes, such as state highway road closures and motor vehicle laws.

- Following a natural disaster emergency, an immediate survey of the road network shall be made to determine the extent of physical damage. Necessary signs and barricades will be erected to protect and reroute traffic.

- ITD is the only agency that can close a state or federal highway. ITD has internal policies that go beyond the scope of this plan that describe in detail the provision of this act.

**Idaho State Police**

- In the event of a disaster on a state highway, ISP would initiate IC or Unified Command and coordinate with local law enforcement and the Independent Highway District having jurisdiction.

- Perform law enforcement duties in coordination with local law enforcement and according to protocol.

- Assist with damage assessment and provide information to the IC and DSO/EC when appropriate.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.

- Consult, coordinate, and act as State liaison for the IC and the EOC.

- Activate State EOC to support the County as needed.

- Assist with the coordination of state and federal agencies to provide support to the County.

- Assist with training programs and exercises as needed.

## UNIVERSITY OF IDAHO – EMERGENCY MANAGEMENT PLAN

## EMERGENCY SUPPORT FUNCTION #2

## COMMUNICATIONS and EMERGENCY NOTIFICATION SYSTEMS

| | |
|---|---|
| **PRIMARY AGENCIES** | University ECC, PIO<br>University Communications & Marketing<br>University ITS<br>University HR / Advancement (temporary call centers)<br>University President & Emergency Executive Group<br>*or university employees performing similar functions* |

**SUPPORT AGENCIES:**

| | |
|---|---|
| **County** | Other agencies' PIOs in a joint or unified command<br>Whitcom (dispatch) (Moscow campus)<br>Latah County Dispatch (Moscow campus)<br>Local applicable dispatch authorities<br>Fire districts<br>Latah or applicable County Sheriff's Office<br>Latah or applicable County Disaster Services Office<br>Latah County Information Services |
| **Municipalities** | Municipal Police Departments<br>Municipal Fire Departments |
| **State** | Idaho Department of Lands<br>Idaho Transportation Department<br>Idaho State Police<br>Idaho Department of Health and Welfare<br>StateComm<br>Idaho Bureau of Homeland Security |
| **Federal** | National Weather Service |
| **Business** | Telecommunications Utilities<br>Print, Television and Radio Media |
| **Volunteers** | Amateur Radio |

**PURPOSE**

This plan provides guidance for the effective management of emergency radio, electronic communications and dissemination of warning information during an emergency/disaster. Emergency communications needs include the following actions:

- Emergency notifications
  - Notify the campus community of a threatened or actual emergency
  - Continue to communicate with campus community, other concerned groups (i.e. parents), and the public, through a variety of media to inform of emergency actions
- Internal communications - Facilitate emergency response communications of the Executive and Response groups
- External communications - Facilitate and coordinate communications between university, other PIOs, first responders, state, federal groups
- Public Information Officer (PIO) duties – Direct and manage emergency communications to provide accurate, coordinated and timely information to all university constituents and the public

**This ESF applies to the communications and warning assets of the university, and applicable county organizations including Latah County Dispatch Center, and Whitcom Dispatch Center, telephone and cellular systems, fax services, National Warning System (NAWAS), Emergency Alert System (EAS), Mobile Communication Center (MCC), Amateur Radio, Law Enforcement and the Fire Districts and Departments.**

***No guarantee of a perfect system is implied by this plan. The univeristy will endeavor to make every reasonable effort to respond to an emergency or disaster based on the situation, and information available.***

**DIRECTION AND CONTROL**

The university's emergency management Public Information Officer is under the operational control of the Response Group during declared emergency operations. The university will cooperate and coordinate with county emergency departments and applicable first responders.

**ADMINISTRATION AND FINANCE**

See LC-SA #1 – Financial Management

**ANNEX MAINTENANCE**

Marketing and Communications, ITS, Phone Services and the Emergency & Security Services Officer (ESSO) will annually review this annex update and modify, if necessary. Modifications will be reviewed by emergency management Executive Group and Response Group (Command and Group Leaders).

**REFERENCES**

**SEE ALSO ESF #15 – EXTERNAL AFFAIRS**
ESF #15 governs most governmental agencies' Public Information Officer (PIO) functions. The university has consolidated the PIO functions into ESF#2 – Communications in order to provide maximum coordination of all university emergency communication functions.

Communications Frequency Assignments – to be developed
Communications Checklists – to be developed
Resource List – to be developed

**SCOPE**

Level I Incidents will be controlled and managed through normal operating procedures established by University Marketing and Communications. Level II and Level III Incidents require a coordinated effort and frequently require the activation of the ECC.

Communication includes transmission, emission, or reception of signs, signals writing, images, and sounds or intelligence of any natures by wire, radio, optical, or other electromagnetic systems.

The three functions within the scope of this ESF are:

**Emergency Notification System**
Ensure that the institution has the ability to notify the campus community of threatened or actual emergency.

- Everbridge notification system
- Emergency alerts on home page and other websites
- Emergency alerts through classroom technology
- Emergency notification land line (208) 885-1010
- Temporary call centers staffed by university employees
- College, division and unit communication rosters
- Site-specific communications
- Radios

**Communication and ITS infrastructure**
Support the institution with the restoration and reconstruction of telecommunications equipment, computers, and other technical resources.

- ECC communications systems
- Phones, including land lines, cells, and pagers
- University computing system, including data, server hubs, other hardware and peripherals, and software (i.e., Banner, R25)
- University websites

**Public Information Officer**

Support the institution by managing dissemination of information about emergency incidents, its impact on the university, and the university's response and recovery actions

- Responses to media and news conferences
- Appoint appropriate spokesperson(s)
- Direct and manage information released to university constituents
- Advise and coordinate with both Executive and Response groups regarding communication strategies
- Provide assistance to Response group for content of messages

**POLICIES**

The university will maintain an emergency notification system supplemental to, not substituting for, the warning services provided by local, state, and federal agencies. Moreover, university staff, faculty and students are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather, fire or flooding. Consequently, and supplemental to information being provided by other sources, the university will attempt to make a reasonable effort to notify the university community of emergencies. The feasibility of the effort will depend on: the nature of the hazard, when the emergency management officials are made aware of the situation, the quality and quantity of information available, communications and warning resources available, media attention, and other situation dependent factors.

In the event of a sudden loss of power, ITS' first emergency priority is the preservation of university data and server hubs. As soon as practicable, ITS will work on restoration of technical functions of the university.

Communications will advise university emergency management regarding strategies to communicate emergency messages to university constituents and to the public.

The Public Information Officer will receive direction from the President and will exercise direction and control over the actions contained in this Support Function. The PIO will appoint support staff as needed. During a disaster, media releases will be cleared by the Public Information Officer (PIO) through the President and coordinated with the university emergency coordinator. There will be full coordination with all other Emergency Support Functions.

The Public Information Officer will serve as primary spokesman to the media.

The Public Information Officer will disseminate information concerning specific disasters, their associated threats, and protective actions to students, staff and faculty; the news media; and the general public.

The Public Information Officer will release public information concerning needed volunteers and donations, re-entry, and other recovery issues.

The Public Information Officer will ensure media are monitored for correct and consistent informational releases.

The Public Information Officer will coordinate with the Idaho Bureau of Homeland Security Public Information Officer information regarding the Declaration of a County Disaster and resources supplied by the State of Idaho and Federal Agencies.

**SITUATION / PLANNING ASSUMPTIONS / CONSIDERATIONS**

A sudden or anticipated disaster/emergency will cause major disruption in the day-to-day activities of those involved. Any particular emergency could cause distress across a wide threshold of services locally, regionally or state-wide. Expect some or all of the following:

Damage to the commercial and/or county telecommunications system (landline AND cell) due to the occurrence of a man-made or natural emergency/disaster

Communications needed during a disaster will exceed capabilities

Dispatch Centers will experience failures due to overwhelmed 911 phone systems

Initial university and government response will focus on coordinating lifesaving activities and reestablishing control in the emergency area

Local emergency officials and university staff will, in conjunction with the telecommunications industry, attempt restoration and reconstruction of telecommunications facilities

Weather and other factors may restrict the deployment of telecommunications equipment.

Notification of a threatening or actual emergency incident may come from the EAS, NAWAS, National Oceanic and Atmospheric Administration (NOAA) Weather Radio, the media, the amateur radio community, and the public.

County governments may also be notified of an impending threat by the State Automated Warning System (SAWS).

Fragmented initial reports, which provide an incomplete picture of the extent of damage to university and local infrastructure

Rumors based on incomplete or erroneous reports which may lead to mass confusion or panic.

An overwhelmed emergency communication system reducing the ability of emergency responders to do their job in a timely fashion.

An aggressive program combining both emergency information and educational material could significantly reduce loss of life and property damage.

With the rapid convergence of communications, Internet, and information technology (IT), university ITS, Communications, and emergency management must work closely together to

support emergency communications. This convergence requires increased synchronization of effort and capabilities between the communications and information technology sectors.

There is a need for a single source of reliable information during an emergency for both the public and the media.

The media will immediately pursue information regarding the emergency.

Local media will cooperate in an emergency situation.

Government JICs (Joint Information Centers) may be activated.

Most university locations are serviced by cable television, radio, and internet service.

Radio reception is good at most university locations and should be reliable in most emergency situations.

Special needs populations will require extraordinary measures for alert/notification.

If telephone service is available, it may be necessary for the university to set up a temporary call center to handle increased telephone traffic.

Radio communication assistance may be available through other public agencies.

Amateur radio operators may be available to assist.

The County Emergency Alert System can be activated by county emergency management.

Inter-agency coordination may be accomplished through use of the Counties “All Call” radio channel.

**CONCEPT OF OPERATIONS**

This ESF provides guidance for managing emergency communications resources.

The university’s Emergency & Security Services Officer (ESSO) is the point of contact for receipt of all warnings and notification of actual or impending emergencies or disaster.

The ESSO will notify the Executive and Response (Command / Group Leaders) of an emergency.

Landlines and cell phones will be the primary communications systems used by the Executive and Response groups.

Emergency communications center will be the university ECC.

Whenever university emergency management officials are alerted to the threat or occurrence of an emergency, the ECC may be activated at the appropriate level for monitoring purposes.

Monitoring will consist of accumulation, display, and evaluation of relevant information by the university Emergency Response Group, with notifications and referrals of policy decisions (i.e., closure) to the Executive Group.

Depending on the circumstances, monitoring may be a prolonged activity.

### Emergency Notification System

As soon as it is apparent that students, staff and faculty must take some action to prepare or protect itself, the Emergency Response Group will recommend that the ESSO activate the ENS. In certain situations (i.e., armed intruder), the ESSO may choose to activate the ENS.

Notifications may include one or more of the following:

Activation of the Everbridge ENS to disseminate immediate life saving information.

Press releases to regional television, radio stations and print media; or other mechanisms, as appropriate.

Emergency notification land line

Emergency alerts on university websites

Notifications will continue as needed or until the emergency has subsided. These notices may include:

- Evacuation notices and related information.
- Potential secondary hazards
- Protective actions
- Other information as determined by the event and factors

## PREVENT

Analyze emergency communications capability in relation to potential hazards and disaster conditions.

Develop priorities for communication improvements.

Everbridge ENS will be tested at least once annually by the ESSO.

Colleges and divisions should update and test their communications rosters at least once annually.

ITS is responsible for the development, repair and maintenance of the university's communication infrastructure. This includes all phone services and the computer network system.

University Communications is responsible for both general and emergency communications with the media through their media specialists. University Communications will include emergency communications in their university communications planning.

University Communications and Marketing will assist university emergency management, as requested, with public information programs for students, staff and faculty to increase personal preparedness for potential incidents, including personal protective measures.

## PREPARE

Identify emergency radio, telephone and other communications resources.

Develop implementation plans, procedures and mutual aid agreements.

Identify alternate (backup) power requirements and resources.

Train personnel in the use of communications resources.

Train personnel in notification protocols.

Coordinate communications capabilities with emergency management partners.

Participate in ECC exercises.

Develop messages appropriate to various emergency scenarios.

Review, maintain and develop ECC communications devices, including back-ups appropriate for power outages.

Provide for maintenance and repair of equipment.

Plan for emergency restoration of communications

Develop a list of non-English language communicators.

Develop a system for communicating with differently-abled staff, students and faculty.

Develop a system of interoperable radios.

Prepare advance copies of emergency information packages for release through the news media during actual emergencies

Maintain current lists of radio stations, televisions stations, cable companies, websites, and newspapers to be utilized for public information releases

Maintain support agreements and liaison arrangements with other agencies and the new media, if needed;

Maintain arrangements to provide a briefing room for the media in the vicinity of the ECC or at the location of the disaster

## RESPOND

Gather, verify, coordinate, and disseminate emergency instructions and critical information

Provide the accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts

Address important inaccuracies before they are reported incorrectly a second time

Include items such as situation reports, notes, and protective actions recommendations, and contact information for pertinent community organizations and individuals.

Determine status of communications systems and brief the ECC staff.

Implement alternate systems. Establish and maintain communications with State, Federal and adjacent county agencies.

Activate the ECC message distribution system.

Refer media calls to the PIO.

Maintain a log of activities.

Maintain a record of expenses incurred.

Establish and maintain communication links and liaison with emergency responders, shelters and lodging facilities.

Assist with dissemination of emergency notifications as requested by university emergency coordinator (ESSO).

Forward requests for non-university assistance to the university emergency coordinator (ESSO).

Local government agencies will utilize local governmental, commercial and/or private communications systems, as available, to meet their communications needs.

Cooperation and coordination between responding agencies and the use of their frequencies/systems may be necessary for timely mission requests and mission assignments.

Brief local news media personnel, campus officials, local, state, and federal agencies on university emergency response and recovery efforts

Coordinate with other local, state and federal PIOs and other emergency and/or elected officials regarding news releases and situation reports

Monitor the media to insure accuracy of information and correct inaccurate as quickly as possible

Plan and organize news conferences with the Governors staff, if necessary

## RECOVER

The Emergency Response Group will reassess communication systems after the incident has ended and make recommendations regarding repairs and upgrades.
.
The Emergency Response Group will reevaluate the university's communication response to the incident and make recommendations as appropriate.

Provide information to the public about available campus disaster relief assistance and mitigation programs, or benefits for which they may be eligible.

# Organization Roles and Responsibilities

## Primary Agencies

Provide initial notifications to university, county disaster services offices, and state.

Initiate university emergency notification system.

Provide alternative communication methods as needed.

Assess damages to university communication system.

Advise Emergency Response group of damage assessments.

Restore normal university communications as soon as possible.

Manage communications with students, staff, faculty, parents and the public.

## Support Agencies

**Latah County Dispatch/Whitcom (or appropriate) Dispatch ("911")**

- Provide initial notifications to first responder agencies.
- Assist and coordinate communication needs for county emergency responders as requested.

**County Disaster Services Office (DSO)**

- Manage development, maintenance, restoration and utilization of the County's communication infrastructure.
- Develop and maintain procedures to provide communications and warning support when requested.
- When appropriate, coordinate with the county sheriff, municipal police, and state resources to implement the Emergency Alert System.
- Provide situation reports to elected officials.
- In coordination with the Public Information Officer (PIO) and IC, recommend release of pertinent emergency information on a regular timetable.

- Request and coordinate external resources and assistance when communication systems become overwhelmed.

- Maintain communication with Idaho Bureau of Homeland Security (BHS) as required.

- In coordination with Latah County Dispatch Center, conduct tests and exercises of the communication and warning systems.

**Sheriff's Office**

- In coordination with the county disaster management, develop and maintain procedures to provide communications and warning support when requested.

- When appropriate, coordinate with the DSO to implement Emergency Alert System.

**Fire Districts**

- Develop and maintain protocol to provide tactical frequencies for warning support and communication services.

- Maintain and repair fire services repeaters and provide pertinent frequency and status information to the DSO.

**Municipal Police Departments**

- Assist first responder IC as appropriate with emergency communication needs.

- Maintain and repair police departments' repeaters and provide pertinent frequency and status information to the DSO.

**Telecommunications Utilities**

- Utilize all appropriate means of repairing and restoring the public telecommunication services.

**Print, Television and Radio Media**

- Communicate warnings to the public when EAS is implemented.

- Provide services that would assist emergency services efforts to notify the public of an impending or actual emergency/disaster situation.

**Amateur Radio**

- Provide emergency communications to ECC, Latah County Dispatch Center, mass shelters, field personnel, damage assessment teams, business and industry, or other requesting agencies during an emergency.

- Manage the MCC as requested by the IC or DSO/EOC.

**Idaho Department of Lands Dispatch**

- Provide emergency dispatch services for wildland fires.

- Assist emergency radio communications when requested or as county radio systems become overwhelmed.

- Provide radio kits, satellite phones and portable repeaters to emergency services when requested.

**Idaho Transportation Department**

- Provide additional communication resources to assist local emergency responders.

- In a State declared emergency, Microwave Services will deploy personnel to assess the communications needs. Initial communications will be achieved through the Idaho State Police (ISP) communications network, with additional resources from the Idaho Transportation Department (ITD).

**Idaho State Police**

- Coordinate with local law enforcement and assist with emergency radio communications as necessary.

**Idaho Health and Welfare**

- Provide radio communication equipment.

- Provide trained volunteers to assist with communication equipment.

**State Communications**

- Provide emergency communication services and coordinating resources.

- Relay information between responding units that might not have radio contact with each other due to low-powered mobile radios and terrain.

All reports of hazardous materials (hazmat) releases are reported to the Communications Center. The Communications Specialists notifies the appropriate agencies when requested, coordinates the response of emergency teams and facilitates conference calls involving multiple agencies, using a 48-port teleconference bridge. Each hazmat report results in an initial conference call with the on-scene Commander, Department of Environmental Quality (DEQ), Idaho Bureau of Hazardous Materials (BHM), and the appropriate Regional Response Team (RRT).

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.
- Consult, coordinate, and act as State liaison for IC and the DSO/EOC.
- Activate State EC to support the County as needed.
- Assist in coordination of state and federal agencies to provide support to the County.
- Assist with training programs and exercises as needed.

**National Weather Service**

- Provide weather and hydrologic reports to IC and DSO/EOC as deemed necessary or when requested.

## UNIVERSITY EMERGENCY OPERATIONS AND RESPONSE PLAN

## EMERGENCY SUPPORT FUNCTION #3

## PUBLIC WORKS AND ENGINEERING – FACILITIES

| | |
|---|---|
| **PRIMARY AGENCIES** | Facilities<br>*or university employees performing similar functions* |

**SUPPORT AGENCIES**

| | |
|---|---|
| **Independent Highway Districts** | Highway district having jurisdiction |

http://itd.idaho.gov/planning/GIS/MapBook/2008MapBook/Section3Maps/ITD_LocalHighwayDist.pdf

| | |
|---|---|
| **County** | Whitcom / Latah or appropriate County Dispatch<br>Disaster Services Office |
| **Municipalities** | Municipal Public Work Departments<br>Municipal Water Services<br>Municipal Wastewater Services<br>Municipal Street Services |
| **State** | Idaho Transportation Department<br>Idaho Bureau of Homeland Security |
| **Federal** | US Department of Transportation |
| **Business** | Latah or appropriate Waste Management |

Scope:

## INTRODUCTION

## PURPOSE

Emergency Support Function (ESF) #3 will provide coordination of agencies responsible for the university infrastructure (buildings, grounds, roadways) during and after an emergency/disaster incident, in order to:

- Assess extent of damage to the university after a disaster
- Provide debris removal, within the capacity of the university
- Provide repair and maintenance

## DIRECTION AND CONTROL

The university's Facilities Division (and similar operations at other university locations) are under the operational control of the Response Group during declared emergency operations. The university will cooperate and coordinate with county emergency departments and applicable first responders.

## ADMINISTRATION AND FINANCE

See LC-SA #1 – Financial Management

## ANNEX MAINTENANCE

Facilities will annually review this annex update and modify, if necessary. Modifications will be reviewed by emergency management Executive Group and Response Group (Command and Group Leaders).

## REFERENCES

(Moscow campus, Latah County) Operations Plan "Bulldozer" provides for the emergency use of privately owned construction resources in the event of a disaster. Refer to Latah County emergency office.

## SCOPE

This ESF addresses necessary public works and engineering activities (within the capacity of the university) including, but not limited to, demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, inspection of facilities for structural condition and safety, and assisting in traffic control by providing barricades and signs, as necessary, to cope with an emergency or disaster.

Level I Incidents will be controlled and managed through normal department operating procedures. Level II and Level III Incidents require a coordinated effort and frequently require the activation of the ECC.

## POLICY

It is the policy of the university to respond and mitigate damage caused to university owned facilities by an emergency/disaster.

Facilities will:
A. Promote and develop mitigation strategies to prevent or reduce damage as a result of disaster.

B. Coordinate needs/damage assessments immediately after a emergency by providing personnel for damage survey teams, in cooperation with other departments.

C. Provide removal and disposal of debris from university property.

D. Ensure that the university's work is coordinated with local government efforts to mitigate any emergency situation procurement of construction equipment and personnel for essential facilities in conjunction with LC-ESF #1 - Transportation.

F. Provide emergency power to university facilities

G. Ensure that the university's efforts are coordinated with wider area efforts to respond to any emergency.

- The university may need the cooperation and assistance of local public works departments and county emergency management. Idaho Code, Title 46, Chapter 10 provides guidelines through the State Disaster Preparedness Act of 1975.

- The agencies that make up the county/municipal public works may coordinate with other county, state and federal agencies in a multi-agency response through the use of Mutual Aid Agreements and Memorandums of Understanding (MAA/MOUs).

**SITUATION**

In a major emergency, response and recovery operations may be beyond local response capabilities. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other critical infrastructure facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and roads impassable. Public utilities may be damaged and be partially or fully inoperable. A major emergency may affect response personnel and their facilities and prevent them from performing their emergency duties. Equipment in the immediate emergency area may be damaged or inaccessible.

(For the Moscow campus) There is no formally organized public works agency within Latah County per se, but the County and its municipalities have personnel and equipment for conducting public works services under emergency conditions.

Sufficient resources may not be available to meet emergency requirements. State and federal assistance may be required to ensure a timely, coordinated, and effective response. County, city, and other engineering resources necessary to accomplish emergency tasks, may be supplemented by Federal, State, adjacent county, city and private agencies when authorized by the appropriate authority.

**PLANNING ASSUMPTIONS**

A natural disaster could severely damage roads, bridges, utilities, water systems and sewage systems.

When key employees cannot be located, critical decisions will need to be made by "designees" or "second in command" regarding response and mitigation to an emergency incident.

If county owned roads, bridges, buildings, and county or municipal water and wastewater treatment facilities are damaged in a major disaster, all agencies will work together while retaining their authority, responsibility, and accountability.

If state highways and bridges are damaged, as well as county/municipal infrastructures, a Unified Command System may be implemented with the Idaho Transportation Department (ITD) to coordinate mitigation of damages.

Previously inspected structures will require reevaluation if aftershocks occur following an earthquake.

Heavy equipment needed for response is located in the incident area and is damaged or inaccessible.

Normal routes of travel may be impeded by the emergency.

Access to the emergency areas will depend upon the reestablishment of ground and water routes. Debris clearance and emergency road repairs will be given top priority to support emergency response.

Bridges or dams may have suffered damage because of the emergency incident and may need inspection and repair/replacement before safe public use can continue.

If county buildings are damaged, communication among agencies will be difficult and response will be hindered.

Early damage assessments will be general, incomplete, and may be inaccurate. Rapid assessment of the emergency area is required to determine critical response times and potential workloads.

To minimize threats to public health, emergency environment waivers and legal clearances will be needed to dispose of emergency debris and materials.

Wastewater treatment is generally done by municipal treatment facilities and private septic tank/drain fields.

Damage to water and waste treatment facilities could cause an environmental risk that may affect a hazardous materials (hazmat) response.

A damaged water main may necessitate the need to distribute drinking water in and around the incident site.

When a county disaster is declared the Independent Highway District having jurisdiction will act as primary agency and coordinate with Incident Command (IC) and support agencies to carry out the tasks associated with this ESF.

Streets and roads within municipalities are maintained and repaired by street departments (municipal public works), and the Independent Highway District. Municipalities, water associations and private wells comprise the potable water source for the majority of the County's population.

County and city road departments lack sufficient resources to cope with a large-scale disaster.

The emergency will require significant numbers of engineering and construction personnel, equipment, and materials from outside the disaster area.

County and city equipment and other engineering resources can be supplemented by Federal, State, adjacent county, city and private agencies.

## CONCEPT OF OPERATIONS

When this ESF is activated, Facilities will conduct the following activities:

- Make an initial damage assessment
- Determine if buildings are safe or need to be closed
- Coordinate with campus law enforcement to secure damaged buildings and adjacent areas that may be unsafe
- Inspect buildings for structural damage (as university capacity allows)
- Post appropriate signage to close buildings
- Assist in coordinating response and recovery;
- Prioritize and conduct debris removal;
- Activate the necessary equipment and resources to address the emergency
- Coordinate with Risk for claims reports

## PREVENT

A regular maintenance program should be conducted on all equipment that may be needed in an emergency.

## PREPARE

Maintain an inventory of locally available equipment, personnel and materials.

Workshops, simulations and ongoing training programs will prioritize and improve response efforts.

Identify private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures.

Develop and maintain mutual aid agreements with municipalities, private industry, other government agencies and neighboring jurisdictions.

Develop a priority list of facilities to be repaired and maintained in case of a disaster.

## RESPOND

Direct public works activities from the university ECC.

Alert public works personnel to stand by or call-up.

Maintain an events log.

Assess damage, determine requirements and brief ECC staff on public works activity.

Activate any appropriate mutual aid agreements.

Remove or take actions to reduce any hazards that tend to endanger the public.

Coordinate with ESF #1 – Transportation to close or restrict any portion of a transportation route whenever the condition of it is such that its unrestricted use or continued use will greatly damage it.

Coordinate with ESF #7 – Resource Support for the use of private resources, equipment and manpower for public works functions..

Coordinate debris clearance and removal.

Ensure garbage and solid waste collection and disposal are accomplished. Coordinate with LC-ESF #8 - Health and Medical Services.

Ensure adequate water supplies are available, functioning, and maintained. Coordinate with ESF #4 - Firefighting for fire department water needs. Coordinate with ESF #8 - Health and Medical Services for potable water.

Coordinate with ESF #2 – Communications for telephone service. Coordinate with ESF #12 – Energy for energy utilities.

Report information about power, water and sewage systems and facilities closures and conditions in coordination with ESF #2 – Communications.

Coordinate the emergency repair and maintenance of road, power, water and sewage systems and other vital facilities.

Erect signs and barricades to guide the movement of traffic if evacuation is needed. Coordinate with Law Enforcement Coordinator and Transportation Annex Coordinator.

Maintain records of all equipment, materials and personnel used.

## RECOVER

Coordinate with the university ECC and government/private agencies to support returning the university infrastructure system to pre-disaster/emergency levels.

Continue to direct emergency maintenance and debris clearing efforts.

Receive damage reports and assist the ECC in preparation of damage assessments.

Coordinate and prioritize restoration of vital facilities.

Coordinate the provision of utilities to temporary housing sites.

Prepare a final report. Include comments and recommendations for future operations.

Participate in a critique of emergency operations.

Conduct safety inspections of damaged structures.

Conduct equipment inspections.

## Organizational Roles and Responsibilities

**Primary Agency**

**Independent Highway Districts**

- Provide representative to coordinate with IC, the DSO/EOC.
- Report damage assessment information and cost estimates to the DSO/EOC.
- Coordinate with municipal street departments.
- Coordinate with the ITD for engineering or logistic support.
- Provide temporary repair of damaged county roads and bridges, if possible.
- Provide sand, gravel, personnel and trucks where needed.
- Remove debris and hazards from roadways.
- Determine usable roads and alternate routes if necessary.
- Provide flood control support with equipment and personnel.

**Support Agencies**

**Latah County and Whitcom Dispatch Centers**

- Provide initial notifications and updates as necessary.

**Latah Board of County Commissioners**

- Provide for structural engineers to determine extent of damage to County owned structures.

**Latah Waste Management**

- Inspect and conduct damage assessment on the solid waste infrastructure of the County.
- Report damage assessment and cost estimates to DSO/EOC.
- Provide assistance and expertise for incident clean up.
- Assist responding agencies with equipment and personnel as needed.
- Send representative to EOC as requested.

**Disaster Services Office**

- Coordinate ECC activation and implement call-out of essential representatives.
- Coordinate with IC and provide logistical support.
- In coordination with IC and Public Information Officer (PIO), issue warnings to the public.
- Identify and coordinate training methods for responding agency personnel.
- Independent Highway Districts.
- Provide damage assessment to the IC and the DSO/EOC.
- In coordination with IC provide personnel and materials as required to facilitate transportation corridor repair.

**Municipal Public Work Departments**

- Provide damage assessment information to the IC and the DSO/EOC.
- Provide for temporary or permanent repairs.
- Monitor systems for overloads and hazardous material spills.

**Municipal Water Services**

- When possible make available emergency supplies of potable water for emergency workers and victims.
- Provide damage assessment to the IC and DSO/EOC.
- Provide for temporary or permanent repairs.
- Monitor water treatment facilities for overloads and hazardous material spills.

**Municipal/Private Waste Water Services**

- Provide damage assessment information to the IC and DSO/EOC.
- Provide for temporary or permanent repairs.
- Monitor water treatment facilities for overloads and hazmat spills.

**Municipal Street Services**

- Provide damage assessment information to the IC and DSO/EOC.

- Provide personnel and materials as required to facilitate transportation corridor repair.

**Idaho Transportation Department**

- Coordinate transportation resources in support of local and voluntary agencies.

- Provide assistance in accordance with signed MAAs/MOUs with local agencies.

- Provide damage assessment information to the IC and DSO/EOC.

- If authorized by a gubernatorial proclamation the ITD may offer assistance off state highways through a request from the Idaho BHS.

- Assistance provided would include, but not be limited to:

  --Provide and coordinate equipment and resources to include maintenance resources pertaining to debris removal, specialized heavy construction and transport equipment (including operators), and a backup statewide emergency communication system.

  --Provide engineering services for traffic control, signing, detours, and the repair and maintenance of highways, bridges, and airfields.

  --Provide and coordinate the use of state-owned aviation assets for transportation of personnel and cargo for evacuation, search and rescue operations, aerial radiological monitoring, and other aviation activities. Coordinate to establish restricted air space over emergency areas.

  --Coordinate transportation related resources to meet Idaho codes and statutes, such as state highway road closures and motor vehicle laws.

  Following a natural emergency, an immediate survey of the road network shall be made to determine extent of physical damage. Necessary signs and barricades will be erected to protect and reroute traffic.

  ITD is the only agency that can close a state or federal highway. ITD has internal policies that go beyond the scope of this plan that describe in detail the provision of this act.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.

- Consult, coordinate, and act as State liaison for IC and the DSO/EOC.

- Activate State EOC to support the County as needed.
- Assist with the coordination of state and federal agencies to provide support to the County.
- Assist with training programs and exercises as needed.

## UNIVERSITY OF IDAHO EMERGENCY OPERATIONS AND RESPONSE PLAN

## EMERGENCY SUPPORT FUNCTION #4

## FIREFIGHTING

**PRIMARY AGENCIES**

Facilities
Environmental Health & Safety
Auxiliaries
University ECC, Operations & Logistics
University Communications & Marketing
University ITS
University HR / Advancement (temporary call centers)
University President & Emergency Executive Group
*or university employees performing similar functions*

**SUPPORT AGENCIES:**

**County**

Fire districts
Mutual aid agreements of fire districts
Latah or applicable County Sheriff's Office
Latah or applicable County Disaster Services Office
Whitcom or applicable dispatch center

**Municipalities**

Municipal Police Departments
Municipal Fire Departments

**State**

Idaho Type III All Hazard Incident Management Team
Idaho Department of Lands Type III Incident Management Team
Region II All Hazard Incident Management Team
Idaho Department of Lands
Idaho Transportation Department
Idaho State Police
Idaho Bureau of Homeland Security
StateComm

**Federal**

Bureau of Land Management
US Forest Service

**Business**

Telecommunications Utilities
Print, Television and Radio Media

**Volunteers**

Amateur Radio

## PURPOSE

ESF #4 will provides coordination for fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during a fire or threat of fire.

## SCOPE

Level I Incidents will be controlled and managed through normal department operating procedures. Level II and Level III Incidents require a coordinated effort and frequently require the activation of the ECC.

Fire jurisdictions use the Incident Command System, and are best supported by a corresponding university ICS structure (ECC and Response group).

## POLICIES

If not promptly controlled, even small fires can threaten lives and cause significant destruction of property and the environment. University employees will call 911 for assistance with fires on university property.

The life safety of our students, staff, faculty and visitors is the first priority of the university. The university's second priority is protection of university property. We expect members of the university community to put their personal safety before protection of university property.

Firefighter agencies' priorities (in order) are firefighter safety, saving lives and protecting university property.

Since rural protection is limited (see Planning Assumptions), university employees in under-protected or unprotected areas should plan to evacuate quickly if a fire occurs. The life safety

Typically, fire jurisdictions activate Mutual Aid Agreements (MAAs) and Memorandums of Understanding (MOUs) if initial resources are inadequate or a particular district would make a quicker response to an adjoining district. When mutual aid and local resources are exhausted, the provisions for regional and/or state/federal fire mobilization apply.

Local, state, or federal agency will assume the full cost of protection made within their jurisdiction. For agencies responding outside their jurisdictional area it is necessary that the issue of financial limitations be clarified through MAA/MOUs.

Fire agencies will ensure fire protection to their home districts prior to committing resources to mutual aid.

## DIRECTION AND CONTROL

University support of first responder fire agencies is under the control of the university ECC.

## ADMINISTRATION AND FINANCE

See UI-SA #1 – Financial Management

**ANNEX MAINTENANCE**

Environmental Health and Safety will annually review this annex and appendices and update and modify, if necessary, in coordination with the university response group.
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**REFERENCES:**

Idaho Department of Lands Fire Mobilization Guide

**PLANNING ASSUMPTIONS**

Fires may occur separately or coincidentally with a significant natural or technological emergency.

The management of a large firefighting operation is complex, often involving many resources, agencies, and jurisdictions.

A major emergency may result in many urban, rural, and wildland fires. The damage potential from fires in wildland and rural areas during and after a major emergency (such as a wind event) may exceed that of all other causes. Normally, available firefighting resources may be difficult to obtain and utilize because of massive disruption of communication, transportation, utility, and water systems.

Latah County's fire services are comprised of several fire protection districts and other volunteer fire departments. There are isolated sections of land within the County that are outside of fire service protection. These lands rely on state or federal assistance to mitigate a fire incident.

Firefighting services in Idaho may be provided by an all-volunteer department, a paid department, or a hybrid of paid staff and volunteers.

There are a limited number of volunteer fire fighters in Latah County. Although they are dedicated, in a major disaster they are not obligated to leave a family crisis or their workplace to assist in emergency efforts.

Local residents with limited training and equipment will assist with fire suppression.

Latah County could have an overwhelming fire emergency that requires assistance from adjoining districts, state, and federal agencies. The emergency may impede municipal and county transportation corridors preventing timely assistance.

Rural Idaho is comprised of a vast amount of state, federal and private forestlands. In rural areas fire districts and local residents are likely to respond first when a fire emergency occurs. Successful fire suppression depends a great deal on Mutual Aid Agreements (MAAs) between Idaho Department of Lands (IDL), local fire districts, municipal fire departments, and other government agencies.

Under most circumstances the fire district of jurisdiction will act as primary agency for ESF #4. However, there are tracts of land within the boundaries of Latah County that are not within jurisdiction of a municipal fire department or fire protection district. Therefore the property in question would fall under the jurisdiction of the Latah County Sheriff's Office (LCSO). If an emergency/disaster occurs on such tracts of land the LCSO would act as primary agency and establish IC or Unified Command as deemed necessary.

The situation in Latah County is similar in many rural areas of Idaho. It is important to understand the impact of reliance on volunteer fire-fighting on university lands and properties.

Communications systems may become overwhelmed. Emergency response may be hindered due to a shortfall of personnel.

Incident Command (IC) is established by the first responding district/department.

MAAs between regional agencies and Idaho Department of Lands (IDL) are activated for wildland fire response.

IDL will respond to fires in urban and urban interface areas when forested lands are threatened.

Urban, rural, and wildland fires can occur on university property. Wildland fires may be natural or man-caused events. In the event of a drought or other significant event, large fires could be common.

Major wildland fires may be burning elsewhere in the region when another emergency takes place. Resources normally expected for wildland fire suppression may be committed for other disasters. Firefighting resources will be scarce, resulting in competition for resources by multiple incidents.

Telephone communications may become difficult, resulting in the need for additional radios for adequate communications.

Vehicular access may be hampered by floods, bridge failures, landslides, etc., making conventional travel to fire locations extremely difficult or impossible.

Air attack by tankers, helicopters, and/or smoke jumpers may be essential in many situations. Helicopters will be scarce resources. Usable airports may be congested.

County disaster services offices may request Idaho Type III All Hazard Incident Management Team (AHIMT) through Idaho State Comm if local resources are exhausted or inadequate.

**Fire suppression is divided into two response categories:**

**Urban/Rural Fires**

IDL, local fire protection districts and municipal fire departments have the primary responsibility for the protection of life and the suppression and control of fires within their respective jurisdictions. For those incidents requiring additional support, MAAs may be activated.

Structure fire suppression, which includes exterior and interior actions on burning structures, is the responsibility of local fire districts and departments.

If an urban fire threatens or is likely to become a fire of major magnitude, assistance may be available from the Federal Government under an emergency declaration by the President. Requests for such assistance are handled through normal emergency management channels. Fire suppression and control assistance may be provided on a limited basis by Federal agencies and the military by pre-established MAA/MOUs.

If forested lands are threatened the IDL will respond to a fire regardless of property ownership.

**Forest Fires**

The IDL and local fire protection districts, where applicable, take action on wildfires that jeopardize IDL protected lands outside incorporated areas and on adjacent US Forest Service (USFS) and Department of the Interior protected areas, regardless of land ownership.

The IDL Dispatch is set up to provide fire and emergency dispatching for Idaho State Department of Lands, and the Bureau of Land Management (BLM).

IDL fire suppression activities primary responsibility is to reduce the loss of life and property. The agency may assist state and local fire departments in exterior structure fire protection when requested under terms of an approved cooperative agreement.

The Governor, or his authorized representative, may request federal assistance in accordance with the Fire Management Assistance Grant Program (FMAGP).

If the situation warrants, the Idaho Bureau of Homeland Security (BHS) Director, or designee will activate the Idaho EOC to coordinate with the local EOC. Intentions of the State would be to assist local control.

## CONCEPT OF OPERATIONS

The university contacts the local Fire Department if resources are needed to handle the situation, and will give the local Fire Department assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Hazardous Material Emergency Response Plan.) Fire department personnel who are not otherwise engaged in emergency response operations may assist the institution in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation. Within its capability, the university should provide any support requested by the local Fire Departments, including any requests for notification or evacuation.

The local Fire Department's incident commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary in order to safeguard lives and property. Warning and instructions will be communicated through the appropriate means. The institution can use campus security and can ask local law enforcement to aid in the evacuation.

Under UI-ESF #15, the Public Information Officer will act as the official spokesperson.

## PREPARE

EHS is responsible for advising the university regarding effective fire suppression, alarms, monitors, and other applicable fire controls.

EHS is responsible for supervising contracts with fire suppression equipment vendors.

All university units are responsible for cooperating with EHS to provide adequate fire controls, including fire prevention and suppression. All units must get appropriate training regarding hazardous and radiological materials monitoring and decontamination procedures.

University students and employees can seek training in the use of fire extinguishers from EHS and local fire departments. Without training, students and employees should leave a fire and make an immediate 911 call.

Units and sites should annually review and update emergency evacuation procedures.

The university will participate in tabletop exercises and region-wide simulations.

This plan encourages continued research regarding Interoperable Communication Systems that would assist communications between the university and among law enforcement and fire services during a multi-agency emergency.

## RESPOND

University ECC will establish communications with fire departments.

Receive status reports from EHS.

The ECC will provide situation briefings to the ECC staff.

Maintain events records and logs.

The Public Information Officer will act as the official and only spokesperson during a serious fire event.

ECC will provide the PIO with information to assist with warnings and notifications to affected members of the university.

Provide requested support to local Fire Departments.

Coordinate alternate shelter for resident students through the ECC.

Provide fire service personnel with shelter and/or lodging facilities.

Coordinate with local Fire Departments in conducting evacuation.

Receive damage reports and assist the ECC in preparation of damage assessments.

Continue to direct decontamination efforts, if required.

Make recommendations on mitigation measures.

Provide temporary power and emergency lighting at emergency scenes when needed.

Coordinate with law enforcement to warn the public of evacuation routing, and/or traffic control.

Support emergency operations as defined in district's emergency operating procedures.

## RECOVER

Continue ECC operations until it is determined that ECC coordination is no longer necessary.

Support recovery efforts as requested by the ECC or other support agencies.

Coordinate and complete incident documentation and cooperate in cost recovery procedure.

Evaluate operations and provide analysis to the DSO.

Update plans and procedures based on critiques and lessons learned during the event

## Organizational Roles and Responsibilities

**Support Agencies**

**Fire District of Jurisdiction**

- Implement Incident Command.
- Make available representative to coordinate with IC or DSO/EOC when requested.
- Provide fire suppression, light rescue, emergency medical, and other tasks that would protect lives and property.
- Provide initial and continuing situation assessments/analysis to the IC or DSO/EOC.
- Report damage assessment information to the IC or DSO/EOC.
- Conduct light duty rescue operations.
- If appropriate, provide emergency medical services.

**Latah County Sheriff's Office**

- When an incident is out of any fire service's jurisdiction respond to emergency and initiate IC.
- Coordinate with local fire districts/departments and/or IDL.
- When appropriate implement Unified Command in coordination with responding fire service.
- Provide traffic related support as needed.
- Report damage assessment to the IC or DSO/EOC.
- Conduct necessary law enforcement/investigative duties as required.
- Conduct light duty rescue operations.
- Support warning and evacuation efforts.

**Latah County Dispatch**

- Provide initial notifications.

- Support as needed.

**'Mutual Aid' Fire Districts**

- Primary responsibility is to jurisdictional district/municipal.
- Report as requested to IC.
- Respond according to IC plan and assist with fire suppression, light rescue, emergency medical, and other tasks that would protect lives and property.
- When appropriate, provide emergency medical services.

**Law Enforcement Agency of Jurisdiction**

- Assist in the identification of crime scenes and provide appropriate security.
- Assist with traffic control.
- Assist with evacuation efforts.

**Disaster Services Office**

- In coordination with IC and the Latah BOCC, activate the ECC to appropriate level.
- Advise Latah BOCC on the need to issue a county emergency declaration.
- Coordinate with LCSO to implement the Emergency Alert System (EAS) if deemed necessary.
- Assist with the coordination of primary and support agencies.
- Collect damage assessment data.
- Submit damage assessments to Idaho BHS.
- Assist with planning, mission request, communication, or other appropriate tasks in support of IC.
- Provide situation reports for elected officials.
- Keep the ECC open at an appropriate level as long as necessary.
- Assist with training programs when appropriate.

- Develop Delegation of Authority as needed for Idaho AHIMT

**Municipal Fire Departments**

Provide, as possible, services and resources according to details contained in current MAA/MOUs that may include:

- Assisting primary agency with fire suppression.
- Provision of emergency medical services.
- Conducting light rescue efforts.
- Other tasks deemed appropriate as necessary for protection of lives and property.

**Municipal Police Departments**

- When requested coordinate with IC and provide law enforcement activities as deemed necessary to support fire suppression efforts.

**Amateur Radio**

- Provide emergency communications to ECC, County Dispatch, mass shelters, field personnel, damage assessment teams, business and industry, or other requesting agencies during an emergency.

- Manage the Mobile Command Center (MCC) as requested by the ECC.

**Idaho Type III All Hazard Incident Management Team**

- When activated during extended incidents the Idaho AHIMT Team will assume management of fire suppression efforts.

- Provide situation reports to the IC or DSO/EOC.

- Coordinate with other support agencies as necessary.

- Receive Delegation of Authority from Latah BOCC.

**Region II Hazardous Materials Team**

- Assist fire districts/departments if fire incident involves hazardous materials. Refer to ESF #10.

**Idaho Department of Lands**

- Respond to requests for assistance from fire districts/departments when wildland is threatened or according to existing MAA/MOUs with jurisdictional agencies.

- Protect structures within Standard Operating Procedures (SOP)/Standard Operating Guidelines (SOG) guidelines.

- Provide emergency dispatch services for wildland fires.

**Idaho Transportation Department**

Provide personnel and equipment as requested. These resources often include:

- Truck drivers with commercial driver's licenses.
- Traffic control crews.
- Water tenders or fuel trucks.

Assist with clearance of roadways and traffic control when necessary. Refer to ESF #1.

**Idaho State Police**

- Assist law enforcement of jurisdiction with communications and traffic control.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.

- Consult, coordinate, and act as State liaison for the IC or EOC/DSO.

- Activate State EOC to support county as needed.

- Assist with coordination of state/federal agencies to provide support to the County.

- Assist with training programs and exercises as needed.

**Bureau of Land Management**

- Monitor, coordinate, and provide assistance to IDL fire response as MAA/MOUs designate.

**US Forest Service**

- Monitor, coordinate, and provide assistance to IDL fire response as MAA/MOUs designate.

# UNIVERSITY OF IDAHO EMERGENCY OPERATIONS AND RESPONSE PLAN

## EMERGENCY SUPPORT FUNCTION # 5

## EMERGENCY MANAGEMENT

| | |
|---|---|
| **PRIMARY AGENCIES** | University ECC, Response & Executive groups<br>*or university employees performing similar functions* |

**SUPPORT AGENCIES:**

| | |
|---|---|
| **County** | Latah or applicable County Disaster Services Office |
| **Municipalities** | Municipal Police Departments<br>Municipal Fire Departments |
| **State** | Idaho State Police<br>Idaho Public Health Districts<br>Idaho Bureau of Homeland Security |
| **Federal** | National Weather Service |
| **Business** | Telecommunications Utilities<br>Print, Television and Radio Media |
| **Volunteers** | Local Emergency Planning Committee (LEPC)<br>American Red Cross<br>Amateur Radio |

## PURPOSE

ESF #5 directs, controls, and coordinates emergency operations from the university's Emergency Coordination Center (ECC). Emergency Support Function (ESF) #5 will identify primary and support agencies that will gather, process, evaluate, distribute and employ information concerning a potential or ongoing emergency/disaster incident. ESF #5 provides the core management and administrative functions in support of emergency operations. This information will be used to mitigate and help return the affected area to pre-emergency/disaster conditions.

## SCOPE

As information is gathered regarding an emergency, it will be reported to the ESSO and ECC where it will be assimilated, analyzed, and appropriately used to plan for effective response and recovery.

ESF #5 coordinates the response of all colleges and divisions within the university and the use of the university's resources to provide emergency response.

## DIRECTION AND CONTROL

The university's Emergency Coordination Center is under the operational control of the university Response Group during declared emergency operations. The Response Group will coordinate its strategies with the directions and decisions of the Executive Group. The university will cooperate and coordinate with county emergency departments and applicable first responders.

## ADMINISTRATION AND FINANCE

See LC-SA #1 – Financial Management

## ANNEX MAINTENANCE

The university Emergency & Security Services Officer (ESSO) will annually review, update and modify this annex. As appropriate, modifications will be reviewed by emergency management Executive Group and Response Group (Command and Group Leaders).

## REFERENCES

See Addendum to ESF #5

- NIMS
- Disaster Declaration Process

## POLICIES

In accordance with the State Disaster Preparedness Act, Chapter 10, Title 46 Idaho Code, and the National Response Framework, the university is committed to the development and maintenance of a university-wide emergency-management plan that substantially complies with state and national planning principles.

All university emergencies will be managed utilizing the National Incident Management System (NIMS).

The university will first seek to respond to emergencies within its own capacity. If the university's emergency exceeds its' capacity for response, the university's Emergency Coordination Center (ECC) will coordinate with the appropriate county disaster services office for additional response support.

The university's ECC is operated through the Incident Command System (ICS). The Incident Command System can be used in any size or type of disaster to control response personnel, facilities, and equipment. The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, and manageable span of control, pre-designated facilities, and comprehensive resource management.

If requested, the university's ECC will supply appropriate representatives to joint or unified commands established at the county and state level.

During an emergency, central coordination is provided by the university Emergency Coordination Center (ECC). In an emergency, the university is managed by two emergency management teams, the Executive Group and the Response Group. The emergency management Executive Group focuses on continued management of the university. The emergency management Response group focuses on the university's emergency response.

The Emergency Coordination Center (ECC) is the physical location of the Command and Group Leader staff of the Response Group. The Response Group will compile, analyze, and prepare situation information and response strategies. ECC actions will be communicated to and coordinated with the emergency management Executive Group.

The President's office is the physical location of the Executive Group. Executive Group policy decisions will be communicated to and coordinated with the emergency management Response Group.

The ECC's main duties include:

- **Assessment** – the extent of the emergency, damage assessments, status of university systems (i.e., communications, transportation, utilities), monitoring university resources
- **Response** – determining strategies for temporary repairs, emergency response priorities, support for first responders (police, fire, EMS), requesting assistance for emergencies beyond the capacity of the university
- **Information** – communicating information to the Executive Group upon which decisions can be based; communicating information within the Response Group so that actions can be taken, and communicating both general information and emergency instructions to the university community

The Emergency Coordination Center will be activated by the Emergency & Security Services Officer, or designee, upon assuming responsibility as Emergency Coordinator.

The primary role of the university's Emergency Coordinator is coordination of the emergency both within the university and with local first responders, county ECCs, and joint or unified commands (if any).

The university's primary means of emergency coordination will be the activation and operation of the university ECC.

## PLANNING ASSUMPTIONS

Many hazards have the potential for causing disasters that require centralized coordination.

Information that is used to formulate response and recovery plans during an emergency incident may come from several different sources. Emergency services, the public, DSO/ECC field personnel and others may contribute.

Local government and State agencies are a vital source for immediate information regarding damage and initial response needs.

Information will originate from several directions and may contain conflicting information. It is critical to centralize information gathering and analysis in order to provide as complete a picture of the emergency as possible.

Officials involved in response and recovery efforts need immediate, continuously updated information about the developing or ongoing emergency.

There may be a need to rapidly deploy personnel to the emergency area to collect critical information about resource requirements or conduct an immediate situation assessment to determine initial response requirements.

Where possible, responsibility for the performance of emergency functions is charged to units or employees that do similar activities during routine operations. Where such an alignment of emergency and routine is not possible, emergency assignments have been given to those who are less likely to have increased duties during an emergency.

Appropriate personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command System (ICS) and integrate those principles into all planning and response operations.

The Executive Group may close facilities, programs, and activities in order to 1) focus university resources on response operations or 2) ensure the safety of students, staff and faculty who are not involved in the emergency.

Each unit / site is required to develop an emergency plan that is based on the site-specific template and aligned with university and appropriate local (site host and/or county) plans.

Students, staff and faculty remain personally responsible for their own welfare during an emergency.

## CONCEPT OF OPERATIONS

**Major functions performed by personnel in the ECC include:**

- Direction and control. The ECC is a single point where information is received and analyzed, decisions made, priorities confirmed, and resources allocated.
- Information collection, evaluation, and display. Evaluating information gathered at the ECC will enable review and analysis of the overall situation and addressing the key questions raised by an emergency, which are: (1) what has happened? (2) what is about to happen? and (3) what action needs to be taken?
- Coordination. Coordination of communications, resources and facilities among responding personnel, departments, and off campus agencies.
- Prioritization. Determining the urgency and order in which problems should be addressed.
- Resource management. Facilitating the acquisition, distribution, and use of personnel and material needed in an emergency.

**ECC and emergency response are scalable and grow with emergency level**

When the university is threatened by an emergency, or when an emergency occurs, the ECC may be activated at an appropriate level. Both the ECC and the university's response can be expanded as necessary to support the emergency level (I, II or III).

**University ECC integrates with Local ECCs**

If your local county ECC is activated, the local ECC has the overall responsibility for coordinating and supporting emergency operations within the County. The university ECC is responsible for coordinating the university's response with any county ECC operations. If the university ECC is activated, the university ECC should notify the appropriate county disaster services office or operating ECC about:

- Activation of UI's ECC
- UI status reports
- Initial damage estimates
- Incident reports

**Location and features of university ECC**

The Emergency Coordination Center (ECC) is the location from which UI personnel will control operations during major disasters or Level III emergency situations too large to be effectively controlled from the field.

- The ECC provides a place from which emergency operations can be coordinated. The ECC has tables, phones, fax machines, radios, computers, maps, reference documents, building plans, operating procedures, and office supplies.
- The primary ECC is located at the Facilities Services Complex (Jack's Creek/Seven Devils conference rooms), alternate locations include North Campus Center and Wallace Complex. Space for briefing senior administrators and the press will be provided at the Emergency Coordination Center.
- During an emergency, the ECC will be staffed 24 hours a day by the Emergency Coordinator and appropriate members of the university Response Group.
- The ECC will have direct communication with the Moscow Police Department Dispatch Center and with the Latah County Sheriff's Department, as well as by radio and telephone to deans and departmental administrators.

## PREPARE

**NIMS means the National Emergency Management System, the federal standards for emergency preparedness.**

There are 4 main ways the university prepares its ECC function:

- **Planning** – Annual review and updating of the university's Emergency Management plan, emergency websites, and site-specific annexes. Coordinate university / site specific plans with emergency management partners and site hosts.

- **Coordination**

  **Internal -** Coordination and communications between the Executive and Response groups, and between the Executive / Response groups and the university community.

  **External –** Coordination between the university and its first responders and emergency management partners at the local, county and state levels (planning, training and exercises).

- **Training** – NIMS-compliant training of the Executive and Response groups, and providing opportunities for college, division, unit and personal emergency preparedness

- **Exercises** – At least one annual NIMS-compliant and joint-agency exercise at the university level, and promotion of similar exercises for colleges, divisions and units.

The Emergency & Security Services Officer will coordinate training for this emergency support function and conduct exercises involving the ECC.

Support efforts of Environmental Health and Safety to encourage hazard mitigation activities, which will reduce the probability of the occurrence of an emergency and/or reduce its effects.

Review and prepare emergency information to the campus community in coordination with ESF #2

## UNIVERSITY OF IDAHO ECC ACTIVATION POLICY

### The university's Emergency Coordination Center may be activated:

- On the order of President of the university, or in his/her absence the highest ranking member of the Administrative Chain of command available at the time, or
- On the order of the university Emergency Coordinator (Emergency & Security Services Officer) upon the existence or threatened existence of an emergency situation on or near the campus.
- When local first responders (i.e. police, fire, public health), Sheriff, or appropriate county emergency services office have proclaimed a Local State of Emergency in an area including the university or any of its properties.

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems and property
- Provide essential services
- Temporarily assign university staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the Emergency Coordination Center (ECC)

The university ECC should be activated if an emergency / incident is:

- Beyond the ability to be controlled by standard operating procedures.
- Having an impact on a major portion of the Moscow campus
- Declared an emergency by a host or local emergency responders at other university locations
- Life threatening or has the potential to be life threatening.
- Beyond the abilities of outside agencies to respond to or control it.

Anyone with knowledge of the above criteria should contact the university Emergency and Security Officer (ESSO) through the on-call cell at (208) 301-8484. The ESSO will evaluate the event according to the above established criteria. If one or more criteria are met, the ESSO will notify the President or his designee, according to the established call lists. These are updated annually by the ESSO.

## RESPOND

**Incident Command System guides university response**
The university ECC will be operated in accordance with Incident Command System principles. University staff trained in ICS 100, 200, 300, 700 and 800 courses are expected to provide guidance to the university based on their training.

**Coordinated response by Executive and Response groups**
The Executive and Response groups will coordinate their actions. For functions of each group, see the Addenda to this ESF #5, University Emergency Management Organization.

Additional detail on assignments for each member of the Emergency Management Organization is available (TBD).

**ECC coordinates response of the university**
ESF #5 provides the overall coordination function for all incidents requiring County assistance. This ESF is activated at some level for all potential and actual major incidents or emergencies.

ESF #5 includes those functions critical to support and facilitate planning and coordination for operations involving potential and actual emergencies at the university. This includes:

**Information gathering, analysis and dissemination**
Collection and analysis of information regarding the emergency.

Coordinate information gathering with county emergency management and state government. The primary source of emergency information is local government, the appropriate County Department of Emergency Management, and appropriate Idaho Bureau of Homeland Security (BHS Field Officer (Contact with BHS should be made through county emergency management.)

Information gathered from all sources, including county governments, municipalities, and others, should be disseminated to both the Executive group and the Response groups. The Response Group is responsible for quickly organizing, analyzing and displaying information for use by the Executive Group for its decisions, and for disseminating information to the Planning, Operations, Logistics and Finance & Administration groups. Information will include but not be limited to:

- Damage assessment
- Available resources
- Resources needed
- Shelter needs
- Deaths
- Injuries
- Missing persons
- Political boundaries
- Infrastructure status (transportation, communications, energy and medical)
- Hazard-specific information
- Weather data
- Activated emergency management facilities
- Immediate threats to life
- Reports of fire in the impacted area
- Lists of non-county resources operating within the County's boundaries

Information analysis will include, as appropriate:

- Assessment and display of the hazard's impact, including the boundaries of the affected area, and the distribution, type, and magnitude of damage.
- Current status of emergency response activities, resource needs and requests.
- If requested, a status list of critical facilities that could be used for mass care.
- Prioritization of scarce resources and contacts for outside agencies that could provide necessary resources.
- Consolidation of information and documentation of relevant activities. Logs and reports will be compiled for future reference and used to assess response weaknesses and strengths once the incident passes.

**Planning**

Planning is a critical function of the Response group, Planning Section. Planning will include, as appropriate:

- Using the evaluated information to identify trends and determine course of action for responding to the hazard or its effects.
- Planning will focus on response strategies and resource requirements, including those that may be needed beyond the scope of immediate response.
- Planning information will be provided to other ECC functional positions and incorporated in appropriate displays within the ECC and as necessary in the field.
- The IC in consultation with the Plans Chief will recommend a course-of-action for immediate and future activities, to include resource requirements.
- Analysis and planning will continue for the duration of the incident.

**Response**

The ECC is responsible for directing university response strategies and deployment of university resources in an emergency. University response activities may include:

Activate the university ECC in anticipation of or in response to an emergency or disaster that threatens the normal operations of the university.

Initiate alert(s) and notification(s);

Coordinate communications. See ESF #2 – Communications and ESF #15 – External Affairs.

Coordinate university communications with county and state emergency communications and warning systems.

Coordinate all requests for emergency assistance through the university ECC to local, county and state resources.

Provide coordinated university response. Coordinate emergency response, recovery, and mitigation operations during emergencies and disasters. Provide needed technical support within the capacity of the university. Task university units to provide information to develop analysis of the situation; provide technical expertise; and provide response operations.

Provide resources for emergency response and recovery operations.

Coordinate the deployment of special teams (i.e. damage assessment teams, scientists familiar with research activities affected by incident, business and academic recovery, etc.).

Identify and resolve resource allocation issues. Issues which cannot be resolved at the university level are referred to the County emergency services office for resolution and potential further coordination with the Idaho Bureau of Homeland Security.

Support the implementation of Mutual Aid Agreements to provide assistance to other universities, local or county offices, or to receive assistance from other universities, county or state agencies.

Provide financial management and cost recovery in coordination with LC-SA #1 – Financial Management.

Provide other support as required.

## RECOVER

Planning, analysis, response and the documentation of information will continue until the emergency has concluded and the status of the university has returned to normal conditions.

Recovery at the university will incorporate the following elements:

- Using the “teachable moment”
- Physical and structural recovery
- Business recovery
- Restoration of academic learning environment
- Psychological and emotional recovery

Conduct After Action Review. Following a Level III emergency, the university will facilitate and/or participate in an after action review and coordinate the preparation of an after action report documenting the university’s response effort. The purpose of this review is to facilitate a professional discussion of the event to enable university emergency groups and external emergency partners to understand why and how events unfolded, and to learn from that experience. Each agency will identify problems and how they were or were not resolved and make recommendations for improving response and recovery operations in the future. The review will identify processes that went well. An after action report will document the review, capture lessons learned, and recommendations for improvement.

## Addenda to ESF #5 – UNIVERSITY EMERGENCY MANAGEMENT ORGANIZATION

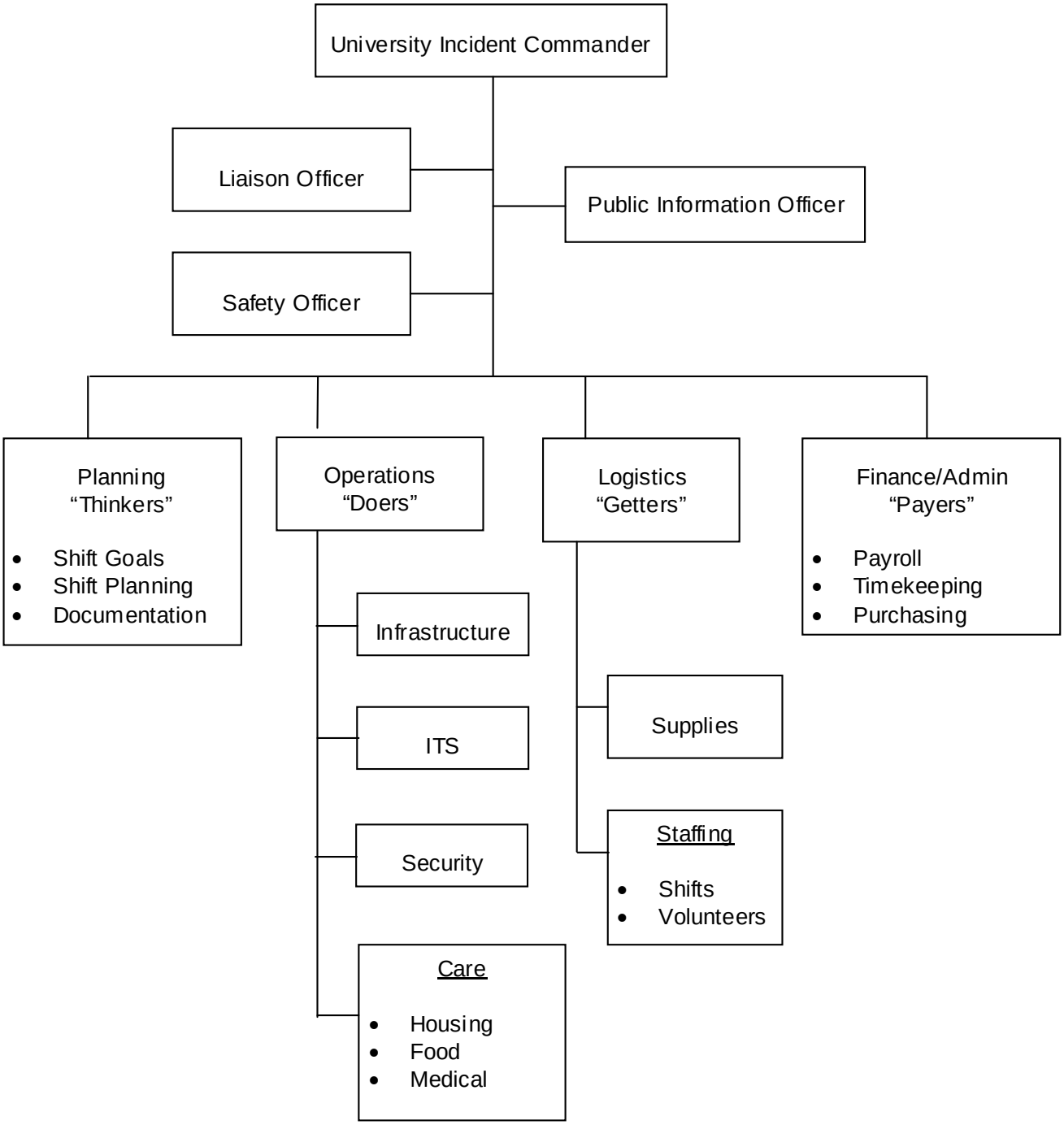
UNIVERSITY OF IDAHO EMERGENCY MANAGEMENT PLAN – Organization
Functions and Members
Page 1 of 5 – Version 6/3/10

| EXECUTIVE GROUP FUNCTIONS | RESPONSE GROUP FUNCTIONS |
|---|---|
| • Emergency university closures (short & long term)<br>• Decisions regarding the university mission and policies<br>• Continuity of research & animal care<br>• Continuity of academics & academic affairs<br>• Economic status<br>• Legal responsibilities<br>• University responses to the community<br>• Future university direction | • Determine the scope and impact of the incident<br>• If the emergency continues to develop, activates appropriate response level (1, 2 or 3)<br>• Collect, evaluate, and disseminate damage assessment and other essential information<br>• Identify and analyze potential hazards and recommend appropriate countermeasures<br>• Organize, staff, and operate the Emergency Coordination Center (ECC)<br>• Direct overall operations<br>• Set priorities for emergency actions<br>• Deploy and coordinate resources and equipment<br>• Operate communications and warning systems<br>• Provide information and guidance to the students and staff<br>• Maintain information on the status of resources, services, and operations<br>• Obtain support for UI and provide support to emergency operations as required<br>• Provide status and other reports to local communities (cities and counties) |
| EXECUTIVE GROUP MEMBERS | RESPONSE GROUP MEMBERS<br><br>For ICS chart, see page 2<br>For assignments, see page 3 |
| • President - Duane Nellis<br>• Vice Provost - Jeanne Christiansen<br>• VPFA - Lloyd Mues<br>• VP Research - Jack McIver<br>• VP Advancement - Chris Murray<br>• General Counsel - Kent Nelson<br>• VP Student Affairs - Bruce Pitman<br>• AVP Facilities - Brian Johnson | • Command Staff<br>  o Emergency Coordinator<br>  o Safety Officer<br>  o Public Information Officer<br>  o Liaison Officer<br>• Groups<br>  o Planning<br>  o Operations<br>  o Logistics<br>  o Finance & Administration |

UNIVERSITY OF IDAHO EMERGENCY MANAGEMENT PLAN – Organization

Response Group – ICS Chart

Page 2 of 5 – Version 6/3/10



UNIVERSITY OF IDAHO EMERGENCY MANAGEMENT PLAN – Organization
Assignments, Responsibilities, Required Training
Page 3 of 5 – Version 6/3/10

| Position Assignment | Responsibilities |
|---|---|
| **EXECUTIVE GROUP**<br>*Required training: ICS 402, Executive Management* | |
| President Duane Nellis<br><br>Provost Doug Baker<br>Vice Provost Jeanne Christiansen<br>VPFA Lloyd Mues<br>VP Research Jack McIver<br>VP Advancement Chris Murray<br>General Counsel Kent Nelson<br>VP Student Affairs Bruce Pitman<br>AVP Facilities Brian Johnson<br>*Also acts as alternate Emergency Coordinator*<br>Liaison – Kevin Ketchie | • Basic plan – executive group functions<br>o Emergency university closures (short & long term)<br>o Decisions regarding the university mission and policies<br>o Future Institutional direction<br>o Continuity of research & animal care<br>o Continuity of academics & academic affairs<br>o Economic status<br>o Legal responsibilities<br>o Institutional responses to the community<br><br>• ESF #5 – Emergency Management<br><br>• Liaise with Command staff through Liaison Officer<br>Command staff is:<br>o Emergency Coordinator<br>o Public Information Officer<br>o Safety Officer<br>o Liaison Officer |
| **RESPONSE GROUP – Command Staff** | |
| | |
| University Emergency Coordinator *Required training: ICS 100, 700, 200, 800, 300, 400* | |
| Ryan Bertalotto<br>Nancy Spink<br>Brian Johnson | • Coordinate decisions of Executive Group with response strategies<br>• Implement University Emergency Mgmt Plan (EMP) Response Group functions<br>• Direct Response Group Command Staff and Group Leaders |
| Safety Officer *Required training: ICS 100, 700, 200, 800, 300* | |
| Fred Huchinson<br>George Porter<br>Holly Gates-Mayer<br>Tom Hicks<br>Samir Shahat | • Coordinate and implement response safety for victims and emergency workers<br>• ECF #9 – Search and rescue<br>• ESF #10 – HazMat<br>• Annex 5 – Worker safety |
| Liaison Officer *Required training: ICS 100, 700, 200, 800, 300, 400* | |
| Nancy Spink<br>TBD | • Liaison between Executive and Response groups<br>• Liaison between University and external partners, and any joint or unified command |
| Public Information Officer *Required training: ICS 100, 700, 200, 800, 300, 400* | |
| Tania Thompson<br>Joni Kirk<br>Karen Hunt | Manage university internal and external emergency communications<br>ESF #2 – Communications<br>ESF #15 – External Affairs |

| UI EMERGENCY MANAGEMENT PLAN – Organization<br>Assignments, Responsibilities, Required Training<br>Page 4 of 5 – Version 6/3/10 | |
|---|---|
| Position Assignment | Responsibilities |
| RESPONSE GROUP – Groups & Sections | |
| | |
| PLANNING Shift planning / coverage / goals / documentation *Required training: ICS 100, 700, 200, 800, 300* | |
| April Preston<br>Ray Pankopf<br>Melissa DiNoto<br>Dixie Kearney<br>Brian Mahoney<br>Elissa Keim | • Determine goals for each shift (8 hours)<br>• Work with Logistics to arrange coverage<br>• Document university executive decisions and response actions<br>• ESF # 5 – Emergency Management |
| OPERATIONS *Required training: ICS 100, 700, 200, 800 - plus 300 for Group & Section Leaders* | |
| Mark LaBolle – GROUP LEADER<br>Joe Kline – ALT LEADER | |
| Infrastructure<br>Joe Kline - Section Leader<br>Carl Root<br>Greg Tatham<br>Rob Anderson<br>Mark Miller<br>Brian Moyer<br>Tyson Drew | • ESF # 1 – Transportation<br>• ESF # 3 – Public Works<br>• ESF # 11 - Agriculture & Natural Resource (incl animal care facilities)<br>• ESF #12 – Energy |
| ITS<br>Chuck Lanham – Section Leader<br>Dave Lien<br>Greg Clifford<br>Mary George<br>Marsha Benson | • ESF # 2 - Communications |
| Care<br>Ray Gasser - Section Leader<br>Public Health Committee<br>Dee Dee Kanikkeberg – *Housing*<br>Lori Krasselt – *Medical*<br>Katie Schell – *Medical*<br>Debbie Huffman – *Medical*<br>John Soules – *Food – per contract*<br>John Hardesty – *Food – per contract*<br>Joan Pulakos – *Counseling, students*<br>Ellen Schreiber - *Counseling, all other - CISM*<br>Angela O'Connell – *Childcare*<br>Pam Carlin – *Childcare* | • ESF #6 – Mass care<br>• ESF #8 – Public Health |
| Law Enforcement & Security | • Per contracts<br>• ESF #13 – Public Safety & Security |

| | |
|---|---|
| | |

| UI EMERGENCY MANAGEMENT PLAN – Organization<br>Assignments, Responsibilities, Required Training<br>Page 5 of 5– Version 6/3/10 | |
|---|---|
| Position Assignment | Responsibilities |
| RESPONSE GROUP – Groups & Sections | |
| | |
| LOGISTICS *Required training: ICS 100, 700, 200, 800 - plus 300 for Group & Section Leaders* | |
| Charles Zillinger - GROUP LEADER<br>Tom Fischer – ALT GROUP LEADER | |
| Supplies, Community Resources, Vendors<br>Tom Fischer – Section Leader<br>Bruce Pancheri<br>Kerry Russell<br>Gordon Gresch<br>Rebecca Couch<br>Staffing & Volunteers<br>Robin Schumacker – Section Leader<br>Kathy Vellegas | • ESF # 7 – Resource support<br>Annex # 4 – Volunteers & Donations |
| FINANCE & ADMINISTRATION - Payroll, Timekeeping & Purchasing *- Required training: ICS 100, 700, 200, 800* | |
| Ron Town – Group Leader<br>Chris Johnson<br>Niki Jones | • Annex #1 – Financial management |
| BOISE *Required training: ICS 100, 700, 200, 800 - plus 300 for Site Leaders* | |
| Stephanie Fox – Site Leader<br>Raylene Mors<br>Keith Hite<br>Brandon Victory | • Emergency management at Idaho Water Center<br>• Coordination with university emergency management<br>• Coordination with local emergency partners (first responders and county disaster services) |
| CDA *Required training: ICS 100, 700, 200, 800 - plus 300 for Site Leaders* | |
| Jamie Anderson – Site Leader<br>Jerry Baltzell - *CAMBR Business Manager*<br>Patrick Nutter - *Maintenance foreman*<br>Eric Anderson - *Interim Dir. Academic Programs*<br>Mike Howell - *Dist. 1 Extension Director*<br>Rebecca Moss - *Communications*<br>Connie Peterson - *Cust. Service, Research Park*<br>Julie Wasson - *COE Admin Asst.* | • Emergency management at CDA<br>• Coordination with university emergency management<br>• Coordination with local emergency partners (first responders and county disaster services) |
| IDAHO FALLS *Required training: ICS 100, 700, 200, 800 - plus 300 Site Leaders* | |
| Sara Moore – Site Leader<br>Johanna Taylor<br>Mike Hilker<br>Carol Spain<br>David Anderson | • Emergency management at Idaho Falls<br>• Coordination with university emergency management<br>• Coordination with local emergency partners (first responders and county disaster services) |

## Addenda to ESF #5 - NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

UI recognizes the NIMS and has incorporated NIMS concepts into this EMP, training and exercises.

The National Incident Management System (NIMS) is a system that was mandated by Homeland Security Presidential Directive-5. NIMS provides a consistent, nationwide approach for federal, state, local, and tribal governments; the private sector; and non government organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. To provide for interoperability and compatibility among federal, state, local and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. Homeland Security Presidential Directive- 5 (HCPD) identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Six major components make up this systems approach:

### Command and Management
NIMS standard incident command structures are based on three key organizational systems:

- ICS
- Multi Agency Coordination Systems
- Public Information Systems

### Preparedness
Effective incident management begins with a host of preparedness activities conducted on a "steady-state" basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

### Resource Management
The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

### Communications and Information Management
The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information sharing at all levels of incident management.

### Supporting Technologies
Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

### Ongoing Management and Maintenance
This component establishes an activity to provide strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

## Addenda to ESF #5 – LATAH COUNTY DISASTER DECLARATION

### From Latah County Emergency Plan
### Description of Disaster Emergency Declaration Process

The provisions of this Emergency Operations Plan (EOP) are applicable to all disaster emergencies that require a Proclamation of Disaster Emergency pursuant to Idaho Code 46-1011. Local disaster emergency activities and requests for state assistance will be made in accordance with the following procedures:

**City Governments in Latah County**

1. Disaster emergency response agencies in city governments will respond to a disaster emergency within their respective corporate boundaries, and coordinate their activities in accordance with standard operating procedures and Mutual Aid Agreements (MAAs).

2. When a disaster emergency is or is likely to be beyond the scope of control of the city, the mayor or city council of an incorporated city may proclaim a disaster emergency pursuant to Idaho Code 46-1011. As soon as possible after the city proclaims a disaster, the proclamation should be forwarded by voice with a follow up hard copy to the Latah County Disaster Services Office (DSO).

Any order or proclamation declaring, continuing, or terminating a disaster shall be given prompt and general publicity and shall be filed promptly with the local Latah County Recorder.

3. When a city disaster emergency has been proclaimed, the mayor will govern by proclamation and has the authority to impose all necessary regulations to preserve the peace and order of the city.

**Latah County Government**

1**.** Upon receipt of the proclamation of a local disaster emergency from an incorporated city within Latah County, the Board of County Commissioners (BOCC) Chairman will:

- Provide available assistance requested to contain the incident (e.g., sheriff);
- Notify the Idaho Bureau of Homeland Security (BHS) that a situation exists which may require the proclamation of a county local disaster emergency.

2. In the event an emergency situation exists in the unincorporated of the County that may affect lives and property, the County will take necessary measures to bring the situation under control, utilizing all county resources to do so.

3. If the situation, either in an incorporated or unincorporated portion of the County, is beyond the control of the County, the BOCC Chairman will proclaim a local disaster emergency in accordance with Idaho Code 46-1011. Any order or proclamation declaring, continuing, or terminating a disaster shall be given prompt and general publicity and shall be filed promptly with the Latah County Recorder.

In the event the county has declared a disaster emergency, the Latah County Disaster Service Coordinator (DSC) will notify the Idaho BHS that the County has declared the disaster emergency and that the County has implemented its EOP. The notification will state that Latah County has committed all available county resources to the response. If state supplemental assistance is needed to assist the County's response effort, the type of assistance should be clearly stated. The declaration and request for state assistance should be made orally and then submitted in writing to Idaho BHS.

# Disaster Declaration Resolution
***(Example Only)***

(County or City Letterhead)
(Name of County or City)
Board of County Commissioners or City Council

**WHEREAS**, there is a threat to life and property in _____ County (City) as the result of (heavy accumulation of snow, ice, warming temperatures, rain and resulting potential floods) and

**WHEREAS**, a local disaster emergency as defined in Section 46-1002, Idaho Code, is in existence in _____County (City), due to the imminent threat to life and property created by existing and potential *flooding*; and

Where as, Section 46-1011, Idaho Code, authorizes the Board of County Commissioners (City Council) of the County (City) of _____, Idaho to declare a local disaster emergency to authorize the furnishing of aid and assistance, thereunder:

**NOW THEREFORE,** be it resolved and declared by the Board of County Commissioners (City Council) of _____County, Idaho as follows:

*A disaster emergency exists within _____County (City), created by existing and potential flooding and high waters, creating an imminent threat to property, public utilities, infrastructure and lines of communication.*

*Such disaster may require State and Federal emergency assistance to supplement local efforts to protect, rehabilitate and replace public property and to provide a coordinated multi-agency effort to mitigate, avert and lessen the threat and impact of the disaster.*

_____
Commissioner (Mayor)

_____
Commissioner (City Council)

_____
Commissioner (City Council)

ATTEST:

_____
County (City) Clerk

# Local Proclamation of Termination of Local Emergency
**(Example)**

WHEREAS, a local emergency presently exists in the County (City) of _____, State of Idaho, in accordance with the proclamation thereof by the Board of County Commissioners (City Council) on the _____ day of _____, 20 _____, as a result of conditions of extreme peril to the safety of persons and property caused by (fire, flood, storm, epidemic, riot, earthquake, or other cause)_____; and

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said County (City) of _____,
State of Idaho;

NOW, THEREFORE, the Board of County Commissioners (City Council) of the County (City) of _____, State of Idaho, does hereby proclaim the termination of said local emergency.

_____
CHAIRMAN (Mayor)

LATAH COUNTY, IDAHO ORDINANCE NO. 251

DISASTER SERVICES ORDINANCE

AN ORDINANCE OF LATAH COUNTY, A GOVERNMENTAL SUBDIVISION OF THE STATE OF IDAHO, ESTABLISHING THE LATAH COUNTY DEPARTMENT OF DISASTER SERVICES; PROVIDING DEFINITIONS; PROVIDING FOR POWERS AND DUTIES OF THE BOARD AND CHAIRMAN, AND THE DISASTER SERVICES COORDINATOR; DESIGNATING ALTERNATES; DETAILING THE COMPOSITION OF THE DISASTER SERVICES OPERATION; ESTABLISHING A CRIMINAL SANCTION FOR VIOLATION OF RULES AND REGULATIONS; DETAILING LIABILITY IMMUNITY; SEVERABILITY; REPEAL OF EXISTING ORDINANCE; AND ENACTMENT CLAUSE PROVIDING FOR EFFECTIVE DATE.

THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LATAH COUNTY:

SECTION 1: PURPOSE

The Latah County Department of Disaster Services is created to administer the Disaster Policy of Latah County pursuant to the requirements of Idaho Code 46-1009. The purposes of this ordinance are to provide for the preparation and carrying out of plans for the Disaster Services of persons and property within this County in the event of a disaster or emergency and provide for the coordination of the Disaster Services functions of this County with all other public agencies and affected private persons, corporations, and organizations. Any expenditures made in connection with such Disaster Services activities, including mutual aid activities shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of Latah County.

SECTION 2: DEFINITIONS

DISASTER SERVICES: As used in this ordinance, the term "Disaster Services" shall mean the preparation for and carrying out of all emergency functions to prevent, minimize, and repair injury and damage resulting from a disaster other than functions for which military forces are primarily responsible or for search and rescue missions that are the responsibility of the Sheriff. It shall not include nor does any provision of this ordinance apply to any condition relating to a labor controversy.

DISASTER: As used in this ordinance, the term "Disaster" shall mean the occurrence or imminent threat or an event or condition threatening life or property which requires state emergency assistance to supplement local efforts to save lives and protect property, or to avert or lessen the threat of a disaster.

SECTION 3: DISASTER SERVICES DEPARTMENT

There is hereby created the Latah County Disaster Services Department. The Department shall consist of the Disaster Services Coordinator as its head, and such other personnel as may be authorized by the Latah County Board of Commissioners.

SECTION 4: DISASTER AND EMERGENCY DUTIES OF THE BOARD OF COMMISSIONERS. In the event of the proclamation of a disaster by the Chairman of the County Commissioners or a proclamation of a state of disaster by the Governor, the Board of County Commissioners shall:

A. Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster.

B. To obtain vital supplies, equipment and such other properties found lacking and needed for the protection of life and property of the people and bind the County for the fair market value thereof, and if required immediately, to commandeer the same for public use.

C. Require emergency services of any County officer or employee and in the event of the proclamation of a state of extreme emergency by the Governor in the region in which this County is located, to command the aid of as many citizens of this

Community as he thinks necessary in the execution of his duties. Such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered (Disaster Service worker—volunteers).

D. Requisition necessary personnel or material of any County Department or Agency.

E. Execute all of the special powers conferred upon it by this ordinance or by resolution adopted pursuant thereto, all powers conferred upon it by any statute, agreement approved by the Board of County Commissioners; or by other lawful authority.

F. The specific powers granted in this section shall not be construed to limit the general emergency powers granted to the chairman.

SECTION 5: COORDINATIOR OF DISASTER SERVICES: POWERS AND DUTIES

The "Coordinator of Disaster Services" means the administrative head of the Latah County Office of Disaster Services, and shall be appointed by the Board of County Commissioners. The Coordinator will provide primary assistance to that Board and to the Mayors of Cities and Towns in Latah County. The Coordinator is empowered to:

A. Coordinate and direct the effort of the Disaster Services organization of this County for the accomplishment of the purpose of this ordinance.

B. Establish and maintain an Emergency Coordination Center for controlling and directing emergency operations.

C. Represent the Disaster Services Organization of this County in all dealings with public or private agencies pertaining to Disaster Services.

D. Coordinate the preparation and implementation of plans and programs for emergency preparedness which are consistent with National and State plans and programs.

E. Provide for updating and testing of the County Emergency Operations plan and training of County personnel for damage assessment, damage survey and radiological monitoring.

SECTION 6: DISASTER AND EMERGENCY POWERS OF COORDINATOR

A. Coordinate Disaster Services of all County Agencies during the natural, man made, or enemy caused disaster.

B. Coordinate all requests from local governments for disaster services.

C. Coordinate use of communications and warning in the County Emergency Coordination Center.

D. Execute all of the special powers conferred upon him or her by this ordinance or by resolution adopted pursuant thereto, all powers conferred upon him by statute, agreement approved by the County Commissioners, or other lawful authority.

SECTION 7: ALTERNATE

In the event that the Coordinator of Disaster Services is absent or unable to function in that capacity the Chairman or designated member of the Board of County Commissioners shall serve as or appoint an alternate Coordinator of Disaster Services.

SECTION 8: DISASTER SERVICES ORGANIZATION

All officers and employees of this County and the Disaster Services Operation staff, together with those volunteer forces enrolled to aid them during a disaster, and all groups, organizations, and persons who by agreement or operation of law, including persons commandeered under the provisions of Section 6(C) of this ordinance, being charged with duties incident to the protection of life and property in this County during such disaster, shall constitute the Disaster Service Organization of Latah County.

SECTION 9: INCIDENT COMMANDER

The Emergency Coordinator, as set forth in the Latah County Emergency Operations Plan, is hereby designated as the on-scene commander at the site of any duly declared disaster emergency occurring in Latah County. The Latah County Sheriff shall act as the ECC Operations Chief under the general direction and control of the Latah Board of County Commissioners as set forth in the County Emergency Operations Plan, and shall perform those direction and control functions set forth in the Emergency Operations Plan, including coordination and supervision of the operations of the "Annex Chief" designated for each type of emergency pursuant to the Emergency Operations Plan. In the event the disaster emergency is declared by the Governor, the Emergency Coordinator shall remain on-scene until properly relieved by a duly authorized Emergency Coordinator appointed by the Governor, consistent with Idaho Code 45-1008.

SECTION 10: VIOLATION OF RULES AND REGULATION: PUNISHMENT FOR VIOLATION

It shall be a misdemeanor, punishable by a fine of not more that two hundred fifty dollars ($250.00) or by imprisonment of not more than three (3) months or both, for any person during a disaster to wilfully do any of the following:

A. Hinder any member of the Disaster Services organization in the enforcement of any lawful rule or regulation issued pursuant to this ordinance or in the performance of any duty imposed upon him by virtue of this ordinance.

B. To do any act forbidden by any rules or regulation issued pursuant to this ordinance.

C. To wear, carry, or display without authority any means of identification specified by Disaster Services.

SECTION 11: IMMUNITY FROM LIABILITY

Authorized personnel engaged in Disaster Services activities and persons, agencies, or any other entity providing building or premises designated by property authority as civil defense shelters have immunity from liability for property damage, bodily injury, or death as cited in Section 46-1016 and 1017 of the "Idaho Disaster Preparedness Act of 1975" and where willful misconduct on the part of the owner does not exist.

SECTION 12: SEVERABILITY

If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application and to this end the provisions of this ordinance are declared to be severable.

SECTION 13: REPEAL OF CONFLICTING ORDINANCES

Latah County Ordinance Number 64 is hereby repealed and superseded by this ordinance; provided it is the intent of the Board of County Commissioners in enacting this ordinance that is shall be considered a revision and continuation of the ordinance repealed and the status of volunteers shall not be affected by such repeal, nor shall civil defense and disaster mutual aid plans and agreements, rules and regulation or resolutions adopted pursuant to such repealed ordinance be affected by such repeal until amended, modified, or superseded as provided in this ordinance.

Section 14: EFFECTIVE DATE.

This ordinance shall take full force and effect on _____, after publication of a public notice in a newspaper of general circulation in Latah County, as prescribed by law.

DATED this _____day of _____, 2004.

## Addenda to ESF #5 – TYPICAL COUNTY ECC OPERATIONS

ESF #5 activities begin upon the County Department of Emergency Management receiving notification of a possible, developing, or actual disaster or emergency situation. As the incident develops, and it is determined that additional assistance is required to support a response, the COUNTY ECC may be activated. The COUNTY ECC is prepared to coordinate disaster prevention, preparedness, response, and recovery activities on behalf of all County departments, agencies and political subdivisions. The COUNTY ECC manages documentation, resource tracking, and response for the incident or incidents.

A. Command Structures: Command structures direct on-scene emergency management activities and include the Incident Command Post and the Area Command, if established.

1. Incident Command Post: At the tactical level, on-scene incident command and management are located at an Incident Command Post, typically comprised of local and mutual aid responders. The Incident Command Post performs primary tactical-level incident command functions. The Emergency Coordinator is located at an Incident Command Post at the incident scene. When multiple command authorities are involved, the incident may be led by a Unified Command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement.

2. Area Command: An Area Command may be established by local responders to provide oversight for multiple incidents handled by separate Incident Command Posts or for a complex incident dispersed over a larger area.

B. Coordination Structures: Include Multiagency Coordination (MAC) Centers and Emergency Coordination Centers (ECCs).

1. Multiagency Coordination (MAC) centers and Emergency Coordination Centers (ECCs), as defined in the National Incident Management System (NIMS), provide central locations for information sharing and resource coordination.

2. County Emergency Coordination Center: If the Emergency Coordinator determines that additional resources or capabilities are needed, he will contact the County Emergency Coordination Center. The COUNTY ECC helps to form a common operating picture of the incident, relieve on-scene command of the burden of external communication, and secure additional resources. The core functions of the ECC include coordination, communications, resource allocation and tracking, and information collection, analysis, and dissemination.

C. Depending upon the size, complexity and location(s) of the emergency situation, the County Emergency Coordination Center may function as a coordination structure, as a multiagency coordination center, or as a County-wide area command. The decision as to which type of center will be established will be made in coordination between the Emergency Coordinator, the Director of the County Department of Emergency Management and the County Board of Commissioners.

**II. Disaster Declaration Process**

A. All emergency declarations shall:

1. Indicate the nature of the emergency;

2. Identify the area or areas threatened:

3. Identify the area subject to the proclamation;

4. Explain the condition(s) that are causing the emergency; and

5. Define the incident period as it applies to each area affected.

B. State and local emergency activities and requests for emergency assistance will be made in accordance with the following procedures:

1. City Government:

a. Emergency response agencies from city government will respond to a emergency within their corporate limits and coordinate activities in accordance with their standard operating procedures and mutual aid agreements.

b. When a emergency situation is likely to overwhelm their resources or be beyond the scope of control of the city, a local emergency may be declared.

c. The proclamation of emergency and any requests for assistance should be forwarded to the County Department of Emergency Management in an expedient manner (i.e., by voice followed by a hard copy).

d. When a local emergency has been proclaimed, the mayor has the authority to impose necessary regulations to preserve peace and order.

2. County Government:

a. Upon receipt of the proclamation of a local emergency from an incorporated city of the county, the chairman of the board of county commissioners will provide available assistance requested to contain the incident and notify the Idaho Bureau of Homeland Security (BHS) that a situation exists which may require the proclamation of a county emergency.

b. In the event a situation exists in the unincorporated portions of the county that may affect lives and property, the county will take necessary steps to bring the situation under control with county resources.

c. If the situation overwhelms the capability of the county to control, the chairman of the board of county commissioners may proclaim a local emergency.

d. The County Emergency Management Director will notify the Idaho BHS that the county has declared a emergency, and that the County has implemented its Emergency Operations Plan. The notification should also state that the county has committed county resources to the response. If state supplemental assistance is needed to assist the county's response effort, the type of assistance should be clearly stated. The declaration and request for state assistance may be provided orally, and then submitted in writing to BHS.

3. State Government:

a. BHS will process the county's request for assistance.

b. The Governor may proclaim a State of Emergency and implement all or part of the Idaho Emergency Operations Plan.

c. The Governor may declare a Emergency in the absence of a county/local request.

d. If the Governor is considering requesting a federal declaration of disaster from the President of the United States, the BHS Director will coordinate with the appropriate state officials and County to prepare the state's request for federal assistance.

e. Only the Governor can originate the request for a Presidential Declaration.

**III. The County Emergency Coordination Center (COUNTY ECC)**

A. Purpose: The County Emergency Coordination Center (COUNTY ECC) serves as the central point for County emergency management operations. The County Department of Emergency Management is charged to establish and maintain the
COUNTY ECC for directing the coordination of emergency and disaster operations.

B. Organization: The COUNTY ECC is organized in a manner consistent with the National Incident Management System (NIMS).

1. COUNTY ECC Command and General Staff Overview: COUNTY ECC organization has four major functions: Command, Logistics, Planning, and Finance/Administration.

2. Command: Command comprises the COUNTY ECC Manager and the Public Information Officer.

a. The COUNTY ECC Manager has overall authority of the COUNTY ECC and will coordinate requests for assistance with other jurisdictions. The COUNTY ECC Manager will approve the incident objectives on which subsequent incident action planning will be based and will also approve the Incident Action Plan (IAP) and all requests pertaining to ordering and releasing of incident resources.

b. The Public Information Officer provides guidance and direction for public emergency communications in accordance with LC-ESF #15 - Public Information and External Affairs Annex. The PIO will coordinate with PIO partners to ensure message accuracy, coordinated information is provided to the media, general public, or other agencies, and coordinate briefings and press conferences.

3. General Staff: The General Staff comprises incident management personnel who represent the major functional elements of the COUNTY ECC IC structure including the Logistics Section, Plans Section, and the Finance/Administration Section.

a. The Logistics Section meets all support needs as directed by the COUNTY ECC Manager and orders and processes requests for all incident related resources in accordance with LC-ESF #7 Resource and Logistics Support. This includes personnel, supplies, equipment, facilities, transportation, and also provides necessary personnel support facilities such as food service and lodging, and supports all computer/network needs, radio networks, and telephone equipment.

b. The Plans Section oversees data gathering and analysis regarding incident operations and assigned resources. This includes tracking personnel, facilities, supplies, equipment, situation information and reports, and projections of future events. The Plans Section maintains accurate and complete incident files, including a complete record of the support provided to resolve an incident. The Plans Section also consults with technical specialists (e.g., environmental specialist or legal counsel).

c. The Finance and Administration Section coordinates financial needs, reimbursement (individual and agency or department) and the administrative services to support COUNTY ECC operations in accordance with the Financial Support Annex of this plan. This section is responsible for ensuring daily recording of personnel time, financial matters pertaining to vendor contracts, ordering resources through procurement authorities, including the mission assignment and/or project agreement process. This section also provides cost analysis and ensures that equipment/personnel for which payment is required are properly identified and provides cost estimates to the Plans Section and accurate information on the actual costs of all assigned resources to the COUNTY ECC Manager.

4. Command and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the IC.

5. Modular Extension: This COUNTY ECC organizational structure is modular, adding or consolidating functions to incorporate the elements necessary for the type, size, scope, and complexity of a given incident.

6. Expansion and Contraction: The COUNTY ECC will expand or contract as needed to adapt to the situation. For example, when the COUNTY ECC functions as a County-wide area command, an Operations Section, Liaison Officers and other functions may be added. Conversely, as incident sites are resolved, positions will be consolidated or demobilized.

C. Levels of Activation: County uses an Activity Phase scale to identify changes in emergency management activity in the County Emergency Coordination Center (COUNTY ECC). A change up or down in Activity Phase indicates that the number, size or complexity of an incident or incidents has changed.

1. During normal activity, all County staff are involved in their day-to-day activities. The threat level is low with little or no commitment of resources.

2. Activity Phase I – COUNTY ECC Activated: Activity Phase I indicates that an incident has occurred and the COUNTY ECC Manager has activated the COUNTY ECC in a limited capacity (not 24/7 operations at this time). Increased monitoring and communication between the state and local government(s) is occurring, the Incident Action Planning (IAP) process has been initiated, situational reports are being generated, and an operational period has been designated. The potential exists for a emergency declaration.

a. Indicators or triggers may include awareness of an incident(s) i.e., environmental factors, incident threatens large population, national threat level, special event, multiple ongoing events, locally declared emergency or damage assessment, potential state declared emergency, disruption of critical infrastructure, and/or other agencies at elevated preparedness levels.

b. Actions: County Department of Emergency Management updates the Board of County Commissioners and other County officials on the situation, as well as municipalities, adjacent counties and the Idaho Bureau of Homeland Security. Minimal Emergency Support Function (ESF) participation is anticipated. There may be requests for assistance from non-governmental and private organization partners. Selected staff may be alerted for assignment to COUNTY ECC. Increased AFO Coordination.

3. Activity Phase II – COUNTY ECC Continuous Operations. Activity Phase II indicates that an incident has occurred requiring extended operations, 24/7 staffing of the COUNTY ECC and significant ESF activation. At this time a County emergency declaration is imminent.

a. Indicators or triggers may include all indicators in Activity Phase I, plus multiple ongoing incidents or a large scale incident, anticipated/potential event of significant consequence, and requests for assistance, including activation of mutual aid agreements.

b. Actions: County Department of Emergency Management continues Activity Phase I actions, makes decision regarding continuing normal functions, activates the 24/7 personnel roster to staff COUNTY ECC, commits County resources and makes County emergency disaster declaration. Establishes a Joint Information Center.

4. Activity Phase III – COUNTY ECC Continuous Operations beyond County capability:
Activity Phase III indicates that an incident has occurred that has overwhelmed the County's ability to effectively respond without external assistance. The County is requesting assistance from the state government and other counties via mutual aid agreements. The County is preparing a request for a Governor's Emergency Declaration.

a. Indicators or triggers may include all indicators in Activity Phase I and II. The County needs outside assistance to support all requests for assistance. A Governor's Disaster Declaration is in process or declared. There is significant failure of critical infrastructure.

b. Actions: Encompass all activities in Activity Phase I and II. Prepare to participate in a Multiagency Coordination (MAC) Group and a Joint Field Office (JFO).

D. Mission Assignment (MA) / Project Agreement (PA) Process: The MA and/or PA process is used by the State of Idaho Bureau of Homeland Security to manage requests for state assistance in support of all levels of government during disaster emergencies.
The process is summarized as follows:

1. After determining that County needs assistance from the State of Idaho, County submits a request for State assistance to the Idaho Emergency Operations Center (IDEOC).

2. The IDEOC analyzes the request and, if approved, determines whether the request will be fulfilled by a Mission Assignment to a State agency or by a Project Agreement between the IDEOC and County.

3. If the Mission Assignment is accepted by a State agency, that agency will provide the resource support in coordination between the agencies involved and County.

4. Mission Requests that cannot be filled by a state agency are redirected to the
Idaho Military Division's Purchasing Office for procurement from private vendors or will generate the creation of a Project Agreement.

5. If the Project Agreement process is determined to be the best approach, County's involvement is more detailed.

a. A Project Agreement (PA) is a negotiated agreement between the requesting jurisdiction or taxing entity (County) and the State of Idaho. The PA allows the requesting jurisdiction or taxing entity to acquire and be reimbursed for the requested resource/service in accordance with the terms of the PA, to include any cost share provisions.

b. If and when a PA is determined to be the best solution to fulfill a Request for Assistance, the required support is negotiated with the IDEOC and the jurisdiction or taxing entity (County) and a Project Request is generated.

c. The jurisdiction or taxing entity (County) receiving the Project Request will evaluate their own ability to provide the requested resources and respond back to the IDEOC with their determination.

d. Based on information provided by the jurisdiction or taxing entity , the IDEOC will issue a PA Number unique to the incident or emergency.

e. A PA will include a detailed scope of work to be accomplished.

f. The IDEOC notifies the jurisdiction or taxing entity (County) that their Request for Assistance is being filled and provides the estimated time of delivery along with a designated point of contact.

g. Any part of a Request for Assistance that is not filled by the jurisdiction or taxing entity may be redirected, in coordination with the IDEOC, to another state agency, jurisdiction, or taxing entity for evaluation and assignment. In addition, the IDEOC may also redirect to the Idaho Military Division's Purchasing Office for procurement from private vendors or contractors.

h. PAs are uniquely identified and tracked by the IDEOC. They allow reimbursement for eligible costs incurred by the supporting jurisdictions or taxing entities to provide the required materials or services.

i. Once the PA scope of work has been accomplished and all financial transactions are complete, the PA will be closed.

E. Situation Reporting: Situation Reports (SITREP) are compiled for use in emergency management planning and operational activities to create a common operating picture. The SITREP can help to provide a clear picture regarding the magnitude, complexity, and potential impact of an incident. The SITREP also provides the ability to help determine the resources required to develop and implement the Incident Action Plan. Data contained in the SITREP includes information and graphics gathered from a wide variety of sources (i.e., local/tribal/state/federal agencies, emergency management officials, police, fire, EMS, BHS Area Field Officers, news media, private sector – citizens and industry, weather information, etc.)

# Addenda to ESF #5 – TYPICAL ROLES AND RESPONSIBILITIES

## Primary Agency

### Disaster Services Office (DSO)

- The DSO will function as primary agency in the collection, analysis, and dissemination of information during ECC activation.
- Plan for needed resources and personnel in extended incidents.
- Prepare situation reports and make available to elected officials and Idaho Bureau of Homeland Security (BHS) as necessitated by protocol.
- Conduct post emergency analysis and make recommendations or changes where appropriate.

## Support Agencies

### Latah County Dispatch

- Provide initial notifications.
- Provide pertinent information to the DSO/ECC.

### City/County Organizations and Agencies

- When appropriate provide pertinent information about the emergency incident to the ECC.
- Provide damage assessment information to the Emergency Coordinator (IC) and DSO/ECC when appropriate.

### Fire Districts and Departments

- When available provide pertinent information about the emergency incident to the DSO/ECC.
- Provide damage assessment information to the IC and DSO/ECC.

### Public Health Idaho North Central District

- Provide all documented and anecdotal data regarding relevant medical and health issues to the IC and DSO/ECC.
- Provide guidance to the IC/ECC planning and coordination efforts regarding matters of health and medical emergency response.

### Law Enforcement Agencies

- Report appropriate information regarding the emergency that would enable the DSO/ECC to assess disaster intelligence, prepare public information, and perform damage assessment.

### Local Emergency Planning Committee (LEPC)

- Provide emergency planning guidance and expertise to DSO.
- Review EOP on a regular basis and advise accordingly.

### American Red Cross

- Assist with the planning and coordination of food and shelter for emergency responders, victims of disaster, and ECC personnel.
- Provide information to the DSO/ECC regarding emergency assistance to families and individuals.
- Report to the DSO/ECC facts regarding distribution of bulk supplies, potable water, food, or other commodities necessary for the provision of care to victims and emergency responders.

### Amateur Radio

- Ensure radio communication between the ECC and local, state, and federal agencies.

### Idaho State Police

- When appropriate, provide data to the DSO/ECC and IC regarding road conditions or other related emergency incident information.

Idaho Bureau of Homeland Security

- Monitor emergency incident.
- Consult, coordinate, and act as State liaison for the IC and DSO/ECC.
- Activate State ECC to support the County as needed.
- Assist with the coordination of state and federal agencies to provide support to the County.
- Assist with training programs and exercises as needed.

National Weather Service

- Coordinate with DSO as necessary.
- Provide weather and hydrologic up-dates as requested by IC and DSO/ECC.
- Provide plume models when needed for HAZMAT mitigation.

## LEWIS COUNTY EMERGENCY OPERATIONS AND RESPONSE PLAN

### EMERGENCY SUPPORT FUNCTION #6

### MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

**PRIMARY AGENCIES**

University ECC, Response Group,
Care & Volunteers Sections
University Housing
University Food Services
University Health Clinic
University Counseling Center (Students)
University Ombuds Office (Employees)
University Student Affairs Office (Students)
University Registrar's Office
University Human Resources (Employees)
*or university employees performing similar functions*

**SUPPORT AGENCIES:**

**County**

Disaster Services Offices
Local Emergency Planning Committee (LEPC)
School Districts
Fairgrounds

**Municipalities**

Municipal Police Departments
Municipal Fire Departments

**State**

Idaho Department of Health and Welfare
Idaho Type III All Hazard Incident Management Team
Idaho Civil Support Team
Idaho Bureau of Homeland Security
Idaho Volunteer Organizations Active in Disasters (VOAD)
Public Health Districts

**Federal**

**Business**

**Volunteers**

Other universities
American Red Cross
Salvation Army
Local Food Banks
St. Vincent De Paul
Local Churches

## PURPOSE

ESF #6 coordinates mass care, emergency assistance, housing, and human services
1) within the university, or
2) if the university is called upon to assist the larger community with such services.

Care can includes services such as:

- Immediate care for residential students.
- Housing, food, medical services, and counseling for students, staff and faculty who are victims of emergencies on university property.
- Immediate care for children enrolled in our childcare programs.
- Establishment of systems to provide bulk distribution of emergency relief supplies to emergency victims.
- Collection of information for the purpose of reporting victim status and assisting families of students, staff and faculty.

## SCOPE AND DEFINITIONS

Level I Incidents will be controlled an managed through normal department operating procedures. Level II and Level III Incidents require a coordinated effort and frequently require the activation of the university ECC. If the emergency extends county-wide or beyond, this annex relies heavily on the abilities and capacities of volunteer agencies such as the American Red Cross (ARC) at its national, state, and local levels to act as first responders to the incident with regard to mass care activities and services. It is important to note that the duties and responsibilities of ARC are absolute and are based on the ARC's Congressional Charter.

### Housing

Shelter for emergency victims includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or the temporary construction of shelters, and use of similar facilities outside the emergency-affected area, should evacuation be necessary.

### Food Services

Feeding will be provided to emergency victims and workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Such operations will be based on sound nutritional and food safety standards, and will include meeting requirements of emergency victims with special dietary needs.

### Emergency First Aid / Medical

Emergency first aid will be provided to emergency victims and workers at mass care facilities, and at designated sites within the emergency area. This service will be supplemental to emergency health and medical services established to meet the needs of emergency victims.

### Counseling for students, staff and faculty

The trauma related to an emergency can create both immediate and long-term needs for counseling to help students, staff and faculty move through recovery and back to their normal capabilities. Student counseling services will be provided through the university's Counseling

Center, supported by similar staff from neighboring universities. Conversely, if neighboring universities require counseling staff, our university will respond, to the best of our capacity, with assistance. Counseling for employees is provided through the Ombuds office and the services of our Employee Assistance Program. In the immediate aftermath of an emergency, there may also be a need to offer a specialized type of counseling (CISM – Critical Incident Stress Management). The university will cooperate with the local county emergency services office and county EOC to coordinate resources available for counseling.

**Information on Status of Students & Employees / Disaster Welfare Information**
Information about students and employees affected by an emergency will be collected by appropriate university units and managed and coordinated by the university Emergency Coordination Center (ECC). If the emergency is county-wide or greater, the American Red Cross (ARC) will establish a Disaster Welfare Information (DWI) system. If the ARC establishes this information system, the university should cooperate to the extent legally possible with ARC. Through ARC, information regarding individuals residing within the affected area will be collected and provided to immediate family members outside the affected area through a DWI system. DWI will also be provided to aid in reunification of family members within the affected area who were separated at the time of the emergency. The DWI is managed and maintained by the ARC.

**Bulk Distribution of Emergency Relief Items**
Sites will be established within the affected area for bulk distribution of emergency relief items to meet urgent needs of emergency victims.

## DIRECTION AND CONTROL

ESF #6 is under the operational control of Response Group during declared emergency operations and will exercise direction and control of the actions contained in this ESF. The Response Group will take action to supplement staff and other resources as required. There will be full coordination with the university ECC.

## ADMINISTRATION AND FINANCE

See LC-SA #1 – Financial Management

## ANNEX MAINTENANCE

The Response Group, Care Section Leader will annually review this annex and update and modify, if necessary, in coordination with the Emergency & Security Services Officer.

## REFERENCES:

University Housing, Food Service, and Health Clinic emergency procedures
County Resource Lists of Lodging and Feeding Facilities and Mass Care Assistance Agencies

## POLICIES

ESF #6 will assist in coordination with impacted communities without regard to race, color, religion, nationality, sex, age, disability, limited English proficiency, or economic status.

Shelter off university property will be coordinated through university ECC with local county emergency services.

All mass care activities and services will be provided in accordance with existing state and federal statutes, rules, and regulations, as well as the rules of the ARC.

ESF #6 will coordinate with the Idaho Department of Health and Welfare (IDHW) in planning activities upon a state declaration of a emergency.

The county emergency services office coordinates with American Red Cross (ARC) whenever there is an immediate need to provide food, water, and shelter for victims of a disaster.

By virtue of a congressional mandate the ARC is responsible for mass care and shelter of victims and evacuees (not pets) during an emergency or disaster. If the ARC cannot provide all of the services needed, victims will be referred to The Salvation Army, Saint Vincent de Paul, various churches, or other social service shelters that may be opened. Available shelters will be identified through the media.

Service animals shall remain with the persons to whom they are assigned throughout every stage of disaster assistance. Pets shall be treated as the law requires.

## PLANNING ASSUMPTIONS

Incidents in which this plan may be initiated are affected by a number of factors, including the loss of public and private housing and/or substantial numbers of dead and injured, which also may leave special needs populations without support. Individuals or family members, such as children in school and parents at work; and/or transients, such as tourists, students, and foreign visitors, may be separated immediately following a sudden-impact emergency.

A major emergency occurs that produces significant casualties, substantial damage to public and private housing, and/or overwhelms the local infrastructure.

Mass care facilities will receive priority consideration for structural inspections to ensure safety of occupants.

Mass care operations and logistical support requirements will be given high priority by state and local agencies.

Individuals in areas of high risk are expected to have prepared for and be self-sufficient for a minimum of 96 hours.

Latah County and the ARC will, to the maximum extent possible, provide immediate feeding, shelter, and emergency first aid services in response to the emergency event under their own auspices and authorities.

The Latah County planning basis for sheltering is that a small percentage of the affected population will seek public shelter. Some victims will find shelter with friends and relatives, some will leave the area, and some will remain at or near their damaged homes.

A small percentage of the sheltered population will require shelter for an extended period.

The restoration of communication systems, disrupted by damages and overloads, may take weeks. This may be especially troublesome in much of Latah County's rural areas that may be underserved by public utilities.

Most local county emergency services offices will plan to use school district and fairground facilities for mass care activities. Generally, there are sufficient number of lodging and mass feeding facilities for the residents of the counties. An extremely large event, however, could overwhelm the capabilities of a particular county to provide mass care or to provide resources for the management of shelters.

Voluntary disaster assistance organizations will not be available to provide emergency shelter and lodging services on a national basis in a war-caused disaster. Local volunteer disaster assistance organizations may function in certain area, supporting the county with qualified and trained manpower.

Usable food will be available at retail outlets.

There may be spontaneous evacuation from emergency-impacted areas to neighboring areas not impacted by the immediate emergency. This may create a need for a neighboring area to participate in mass care activities.

The opening of shelters for all jurisdictions will be coordinated through the county emergency services offices and county Emergency Operations Center (EOC).

Mass care requirements during an emergency or disaster may overwhelm social service agencies.

County EOCs will contact the American Red Cross (ARC) to prepare for or respond to an emergency incident through the Inland Northwest Chapter of the ARC.

If possible a representative from the ARC may be made available to the county EOC to assist with the coordination of mass care.

## CONCEPT OF OPERATIONS

Mass care priorities for the university include:

- Immediate first aid for victims of emergencies on university property
- Food, shelter and water for university residential students and for staff and faculty unable to leave university property due to an emergency
- Counseling for students, staff and faculty affected by an emergency
- Organize collection of information on the status of affected students, staff and faculty, and supply this information to the university Emergency Operations Center

Provide sheltering for the surrounding community 1) if the need is short term and 2) within the university's capabilities.

If the campus is sheltering victims, survivors, or family members of an incident, press should be located in a separate area to ensure privacy of those individuals.

Ensure that students are transported safely and sheltered safely off campus if necessary.

Secure evacuated areas and shelter areas.

Food services will be continued at the university's normal food sites, if possible.

Counseling services will be provided through normal university channels if this is appropriate based on the scale of the emergency and the capabilities of the counseling services. The university Emergency Coordination Center (ECC) will request outside assistance if advised by the Counseling Center, Ombuds Office, and Human Resources that our normal array of services are not appropriate to the scale of the emergency, or if service providers are personally impacted by the incident.

Provide information about students, staff and faculty and services such as: reunification, behavioral health care, medical records collection communication services, benefits application entry points, and personal care.

Coordinate services provided with local county and state emergency services. County emergency services offices and county EOCs are responsible for contacting the American Red Cross (ARC) to arrange for mass care services provided by ARC.

ARC Mass care services are usually provided for less than a week, and will be coordinated and managed by the American Red Cross (ARC), in cooperation with local government.

ARC will provide mass care services in accordance with arrangements between the Inland Northwest Chapter of the ARC and the local county.

Mass care shelters are temporary in nature and are designed for people displaced as a result of emergency incidents or disaster. All mass care and shelter services will attempt (but not guarantee), to meet current requirements for the Americans with Disabilities Act (ADA).

Mass care includes such basic human needs as:

- Emergency shelter
- Essential food and water provisions
- Clothing & toiletries when appropriate
- Referrals for clients to other agencies to assist with replacement of prescriptions.

Individuals/families arriving at shelter/mass care facilities in recreational vehicles (RV) may use their vehicle as temporary residence, supplemented by shelter resources, or utilize the shelters provided.

The county emergency services office and the ARC will record victims and disaster assistance inquiries, and act together as one voice for public releases.

In cooperation with the ARC, the county emergency services office will coordinate with local cities, agencies, churches, our university, commercial facilities, and volunteer organizations for mass care resources, facility support and mutual aid.

The ARC will, when necessary, coordinate with other volunteer agencies such as; St. Vincent de Paul's, Salvation Army, Idaho Volunteer Organizations Active in Disasters (VOAD), local food banks, school districts, etc.

## PREPARE

Annually review and update Housing, Food Services and Student Health emergency plans.

Care Section should designate support staff and provide training on emergency responsibilities.

Determine appropriate mutual aid, and hold discussions with mutual aid partners. Engage Emergency & Security Services Officer and Purchasing/Contracts if formal agreements are developed.

Develop procedures for mass care (see Scope and Concept of Operations in this ESF). Include:

- Housing
- Food and water
- Evacuation
- Immediate first aid and medical care
- Counseling
- Information about status of students, staff and faculty

Coordinate this ESF with:

- ESF #1 - Transportation
- ESF #2 – Communications
- ESF #3 – Public Works & Engineering (Water, Power)
- ESF #7 – Resource Support
- ESF #8 – Public Health
- ESF #13 – Law Enforcement & Security

Develop a record keeping system to monitor all costs incurred while providing services.

Develop procedures for use and direction of volunteers.

## RESPOND

Determine impact of emergency on housing, food, water, first aid and medical care, and emotional trauma of our students, staff and faculty.

Determine need to provide family and friends of students, staff and faculty with information on the status of individual students, staff and faculty.

If emergency impacts care of students, staff and faculty, activate ESF #6 Mass Care.

Designate and activate reception centers, shelters, lodging facilities and mass feeding sites as required.

Coordinate operations with the university ECC.

Implement emergency record keeping system.

Through the university ECC, establish and maintain liaison with State, private and volunteer support services for provision of resources and personnel required to augment staff.

Coordinate release of information regarding shelters, lodging, reception, mass feeding sites, self-protective measures, basement improvements, food stocks and related information with the PIO per ESF #2 - Communications.

Provide for the registration and the locator service of displaced students, staff and faculty at the reception center.

Assign residents to mass feeding sites and shelter/lodging. If ESF # 11 - Agriculture and Natural Resources is activated, coordinate with that ESF.

If needed, the university ECC will ask the county EOC to contact the Inland Northwest Chapter of the ARC and request assistance.

If there is a need to open a shelter the American Red Cross will contact the university Care Section Leader and, in conjunction with county emergency management, determine a time to open the shelter.

Coordinate with the PIO to announce the shelter opening.

The American Red Cross will begin staffing the shelter per ARC policies.

The American Red Cross will contact other support agencies as needed.

Compile census of students, staff and faculty using university shelters submit the report through the university ECC to the county EOC for records purposes.

Maintain inventory of food supplies in all facilities.

Report deficiencies/surpluses of shelter/lodging space, supplies, equipment and staff to the university ECC.

Coordinate with the ESF #3 Public Works and Engineering to provide adequate water supply, emergency construction, engineering assistance, and sanitation and transportation support where necessary.

If applicable, arrange for the removal/storage of building contents to facilitate shelter arrangements.

Monitor preparation of mass feeding schedules, plans and menus. If activated, defer to ESF # 11 – Agriculture and Natural Resources.

Print and distribute registration forms and meal cards to reception centers, if needed.

Coordinate the marking and stocking of shelters, lodging and mass feeding sites.

Obtain supplies as required through the ESF #7 Resource Support.

Advise the ESF #13 Law Enforcement on the location of mass feeding sites, shelters/lodging and supply storage facilities and request appropriate security measures be taken.

Monitor lodging facilities and mass feeding sites and make adjustments as necessary to facilitate efficient operations and ease problems such as overcrowding, inadequate sanitation and potential hazards.

Activate communication links, if available, between shelter/lodging facilities and the university ECC.

## RECOVER

ARC will maintain mutual aid as appropriate with local agencies that can provide volunteer personnel, facilities, and support resources.

ARC will continually seek funding of operations through donations and normal fund raising events.

Mass care activities continue until the university / community can return to normal housing, food, water and medical operations.

Continue providing updates on student, staff and faculty status until normal operations resume.

Counseling services will review the university's long-term needs for supportive care and make recommendations to the Executive and Response groups of the Emergency Operations

## Organizational Roles and Responsibilities

**Primary Agency**

**Disaster Services Office**

- Coordinate with support agencies regarding mass shelter, food and water distribution means for victims and emergency responders of the disaster.

- Advise ARC of safe locations and coordinate with ARC for mass shelter and staging areas.

**Support Agencies**

**Public Health Idaho North Central District**

- Establish and monitor emergency environmental health standards for public shelters and/or congregate care facilities.

- Monitor and advice as appropriate care and shelter needed for contaminated victims.

**Latah County School Districts**

- Provide school facilities to assist mass shelter operations.

- Utilize school district bus system to provide mass transportation operations.

**Latah County Fair Grounds**

- Provide facilities for emergency mass shelter and staging.

**American Red Cross**

- Primary provider and coordinator of emergency service function of feeding, sheltering, distribution of bulk supplies, disaster welfare inquiry, and emergency assistance to families.

- Provide food, water and other resource distribution to victims and emergency services workers.

- If possible provide personnel to the EOC when requested.

- Provide crisis counseling within Red Cross guidelines.

**Salvation Army**

- Coordinate with the DSO and ARC to assist with mass care operations.

- If requested, provide mobile canteen service to victims and emergency services workers.

**Local Food Banks**

- Collect and gather food resources to assist ARC as needed.

**St. Vincent De Paul**

- Coordinate with the DSO/EOC and ARC to assist with mass care operations.

**Idaho VOAD**

- Seek assistance for those victims affected by the emergency incident, who suffer from unmet essential needs that cannot be met by other responding agencies.

**Idaho Department of Health and Welfare**

- Provide crisis counseling.

- Provide names and addresses of homebound patients.

**Idaho Type III All Hazard Incident Management Team**

- Provide assistance with mass shelter operations that could include procurement of cots, tents, food, water, and kitchen facilities.

**Idaho Civil Support Team**

- Augment provisional needs to support mass shelter needs if requested. This may include but not be limited to:

    - Tents
    - Cots
    - Bedding
    - Lighting
    - Potable water
    - Latrine service

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.
- Consult, coordinate, and act as State liaison for IC and the DSO/EOC.

- Activate State EOC to support the County as needed.

- Assist with the coordination of state and federal agencies to provide support to the County.
- Assist with training programs and exercises as needed.

## UNIVERSITY OF IDAHO EMERGENCY OPERATIONS AND RESPONSE PLAN

## EMERGENCY SUPPORT FUNCTION #7

## RESOURCE SUPPORT - Logistics

**PRIMARY AGENCIES**

Response Group - Logistics
*or university employees performing similar functions*

**SUPPORT AGENCIES**

**Independent Highway Districts**

Highway district having jurisdiction

http://itd.idaho.gov/planning/GIS/MapBook/2008MapBook/Section3Maps/ITD_LocalHighwayDist.pdf

**County**

Latah or appropriate County Disaster Services
Whitcom / Latah or appropriate County Dispatch
Fire districts
Sheriff's offices

**Municipalities**

Municipal police departments
Municipal fire services
Other appropriate municipal services

**State**

Idaho Type III All Hazard Incident Management Team
Idaho Department of Lands
Idaho Transportation Department
Idaho Department of Health and Welfare
Idaho Bureau of Homeland Security
Public Health Idaho North Central District

**Federal**

**Business**

**Volunteers**

Amateur Radio
American Red Cross
Idaho VOAD (Volunteer Organizations Active In Disasters)

### PURPOSE

ESF #7 – Resource Support provides guidance for the management of resources available to the university to support emergency operation needs. ESF #7 encourages the university to identify, procure, inventory, and distribute critical resources and personnel for use during an emergency.

To facilitate the gathering and centralizing of inventory data that identifies available emergency response resources in the community, information that is developed will be kept by the Response Group Logistics Group Leader before an emergency.

## DIRECTION AND CONTROL

The Logistics Group Leader is under the operational control of the Response Group during declared emergency operations and will exercise direction and control of the actions contained in this ESF. The Logistics Group Leader will take action to supplement staff and other resources as required. There will be full coordination with other members of the ECC staff.

### ADMINISTRATION AND FINANCE

See LC-SA #1 – Financial Management

### ANNEX MAINTENANCE

The Logistics Group Leader will annually review this annex and appendices and update and modify, if necessary, in coordination with the Emergency & Security Services Officer.

Supporting documents, such as SOGs, notification and resource lists, maps and demographic information, will be developed and maintained by the Logistics Group Leader. They will be reviewed annually and updated as necessary.

## SCOPE

Level I Incidents will be controlled and managed through normal department operating procedures. Level II and Level III Incidents require a coordinated effort and frequently require the activation of the university Emergency Coordination Center (ECC).

Resource support / Logistics locates critical supplies and personnel needed by the university Response Group, first responders and other support agencies during response and recovery operations.

The university will determine what resources are available and identify potential sites for receiving resources if outside assistance is needed.

During an incident if demand for resources exceeds the institution's capabilities, then outside requests will be made based on MOUs, Mutual Aid agreements and state policy.

## POLICIES

The university will use its own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation.

Individuals involved in distributing and/or obtaining resources will be aware of emergency procurement policies and have the authority to do so in an emergency situation

It is the responsibility of the Logistics Group to develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources. Resources may be lent, operated or rented. Each department with an emergency management role will be responsible for identifying its resources that could be used in an emergency and reporting these resources to the Response Group's Logistics Group Leader.

If resources outside the university are needed, the Logistics Group Leader will initiate the request based on local, state and federal guidelines.

The Logistics Group will prepare mutual aid agreements with local, and surrounding jurisdictions to aid the university.

Records of cost and liabilities of resources requested will be recorded by both the requesting agency and the EOC. The requesting agency is responsible for the payment or return of purchased or borrowed goods.

## PLANNING ASSUMPTIONS

Resources may become overwhelmed in an emergency incident. There could develop a need for additional personnel and equipment beyond those that are readily available to the first responders.

Responders may require resources beyond their capacity; requests will be coordinated through the Emergency Coordination Center (ECC).

All Resource Support will be prioritized for the immediate relief operations, e.g., initial lifesaving and life-support operations.

Requests will be handled on a case-by-case basis and allocation will depend on availability of both the resource and a means of delivery.

Latah County or other counties may not have all of the resources, either in type or quantity that may be required to combat the effects of all potential hazards.

This plan encourages local industry to participate in this ESF by coordinating with the ECC and providing resource inventories that could be made available in the event of a major disaster.

At the county, state and federal level, responding agencies will perform tasks and expend resources under their own authorities, including implementation of Mutual Aid Agreements (MAAs), as applicable, in addition to receiving tasking under the authority of the County's Emergency Operations Plan (EOP).

The county disaster services offices usually maintain for immediate access database records that list vendors and agencies with the most commonly used or anticipated resources to combat given hazards.

The management and availability of resources is highly situational and is dependent upon flexibility and adaptability.

Outside resources may be delivered to Latah County by way of aircraft. Resources brought into the Pullman-Moscow Regional Airport will be mobilized to a staging area as near to the airport as possible, providing it is outside of the hazardous area.

Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and hence affect the availability and distribution of resources.

## CONCEPT OF OPERATIONS

Actions include the locating, reserving, obtaining, controlling and distributing of local manpower, equipment, supplies and facilities.

Potential sites for distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts.

Priorities will be set regarding the allocation and use of available resources.

Identify potential distributions sites for emergency response

Identify policies and personnel responsible for obtaining resources

Government and private agencies/companies that make available equipment and personnel to aid emergency responders should “type” (utilize standard vernacular), and inventory the available equipment/personnel. The equipment/personnel would be picked up or delivered to the hazard site, depending on the current situation.

Current inventory data should be provided to both the university Logistics Group Leader and county disaster services for use by the IC logistics function and resource procurement officer(s).

Areas of available resources include public and governmental agencies, private enterprises, public schools, church groups and other volunteer organizations willing to participate in emergency operations.

Resources and services most essential to the survival and recovery of the county are telecommunications, construction and housing, food, electric power, propane gas, medical and health, manpower, petroleum, transportation and water.

## PREPARE

Develop procedures to identify, reserve, obtain, allocate and distribute manpower, equipment, supplies, facilities and other resources.

Identify and maintain a listing of local emergency resources and the agencies, businesses and volunteer groups available to provide them. This information may be available from the county disaster services office.

Develop letters of understanding and mutual aid agreements with liaison agencies.

Brief the Emergency Response Group about resource management procedures and requirements.

When alerted, notify mutual aid jurisdictions, private sector organizations, volunteers and other participants about possible need for assistance.

Participate in ECC exercises.

Develop procedures for conserving expendable resources.

Inventory fuel sources and storage capacities.

Develop SOPs to manage the processing, use, inspection, and return of resources coming to and going from the university.

Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated)

## RESPOND

The Incident Command System (ICS) requires priorities be determined prior to the procurement of additional resources.

Cost of procurement will be estimated prior to the ordering of additional resources, unless it is determined that a life-threatening situation exists.

Field and/or EOC logistics personnel will act in response to the IC requests for additional resources.

On-going communication and coordination are required between vendors, government agencies, the DSO/EOC, IC, and other appropriate agencies when requesting, tracking, procuring and accounting for needed emergency resources.

Coordinate delivery of resources to response units and disaster teams.

Provide lists to response agencies that identify sources of materials, equipment, personnel and other resources.

Maintain a log of Logistic activities. Record services and resources rendered.

Ensure needed manpower, equipment, facilities and supplies are provided.

Provide resource support policy guidance to the university Emergency Operations Center.

Encourage resource management support within the private sector through information programs and emergency plans.

Ensure the continuing supply and management of resources to support the university.

Release information through the Public Information Officer urging cooperative support among all elements of the public and private sector for resource support.

## RECOVER

Coordinate recovery needs with ECC staff.

Estimate costs of providing resources.

Assess impact of emergency on available resources and identify repair, maintenance and replenishment needs on a priority basis.

Prepare a closing report to include the log, lists of resources provided, costs, other pertinent information and comments and recommendations for future operations to be given to the Emergency Management Coordinator.

Participate in a critique of disaster operations.

Emergency resources will be returned to original owner at the end of the incident. Payment for resources and liability will be subject to MAAs/Memorandums of Understanding (MOUs) between agencies.

ECC logistics will monitor and facilitate the coordination deemed necessary to assist agencies returning, or taking delivery of the additional resources used in the incident.

## Organizational Roles and Responsibilities

**Primary Agency**

**Disaster Services Office**

- Coordinate with county, municipal, and private agencies for the procurement and maintenance of resource inventory lists. These inventory lists should be kept within the Logistics Section of ECC or the DSO for reference in the event of an emergency incident.

- Coordinate, procure, and manage material, personnel, equipment, medical, shelter, and fiscal support of tactical operations and food service for field and ECC personnel during activation.

- Establish coordination between IC, ECC, staging areas, and incident sites to facilitate communications with the Logistics Section of the IC or ECC.

- In coordination with IC request elected officials invoke temporary controls on local resources. Establish priorities to protect lives and property when a local State of Emergency is proclaimed.

**Support Agencies**

**Fire Districts**

- Develop lists of appropriate resources by type that may assist other agencies during an emergency operation.

- When possible provide trained personnel in reply to IC or EOC mission request.

**Latah County Roads and Bridges**

- Develop resource lists of equipment that could be made available to other responding agencies and provide to DSO/EOC.

- Develop procedures to utilize all agency staff for emergency assignments and identify staff that could be released to assist other departments.

**Latah County Sheriff's Office**

- Develop lists of resources and equipment that can be made available to other responding agencies; provide data to DSO/EOC.

**All County and Municipal Government Agencies**

- Provide to DSO/EOC a resource list of equipment that could be made available to other responding agencies.

- Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments.

**Public Health Idaho North Central District**

- Develop resource lists of vendors of medical care equipment and supplies, volunteer physicians, nurses, and aides, available inventories of potable water, food, and essentials that could preserve and protect lives.

- Up-date lists of trained and available volunteers for use during an emergency incident.

**Municipal Police Departments**

- Develop resource lists of equipment that could be made available to other responding agencies and provide to DSO/EOC.

**Municipal Fire Departments**

- Develop resource lists of equipment that could be made available to other responding agencies and provide to DSO/EOC.

- Develop procedures to utilize all agency staff for emergency assignments and identify staff that could be released to assist other departments.

**Independent Highway Districts**

- Provide to DSO/EOC a resource list of equipment that could be made available to other responding agencies.

- Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments.

**Amateur Radio**

- Provide radio communications between emergency agencies and services.

**American Red Cross**

- Provide volunteer workers when and where needed as requested.

**Idaho Volunteer Organizations Active In Disasters**

- Develop resource lists of equipment that could be made available to other responding agencies and provide to DSO/EOC.

- Provide volunteer workers when and where needed as requested.

**Idaho Type III All Hazard Incident Management Team**

- Provide to DSO/EOC a resource list of equipment that could be made available to other responding agencies.

- Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments.

**Idaho Department of Lands**

- Provide to DSO/EOC a resource list of equipment that could be made available to other responding agencies.

- Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments.

- Provide radio kits, repeaters, satellite phones as requested.

**Idaho Transportation Department**

- Provide to DSO/EOC a resource list of equipment that could be made available to other responding agencies.

- Develop procedures to utilize agency staff for emergency assignments and identify personnel that could be released to assist other departments.

- "Plan Bulldozer" is a MOU between the Idaho Transportation Department (ITD) and the Idaho Branch and Inland Empire Chapter of the Associated General Contractors.

    - "The memorandum states that, in the event of, or to prepare for, a disaster in the State of Idaho, the ITD may contact the Associated General Contractors of America (AGC) local offices. The AGC office staff shall produce a current list of equipment according to ITD need, identified location of such equipment, availability in or near the effected area, names, addresses, and telephone numbers of owners or lessees. ITD will then negotiate all agreements with individual contractors."

- Develop lists of resources and equipment that can be made available to other responding agencies; provide data to DSO/EOC.

**Idaho Department of Health and Welfare**

- Provide radio communication equipment and trained personnel to operate it if requested.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.
- Consult, coordinate, and act as State liaison for the EOC/DSO.
- Activate State EOC to support the County as needed.
- Assist with the coordination of state and federal agencies to provide support to the County.
- Assist with training programs and exercises as needed.

## UNIVERSITY OF IDAHO EMERGENCY OPERATIONS AND RESPONSE PLAN

## EMERGENCY SUPPORT FUNCTION #8

## PUBLIC HEALTH AND MEDICAL SERVICES

| | |
|---|---|
| **PRIMARY AGENCIES** | Public Health Districts<br>University Communicable Diseases Advisory Committee<br>Student Health Clinic<br>University ECC<br>*or university employees performing similar functions* |

**SUPPORT AGENCIES:**

| | |
|---|---|
| **County** | EMS - Emergency Medical Service (Fire Districts)<br>Law Enforcement Agency of Jurisdiction<br>Latah County School Districts<br>Latah County Coroner<br>Disaster Services Office |
| **Municipalities** | Municipal Water Districts<br>Municipal Fire Departments |
| **State** | Region II Hazardous Materials Response Team<br>Idaho Department of Health and Welfare<br>State Communications<br>Idaho Bureau of Homeland Security |
| **Federal** | National Weather Service |
| **Business** | Gritman Medical Center (Moscow only)<br>Local clinics and regional medical centers<br>All County Ambulance Services<br>Immediate Care Centers<br>Pharmacies<br>Chemtrec |
| **Volunteers** | Amateur Radio<br>American Red Cross<br>Idaho Volunteer Organizations Active In Disasters (VOAD)<br>Idaho CISM (Critical Incident Stress Mgmt) teams<br>Volunteer Physicians/Nurses |

## PURPOSE

Emergency Support Function (ESF) #8 facilitates communication, cooperation, and coordination among local, state, and federal agencies concerning the university's physical and mental health, medical services issues and activities before, during or after an emergency.

Public Health and Medical Services includes behavioral health needs consisting of both mental health and substance abuse considerations for incident victims and response workers and, as appropriate, at-risk population groups as individuals in need of additional medical response assistance, and veterinary and/or animal health issues.

## SCOPE

This plan applies to the University of Idaho. The university may be affected by the possible catastrophic effects of an emergency on citizens of the State of Idaho and surrounding states. Examples of catastrophic events include a bio-terrorism attack or a pandemic disease outbreak. Catastrophic events will take far more medical resources than are available to single counties in Idaho.

Level I Incidents will be controlled and managed through normal department operating procedures. Level II and Level III Incidents require a coordinated effort and frequently require the activation of the university ECC.

Coordinate with ESF #6 Mass Care

The scope is an all hazards approach based on the institutions ability to provide medical resources. When an incident exceeds the institution's capabilities, outside assistance should be requested through MOUs, Mutual Aide Agreements and the coordination of this plan with the local government's EOP.

This ESF involves assistance to the university in identifying and meeting the health, medical, and mortuary needs of victims of a major emergency or disaster. This assistance includes the following:

- Assessment of medical/health needs
- Disaster surveillance and assessments
- Health surveillance
- Medical care personnel
- Medical/health equipment and supplies
- Patient evacuation
- In-hospital care
- Food/drug/medical device safety
- Worker health/safety
- Radiological/chemical/biological hazards consultation
- Public health information
- Mental health
- Vector control (Rats, Pests, etc.)

- Potable water/wastewater and solid waste disposal
- Mortuary services and victim identification
- Veterinary Services

## DIRECTION AND CONTROL

The Lewis County Health and Medical Services Coordinator is under the operational control of the Executive Group during declared emergency operations and will exercise direction and control of the actions contained in this ESF. The Health and Medical Services Coordinator will take action to supplement staff and other resources as required. There will be full coordination with the Commissioners, the Emergency Management Coordinator and other members of the LCEOC staff.

## REFERENCES

University Communicable Diseases Plan / Incident Annex

## ADMINISTRATION AND FINANCE

See LC-SA #1 – Financial Management

## ANNEX MAINTENANCE

The University Communicable Diseases Advisor Committee will annually review this annex and and update if necessary, in coordination with the Emergency & Security Service Officer.

## POLICIES

Idaho Code, Title 39, Chapter 4, “Public Health Districts”, charges district boards of health to “do all things required for the preservation and protection of the public health and preventive health”.

It is the policy of the University of Idaho to comply with the health districts’ State directive by supporting and facilitating the coordination of agencies that can provide the response necessary to mitigate the health/medical emergency.

## PLANNING ASSUMPTIONS

A natural disaster or technological event occurs on or near university property and necessitates both state and federal public health and medical care assistance.

A sudden onset of a large number of victims would stress the medical system and may require time-critical assistance from both the state and federal government.

An infectious disease could rapidly disrupt hospital emergency facilities making the facility inaccessible to the public.

A natural disaster could also pose certain public health threats, including problems related to food, disease vectors, potable water, wastewater, solid waste, and mental health.

In a very large scale emergency, resources within an emergency area may be inadequate to clear casualties from the scene or treat them. Additional mobilized state capabilities will be urgently needed to assist local governments to treat casualties in the emergency area and then transport them to the closest appropriate hospital or other health care facility. Medical resupply will be needed throughout the emergency area. In a major emergency, it may also be necessary to evacuate injured patients by air to other regional hospitals or health care facilities.

Hospitals, nursing homes, pharmacies and other medical/health care facilities may be structurally damaged or destroyed. Those facilities that survive with little or no structural damage may be rendered unusable or partially usable. Normal staff may be unavailable or unable to report to the facility. The walking wounded and seriously injured victims who are transported there will probably overwhelm the medical and health care facilities that remain in operation and have the necessary utilities and staff. In the face of massive increases, medical supplies (including pharmaceuticals) and equipment will likely be in short supply. Most health care facilities maintain only enough stock to meet their short-term (24 to 36 hour) normal patient load needs. Disruptions in local communications and transportation systems could prevent timely re-supply.

Uninjured persons who require daily medications such as insulin, anti-hypersensitive drugs, and digitalis may have difficulty in obtaining these medications because damage or destruction of normal supply locations and general shortages within the disaster area.

An emergency resulting from an explosion, toxic gas or radiation release could occur that may not damage the local medical infrastructure. Such an event could produce a large concentration of specialized injuries that would overwhelm the local jurisdiction's medical system.

An incident that involves chemical, biological, radiological, and nuclear or explosives (CBRNE) could cause significant harm to the population. It would take time to analyze bio-agents even as a continued bio-release was escalating the victim count. The demand for a remedy could create a shortfall in certain supplies, drugs and personnel that would be needed to respond to the afflicted.

Local governments will fully commit their resources before requesting state assistance. Specific disaster conditions may result in a state response prior to any involvement of local jurisdictions.

Federal assistance will be requested when a response to an emergency exceeds state and local government resources.

Bioterrorist incidents or other attacks that includes weapons of mass destruction have a criminal element and require cooperation and coordination with local law enforcement. When possible, evidence must be preserved and available for both criminal and epidemiological investigations.

Transportation and communication may be negatively affected by an emergency incident and could severely hamper the availability of medical supplies and personnel.

During an incident a number of health care providers may themselves be affected and therefore unable to provide care for others.

A disaster could pose certain public health threats, including problems related to food, vectors, water, wastewater, solid wastes, and mental health effects.

Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for injury and the spread of disease.

A biological event may not at first be recognized and only become apparent over time, possibly affecting a greater number of people.

A sudden onset of a large number of victims would stress the medical system and may require time-critical assistance from both the state and federal government.

The Moscow campus of the university is served by Gritman Medical Center. Other nearby hospitals are Pullman (Whitman County) and St. Joseph's Hospital in Lewiston (Nez Perce County).

The damage and destruction of a emergency, which may result in multiple deaths and injuries, will overwhelm the university and local mental health systems, producing an urgent need for mental health crisis counseling for emergency victims and response personnel.

## CONCEPT OF OPERATIONS

When ESF #8 is activated, the university should request that the county emergency services office contact the State of Idaho public health districts and ask that the public health districts assume primary support responsibilities. Public Health is available after hours by contacting StateComm at 1-800-632-8000.

If needed, Public health will provide 24/7 representation to the county EOC for the duration of the emergency response operation.

Public Health may request technical specialists and draw on their expertise for additional support in the field or in an EOC.

Public Health may respond by either opening their own EOC or co-locating with the County EOC, depending on the circumstances.

If the incident is multi-agency or multi-jurisdictional, response may require a Unified Command.

The university should be prepared to provide, as much as it is capable, support for Public Health operations.

Particular attention must be given to special care requirements of such groups as infants and children, the aged, the infirmed and chronically ill.

In the event of a major evacuation, Public Health will coordinate with medical communities of host areas to provide services for evacuees.

In the event of a severe pandemic, the Student Health Clinic may choose to close, remain open or consolidate operations with Gritman Medical Center and/or other Moscow Family Medicine facilities as indicated by their respective emergency plans.

## PREPARE

Participate in preparedness training organized by Idaho public health districts.

Review emergency plans and programs with representatives of public health and welfare agencies, volunteer disaster assistance agencies and medical facilities.

Organize periodic group meetings with emergency health and medical service providers to coordinate assistance and support requirements.

Support programs and procedures for:

a. Immunization

b. Health/contamination inspections.

c. Blood banks

d. Specialized training (first aid, CPR, etc.)

e. Evaluation, prevention and detection of communicable diseases

f. Normal public health awareness

Protect food, water, medicines and other essential supplies against contamination.

Develop a list of any medical or environmental health supplies (e.g., water purification supplies) available at the university.

Establish procedures for handling mass fatalities (i.e., death certificates, burial, cremation, and storage) in cooperation with area funeral directors.

Coordinate with the medical clinic and out of area hospitals on their plans for emergency medical treatment and care.

Develop a victim identification plan.

Participate in exercises of the Emergency Operations Plan.

## RESPOND

Initiate university Emergency Coordination Center (ECC).

Coordinate this ESF with:

- ESF #6 - Mass Care Coordinator.
- ESF #7 - Resource Support Coordinator. (medical supplies, equipment, drugs)
- ESF #3 - Public Works and Engineering (i.e., emergency chlorination of water supplies; provide information on home chlorination procedures for the public through the Public Information Officer; disposal of solid waste materials.

Maintain an events log and financial records.

Coordinate immediately with county emergency services office and/or County EOC. Confirm that the State is notified through a conference call using StateComm. Coordinate university response efforts with county and State efforts, and State public health.

Disaster declarations if appropriate will be issued by the counties, state and Tribes.

A Joint Information Center (JIC) will be established when deemed necessary to coordinate timely and continuous informational updates informing the public of the incident and any response that may be necessary.

In the order listed, university will aim toward efforts that have the greatest potential for saving and protecting:

- Life
- Property
- Environment
- Evidence

Provide assistance to any special needs groups within the university community (non-English speaking, handicapped).

Coordinate with the Red Cross and county EMS in responding to mass fatality situations. Establish a temporary morgue and make provisions for removal and delivery of bodies, identification of the remains, storage of remains, and release of.

If evacuation has been ordered, and working through county EOCs, establish liaison with host area to determine projected needs for additional medical support.

Within its capability, ensure that the university Health Clinic is equipped, stocked, assigned staff, and in a state of readiness for medical emergencies.

Coordinate inspections of sanitary conditions in any lodging and mass feeding facilities on university property.

**Special resources related to public health:**

**Quarantine**
When necessary, quarantine of an area or isolation of individuals may be necessary for the protection of the victims and the population at large. Authority to affirm this would first be issued by the State's Administer of the Department of Health. In some instances the Director of Public Health for the applicable state public health district may also make this order.

**Crisis Counseling**
Mental health personnel, who can assist victims or families of sufferers to cope with the stress of loss of home or family member, will be made available. Crisis management personnel will also be offered to consult with emergency responders when requested. Mental health personnel will be made available by any number of ways, depending on the circumstances. For instance trained North Idaho Critical Incident Stress Management (CISM) volunteers and crisis counselors from Idaho Health and Welfare (IDHW) are prepared to assist victims when needed. When private parties, i.e. airline industry or railroads, bear some responsibility in the incident, they will make available counselors and counseling centers per internal protocol.

Various area churches will make ministerial Services available.

The university's Counseling Center has an agreement with Washington State University to provide mutual aid for counseling services.

The university's employee benefit program has resources for both the university and university employees enrolled in the plan.

**Assessment of Medical/Health Needs**
An assessment team assembled by state public health will conduct assessment of the local County's health system and facility infrastructure.

**Health Surveillance**
Public health will institute surveillance systems to monitor the general population and special high-risk population segments concerning disease patterns and potential disease outbreaks. Consultation on disease and injury prevention and precautions would also be a task of this function.

**Medical Reserve Corps**
Public health will coordinate the provision of medical care by activating public and private health care resources from local and neighboring sources.

**Medical/Health Equipment and Supplies**

Public health will coordinate with pertinent business/agencies and the DSO/EOC for the provision of health and medical equipment and supplies. This may include pharmaceuticals (utilizing the National Pharmaceutical Stockpile), biologic products, and blood and blood products.

**Patient Evacuation**
Public health will provide technical assistance during the preparation and relocation of ailing or injured victims from within the incident area to locations that would provide qualified medical care.

**In-hospital Care**
Seriously ill or injured victims of the disaster incident will be provided definitive medical care coordinated by public health.

**Food/Drug/Medical Device Safety**
Public health will ensure safe and efficient regulated foods, drugs, biologic products and medical devices during a medical emergency. Public health will have the authority to seize, remove or destroy contaminated or unsafe products.

**Worker Health/Safety**
Public health will identify safety and health issues, and coordinate monitoring of emergency workers. Technical assistance and consultation regarding worker health and safety measures will be part of this function.

**Radiological/Chemical/Biological Hazards Consultation**
Public health in consultation with Idaho Bureau of Hazardous Materials (BHM) and IDHW will "assist in assessing health and medical effects of chemical and biological exposures on the general population and on high-risk population groups; conduct field investigations, including collection and analysis of relevant samples; advise on protective actions related to direct human and animal exposure, and on indirect exposure through d=chemically or biologically contaminated food, drugs, water supply, etc.; and provide technical assistance and consultation on medical treatment and decontamination of chemically or biologically injured or contaminated victims."

**Mental Health**
Public health will coordinate with CISM, the IDHW and other appropriate local agencies to assess the mental health needs of victims and emergency workers. Measures will be taken to provide emergency workers with mental health training materials and develop programs to provide victims with mental health assistance.

**Public Health Information**
Public health will collect intelligence and prepare pertinent medical/health alerts. In coordination with the PIO, information will be distributed as appropriate. Additionally, Public health may act autonomously for distribution of date through a number of methods such as; telephone, print and radio media, informational pamphlets regarding disease, injuries, and their prevention, fax alerts to medical care centers/first alerts to pertinent entities (trained volunteers, government offices, shelters, staging areas, etc.).

**Vector control (Rats, Pests, etc.)**
Public health will coordinate and conduct field investigations to determine the threat of vector borne diseases following a major emergency incident. This would include the

collecting relevant samples for laboratory analysis; providing technical assistance and consultation on protective actions regarding vector-borne diseases and providing technical assistance and consultation on medical treatment of victims of vector-borne diseases.

**Potable Water/Wastewater and Solid Waste Disposal**
Municipal water and sewage treatment departments will collect relevant samples for laboratory analysis; coordinate water purification and wastewater disposal equipment and supplies, and provide technical assistance and consultation on potable water and wastewater disposal issues.

**Mortuary Services and Victim Identification**
The County Coroner will coordinate for the provision of temporary morgue facilities, victim identification and the preparation and disposition of remains. Law enforcement will assist with identification through fingerprint, forensic dental or forensic pathology and anthropology methods.

**Veterinary Services**
If zoonotic disease is suspected or identified, Public health will coordinate with the IDHW Epidemiology Program to provide technical assistance and consultation services.

**Continuing Actions**
Public health will continue to acquire and assess data regarding the emergency incident. Public health will coordinate with other appropriate agencies and attempt to identify the nature and extent of health and medical problems, and institute surveillance of the situation to obtain valid current information.

Because of the potential complexity of the health and medical response issues, conditions may require advisory groups with special knowledge of the subject matter known only to experts. These advisory groups would review health/medical intelligence information and provide advice for specific strategies most appropriate to manage and respond in a specific situation.

## RECOVER

Continue steps under the Response Phase as required.

Coordinate with the LC-ESF #3 - Public Works and Engineering Coordinator to insure compliance of health and sanitation measures during recovery of vital facilities.

Coordinate with the Public Health District to provide for immunizations as needed.

Assess final damage to health and medical resources and report information to the Emergency Operations Center.

Develop a time-phased program for wrap-up of Health and Medical Services. Schedule return of mutual aid resources.

Prepare for the Emergency Management Coordinator a closing report to include the log, lists of resources required, costs and other information and recommendations for future operations.

Participate in a critique of disaster operations.

**Organizational Roles and Responsibilities**

**Primary Agency**

**Public Health Idaho North Central District**

- Provide Medical Service Officer to the EOC if requested.

- Maintain a corps of trained volunteers to assist in mass vaccination or other emergency needs.

- Establish special interest working groups to develop solutions to specific emergency response needs.

- Complete Memorandums of Understanding/Mutual Aid Agreements (MOUs/MAAs) with public and private agencies, which specify cooperative action and mutual support to be provided during an emergency.

- Provide mobile clinic services that would facilitate filed emergency care.

- Coordinate emergency health support and control of communicable diseases.

- In coordination with the DSO and PIO, prepare and provide information to be made public regarding the emergency.

- Prepare situation reports as the event progresses and provide to the DSO/EOC.

- Contact medical care personnel and qualified volunteers to assist where needed.

- Coordinate, manage and monitor vector control (disease, rats, pests, etc.).

**Support Agencies**

**Fire Protection Districts (Emergency Medical Services)**

- Provide first aid, EMS and paramedic services in response to the emergency incident.

- Provide ambulance service if appropriate.

- Assess EMS needs and make logistical recommendations.

**Law Enforcement Agency of Jurisdiction**

- Provide enforcement of quarantined area.

- Perform crowd and traffic control and assist as needed.

- Provide victim identification through fingerprint, forensic dental or forensic pathology and anthropology methods.

**Latah County School Districts**

- Provide use of facilities for mass vaccination or dispensing clinics, or as temporary hospitals for mass casualties.

**Latah County Coroner**

- Provide for the identification, storage and disposition of the deceased.

- Provide notification to local agencies of the locations of any temporary morgues. Coordinate transportation of the deceased to these sites in coordination with the EOC.

**Disaster Services Office**

- In coordination with IC and Latah Board of County Commissioners (BOCC) activate the EOC to appropriate level.

- Assist with emergency communications as needed.

- Coordinate with emergency medical facilities for the procurement of emergency supplies.

- Support vaccination clinic operations and related functions as required.

- Support Unified Command Team in a post event smallpox vaccination response.

- Assist with collection, analysis and dissemination of information to the public.

- Provide logistical support as needed.

**Municipal Water and Districts**

- Municipal water and sewage treatment departments will collect for laboratory analysis relevant samples; coordinate the provision of water purification and wastewater disposal equipment and supplies, and provide technical assistance and consultation on potable water and wastewater disposal issues.

**Gritman Medical Center**

- Send representative to EOC if requested.

- Coordinate with other care facilities to be apprised of situations, available personnel, medical equipment, pharmaceuticals, available beds, and other resources as deemed necessary.

- Coordinate with Public health for limited use of facilities, services and supplies during a public health emergency.

- Transfer stable patients as necessary to accredited regional medical centers to facilitate acute care to victims of the disaster.

- Coordinate with Public health, EOC and appropriate law enforcement if bio-terrorism is suspected.

- Store and rotate medical supplies for mass vaccination clinics.

- Re-supply field units with consumable medical supplies.

- Assist in blood procurement for community needs.

- As appropriate participate in training exercises with DSO, Public health, North Idaho Hospital Consortium and other emergency response agencies.

**County Ambulance Services**

- Provide emergency medical transportation and EMS support as necessary.

**Immediate Care Centers**

- Make available facilities for emergency care of victims of the disaster, in addition to day-to-day operations.

- Assist in blood procurement for community needs.

- Report health surveillance to Public health and DSO/EOC.

**Pharmacies**

- Provide list of available medical supplies, drugs, and equipment as requested by Public health.

- Provide personnel to assist with preparation and distribution of needed pharmaceuticals.

**Chemtrec**

- Chemtrec is able to provide medical support to the treating physician. This assistance is provided through medical specialists from the product manufacturer or through the PROSAR International Poison Center.

**Amateur Radio**

- Provide emergency communications support as needed.

**American Red Cross**

- Provide crisis counseling within ARC guidelines.

**Idaho Volunteer Organizations Active In Disasters**

- Seek assistance for those victims affected by the emergency incident, who suffer from unmet essential needs that cannot be met by other responding agencies.

**North Idaho Critical Incident Stress Management**

- Provide educational seminars and peer support to emergency responders.

- Provide debriefing sessions for emergency responders following a critical incident.

- Provide other mental health assistance as deemed necessary.

**Volunteer Physicians/Nurses**

- Coordinate with GMC or Public health prior to offering services unless faced with a life or death situation.

**Region II Hazardous Materials Team**

- Provide expertise and assessment of health and medical hazards if HAZMAT incident.

- Make available records of dangerous materials and appropriate treatment if applicable.

**Idaho Department of Health and Welfare**

During a declared disaster provide services that include;

- Crisis counseling for victims.

- In a life threatening situation provide names and locations of homebound patients.

- Provide trained medical staff to assist Public health or other agencies with field operations.

- Provide other trained volunteers as needed.

**StateComm**

- The State will be notified through a bridge call using StateComm. The phone number is 1-800-632-8000.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.

- Consult, coordinate, and act as State liaison for the DSO/EOC.

- Activate State EOC to support the county as needed.

- Assist with the coordination of state and federal agencies to provide support to the County.

- Assist with training programs and exercises as needed.

## UNIVERSITY OF IDAHO EMERGENCY OPERATIONS AND RESPONSE PLAN

## EMERGENCY SUPPORT FUNCTION #9

## SEARCH AND RESCUE

| | |
|---|---|
| **PRIMARY AGENCIES** | University ECC, Operations & Logistical, to support local fire departments and search & rescue groups *or university employees performing similar functions* |

**SUPPORT AGENCIES:**

| | |
|---|---|
| **County** | Latah or other applicable county Sheriff's offices<br>Whitcom (dispatch) (Moscow campus)<br>Latah County Dispatch (Moscow campus)<br>Local applicable dispatch authorities<br>Fire Protection Districts<br>Disaster Services Office |
| **Municipalities** | Municipal Police Departments<br>Municipal Fire Departments |
| **State** | Idaho Department of Lands<br>Idaho Fish and Game<br>Idaho Department of Corrections<br>Idaho Bureau of Homeland Security |
| **Federal** | Bureau of Land Management<br>US Forest Service |
| **Volunteers** | Search and Rescue Volunteers<br>Search and Rescue Teams from other jurisdictions<br>Amateur Radio<br>Civil Air Patrol |

## PURPOSE

This annex describes procedures for the coordination and utilization of local, state and federal personnel, equipment, services, and facilities to aid in search and/or rescue operations. Search and rescue (SAR) operations include the location, recovery, extrication, and medical treatment of victims who become lost or trapped as the result of a major disaster or life threatening emergency.

## SCOPE

The university is susceptible to many different natural and technical hazards that may result in the damage or collapse of its structures. County Search and Rescue volunteers must be prepared to respond to emergencies and provide specialized assistance. Operational actives can include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. In addition to structural collapse, many university operations take place in remote areas. Students, staff and faculty may be lost, missing, disoriented, traumatized, or injured in which case Search & Rescue teams must be prepared to respond to these incidents and implement appropriate tactics to assist those in distress or imminent danger.

Search and Rescue consists of two components:

> **Urban Search And Rescue (USAR)** activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures or underground mines.
>
> **Non-urban SAR** activities include, but are not limited to, emergency incidents that involve locating missing persons, finding downed aircraft, locating boats lost on inland waters, swift water rescue, and first responder medical treatment /first aid for victims

## POLICIES

The university has no Search and Rescue (SAR) capabilities. The role of the university is to support governmental and volunteer organizations as requested, to supply any needed information, and to communicate with the families of any university victims, to the extent permitted by SAR.

The Latah or appropriate County Sheriff's Office is responsible for SAR coordination and deployment; trained volunteers perform the field operations.

The university Emergency CoordinationCenter (ECC) provides guidance for managing the acquisition of Search and Rescue resources. All requests for Search and Rescue will be submitted to the university's ECC for coordination,

validation, and/or action. The university will request SAR from local county authorities.

In accordance with Idaho Code §31-2229 Search and Rescue, the applicable County Sheriff shall:

- Be the official responsible for command of all search and rescue operations within their jurisdiction; and

- Prepare and keep current a plan to command the search and rescue capability and resources available within the County

In the event that an incident results in the need for specialized skills of SAR, the applicable county will call upon local, State, and Federal private and public agencies to accomplish search and rescue missions.

Search and rescue task forces are considered federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.

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**SITUATION AND ASSUMPTIONS**

Emergencies may cause conditions that vary widely in scope, urgency, and degree of devastation. Large-scale emergencies, such as a downed civilian aircraft in the back country or the collapse of a large building, may result in several lost and/or injured persons. Substantial numbers of people could be in life-threatening situations requiring prompt rescue and medical care. Because the mortality rate will dramatically increase beyond 72-hours, search and rescue must begin immediately. SAR volunteers must be prepared to seek out, locate and rescue such persons.

Lost persons may be injured. SAR training includes preparedness to provide aid to injured persons.

The circumstances may necessitate activation of the Emergency Coordination Center (ECC) to coordinate the deployment of emergency services and the numerous volunteers.

A missing or lost person is always considered to be alive and in need of rescue until such time that a person of authority (such as the Sheriff) concludes that there is no chance of survival.

Each county, and some cities, will operate a local rescue organization. The safety of the rescue personnel is foremost in any operation.

Local search and rescue organizations will respond within their capability.

Local residents, workers, and volunteers will initiate activities to help SAR operations.

Inclement weather may be a factor in any SAR operation, restricting the types of resources to be used, the length of time they can be used, and the locations to be searched.

Access to damaged and/or search areas may be restricted.

The effects of earthquakes, aftershocks, secondary devices, and other disaster emergencies may threaten survivors and search and rescue personnel.

Responders must consider their safety and victims' safety under severe weather conditions such as temperature extremes, snow, rain, and high winds.

If local resources are depleted, the Disaster Services Office (DSO)/EOC can request additional resources through Idaho Bureau of Homeland Security (BHS).

Mutual Aid Agreements (MAAs) and Memorandums of Understanding (MOUs) may exist between SAR units of neighboring counties and states. These agreements should define fiscal responsibilities and liabilities between signatories. This MAA/MOU should be documented and kept within SAR records and provided to the DSO.

If USAR is required, only those trained in such rescue tactics may participate in the actual rescue attempt.

The Federal USAR Team may be activated by request from the State (i.e. Idaho BHS, the Governor of the State or their designee, etc.) through the Federal Emergency Management Agency (FEMA).

If activated the Federal USAR Team will provide assistance to local command.

SAR volunteers not certified in USAR could be used to support the USAR efforts where requested.

**CONCEPT OF OPERATIONS**

During a search and rescue operation of an emergency, the university will call upon local Sheriff's offices, fire and law enforcement departments to assist in the operation.

The local Sheriff's office will manage and coordinate the SAR/USAR efforts according to protocol.

Trained SAR volunteers will be called from a member list to assist with the operation.

The County's EOC may be activated to provide technical and administrative assistance to support SAR operations.

The Civil Air Patrol (CAP) may be contacted to assist with normal SAR operations including locating missing or overdue civilian aircraft.

Documentation of volunteers' hours and SAR assets used during an incident should be recorded, and duplicates provided to the DSO/EOC to facilitate cost reimbursements.

If the capability of SAR is overwhelmed, MOU/MAAs' with neighboring counties/states may be activated to provide additional manpower and resources.

The Incident Commander (IC) will advise the DSO/EOC if a search and rescue effort has overwhelmed local capabilities and assistance from state or federal agencies is needed.

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## PREPARE

The university should be prepared to assist SAR teams.

Within its capabilities, the university may need to provide staging areas for SAR teams and their equipment, and for emergency medical treatment and pre-hospital care to the injured.

The university can assist with the warning, evacuation and relocation of citizens during a disaster.

The university can encourage safety and emergency planning practices for its operations, to decrease the probability of a need for SAR resources (i.e., safe practices for field work in remote areas).

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## RESPOND

University notifies local county Sheriff and disaster services office of need for SAR.

Sheriff's office will:

1. Conduct initial needs assessment.

2. Assess and assign local SAR resources.

3. Identify SAR shortfalls.

4. Request assistance from country disaster services

5. Establish operational priorities.

6. Provide a point of contact, situation briefings, and assignments for all incoming
State or federally sponsored SAR resources.

7. Ensure adequate communications between SAR assets and the local Incident
Command Post.

County disaster services office contacts the IDEOC to request assistance.

The Idaho BHS will coordinate with the requesting agency in preparation for the arrival of SAR resources.

Idaho Collapse Search and Rescue Teams (ICSAR): The State of Idaho has developed Idaho Collapse Search and Rescue Teams. The ICSARs are technical rescue teams that can respond to locate, rescue, and recover individuals trapped in a structure or buried in structural collapse. The North Idaho ICSAR Team is in Coeur d'Alene.

When necessary local hospitals or care facilities are advised of potential and/or incoming victims.

**Organizational Roles and Responsibilities**

**Primary Agency**

**Latah County Sheriff's Office**

- Initiate IC.
- Manage and coordinate SAR efforts.
- In coordination with the DSO activate the MCC as deemed necessary.

**Support Agencies**

**Latah County Dispatch**

- Provide initial notifications and dispatches.
- Provide additional support as needed.

**Fire Protection Districts**

- Assist with communications and logistics support as requested.
- Assist with search and technical rescue requirements if qualified.

**Disaster Services Office**

- If tactical operations support is requested, activate EOC to an appropriate level.
- Provide emergency communications as requested.
- Provide additional volunteers as requested.
- Coordinate resources and agencies as required.
- In coordination with the LCSO activate the MCC as deemed necessary.
- Coordinate with IC and assist SAR efforts as needed.

**Municipal Police Department of Jurisdiction**

- Assist with traffic control around staging area.

**Search and Rescue Volunteers**

- Report to staging area upon call-out.
- Supply trained volunteers for SAR efforts.
- Mobilize SAR resources as appropriate at staging site.

**SAR Teams from other Jurisdictions**

- As per agreed upon MAA/MOUs with LCSO, report to staging area to receive SAR instructions, and coordinate with IC.
- Provide trained volunteers for SAR efforts.
- Mobilize SAR resources as appropriate at staging site.

**Amateur Radio**

- Establish and maintain communication between EOC and IC when requested.
- Operate MCC if requested.

**Civil Air Patrol**

- Assist with and support SAR efforts as needed.
- Supply radio kits and satellite phones as requested.
- Provide communications assistance as necessary.

**Idaho Department of Lands**

- Assist with communication needs as requested.
- Provide maps.
- Supply radio kits and satellite phones as requested.
- Provide communications assistance as necessary.
- Advise IC and DSO/EOC on road and terrain conditions when requested.

**Idaho Fish and Game**

- Assist with communication needs as requested.
- Provide maps.
- Advise IC and DSO/EOC on road and terrain conditions when requested.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.
- Consult, coordinate, and act as State liaison for IC and the DSO/EOC.
- Activate State EOC to support the County as needed.
- Assist with the coordination of state and federal agencies to provide support for USAR efforts.
- Assist with training programs and exercises as needed.

**Bureau of Land Management**

- Assist with communication needs as requested.
- Provide maps.
- Advise IC and DSO/EOC on road and terrain conditions when requested.

**US Forest Service**

- Assist with communication needs as requested.
- Provide maps.
- Advise IC and DSO/EOC on road and terrain conditions when requested.

## UNIVERSITY OF IDAHO EMERGENCY OPERATIONS AND RESPONSE PLAN

## EMERGENCY SUPPORT FUNCTION #10

## HAZARDOUS MATERIALS/WEAPONS OF MASS DESTRUCTION

| | |
|---|---|
| **PRIMARY AGENCIES** | University Environmental Health & Safety (EHS)<br>University ECC, Safety Officer<br>*or university employees performing similar functions* |

**SUPPORT AGENCIES:**

| | |
|---|---|
| **County** | Fire districts<br>Latah Sheriff's Office<br>Latah or applicable County Dispatch<br>Whitcom Dispatch Center (Moscow only)<br>Independent Highway Districts<br>Local Emergency Planning Committee (LEPC) |
| **Municipalities** | Municipal Fire Departments<br>Municipal Police Departments<br>Municipal Street Departments |
| **State** | StateComm<br>Region2 or appropriate Hazardous Materials Team<br>Idaho Bureau of Hazardous Materials<br>Idaho Transportation Department<br>Idaho State Police<br>Idaho Department of Fish and Game<br>Department of Environmental Quality<br>Idaho Civil Support Team<br>Idaho Bureau of Homeland Security<br>Public Health |
| **Federal** | Environmental Protection Agency<br>US Coast Guard<br>US Department of Energy<br>US Department of Transportation<br>Federal Emergency Management Agency |
| **Business** | Chemtrec (Moscow only) |
| **Volunteers** | Amateur Radio |

## REFERENCE

Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.

## PURPOSE

ESF #10 will provide coordinated disaster emergency response and recovery support when there is a major actual or potential discharge and/or release of hazardous materials. It attempts to provide the appropriate response actions to prevent, minimize, or mitigate a threat to public health, welfare, or the environment. This ESF includes both incidents that originate from actions of the university and incidents that originate from actions of other entities. ESF #10 also coordinates response and recovery support in case of the use or potential use of a weapon of mass destruction (WMD).

The university's Environmental Health & Safety (EHS) division is the university's primary agency for hazmat response. Coordination of response and support for EHS will be provided by the university's Emergency Coordination Center (ECC).

The local fire department should be contacted immediately and Fire Chief will likely assume primary operational control of all hazardous materials incidents.

Other departments at the university may provide support to the fire department, depending on their capabilities.

## SCOPE

Level I Incidents will be controlled and managed through normal department operating procedures. After university employee engage in normal containment procedures, larger or escalating incidents are normally handled by the local fire department.
Level II and Level III Incidents require a coordinated effort and frequently require activation of the ECC. Other state agencies may be called upon depending on the nature of the incident.

For the purposes of this ESF, the level classifications are:

LEVEL I

1. Spills that can be contained and absorbed by equipment and supplies immediately available to university staff, faculty and students.

2. Fires that can be extinguished with the resources immediately available to the first response agency.

3. Leaks that can be controlled using equipment and supplies immediately available to the university.

4. Incidents that do not require evacuation.

LEVEL II

1. An incident involving an area or hazard greater than Level I that poses a potential threat to life, property and/or the environment.

2. An incident involving a toxic substance that may require evacuation of citizens.

3. A hazmat incident which requires assistance from outside agencies to work with evacuees, coordinate with medical facilities, treat casualties and coordinate with agencies concerned with environmental impact.

LEVEL III

1. A major hazmat incident requiring resources beyond those of local departments and requiring expertise or resources of state, federal or private agencies and/or organizations in the first response community.

2. Any hazmat incident involving evacuation.

**POLICIES**

Any hazmat incident must be reported to the university's EHS division.

Depending on the nature of the incident, EHS, working with the university ECC, will alert the appropriate county emergency services office (DSO). The county will alert appropriate state agencies, such as Idaho Bureau of Hazardous Materials (BHM), Idaho State Communications, Idaho Department of Environmental Quality (DEQ), and the Local Emergency Response Authority (LERA).

The university's ECC, upon advice from EHS, is asked to:

- Notify the campus community of the need to evacuate or shelter in place.
- Implement mutual aid agreements.
- Establish communications with ESF # 5 and ESF #15.

The Idaho Hazardous Materials/WMD Incident Command Response and Support Plan provides detailed guidance during the disaster emergency phase of the incident. In the event of a hazardous materials/WMD incident, incident commanders shall use the Idaho Hazardous Materials/WMD Incident Command Response and Support Plan as the primary guidance for response and recovery.

**ADMINISTRATION AND FINANCE**

See the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.

**ANNEX MAINTENANCE**

The EHS Director will annually review this annex and update and modify, if necessary, in coordination with the Emergency & Security Services Officer (EHS).

## PLANNING ASSUMPTIONS

A natural or technological mistake or accident could result in single or multiple situations in which hazardous materials are released into the environment.

Transported hazardous materials may be involved in rail accident, roadway collisions, waterway or aircraft mishaps.

Terrorists may intentionally release biological and/or chemical agents into the environment targeting water and/or air quality. If nuclear in nature the affects would likely extend beyond the region.

Hazardous materials, including agricultural and laboratory chemicals, are commonly produced, stored and used at university locations. Hazardous chemicals are regularly transported over the roadways in the State. Railroads, airlines, and pipelines also carry these materials through our region. Hazmat incidents occur frequently, although most are minor.

A natural, technological, or terrorist caused disaster could result in single or multiple incidents in which hazardous materials are released into the environment.

An accidental or intentional release of bio-hazardous material or certain other hazardous materials may not be immediately known or apparent.

First responders could be targets of anti-government terrorist to hinder them from responding to other terrorist incidents.

Local targets of terrorists might include transportation companies or facilities that store, generate, utilize or manufacture hazardous materials.

Nitrate fertilizers are used extensively throughout the farming communities of Idaho. Because nitrate fertilizer represents a powerful explosive component and may attract criminal notice, there is risk to individuals and companies who transport or store this agent.

Damaged or ruptured pipelines transporting hazardous materials are a potential crisis and must be properly engineered and routinely tested to help protect the population from an emergency incident.

Fixed facilities (e.g., chemical plants, tank farms, re-fueling depots, laboratories, and industries operating hazardous waste sites which produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.

Emergency exemptions may be needed for transportation, storage, and disposal of contaminated material during and after a hazardous material emergency.

Laboratories responsible for analyzing hazmat samples may be damaged or destroyed in a disaster.

First responders (fire, EMS, police) will first seek to contain the incident and keep it from spreading to other potential areas and victims. This may delay treatment for any victims of the incident.

Local hospitals may have limited hazardous material treatment capability. Specialized treatment will require transport to larger regional medical centers in Boise, Spokane, Portland or Seattle.

Both first responders (police, fire) and hospitals may require certain decontamination procedures before removing any victims from the scene, which may delay medical treatment.

Treatment may also be delayed while information is sought regarding the substances involved in any hazmat incident.

Idaho State Police will respond to all hazardous materials transportation incidents on State and Federal highways. If requested by the county, they will respond to incidents on county roads to offer technical and/or enforcement assistance.

In larger incidents, all responders will be overwhelmed by the complexity and resource demands of the response effort to assess, mitigate, monitor, clean up, and dispose of hazardous materials/WMD released into the environment.

There may be numerous incidents occurring in separate locations.

C. Standard communications (phone lines, radios, etc.) may be compromised.

The area of the incident may be difficult for response personnel and equipment to reach.

Additional response personnel and equipment may be needed to relieve those on duty.

A major natural disaster such as an earthquake or flood could cause an uncontrolled release of toxic materials.

In the event of a serious hazardous materials incident, residents in the risk area will choose to evacuate spontaneously without official order or recommendation.

There may be various quantities of dangerous materials, such as those used in agricultural activities, not covered by regulations or not placarded.

A hazardous materials incident may require the evacuation of residents.

Hazardous materials entering the sewage system may necessitate the shutdown of sewage plants. This may result in the release of untreated sewage.

The amount of time available to determine the scope and magnitude of the incident will impact recommendations regarding protective actions.

Facilities identified under the Emergency Planning and Community Right-To-Know Act of 1986 will provide Material Safety Data Sheets and inventory forms to the appropriate fire departments.

Private agencies involved in the manufacture, use, storage and transport of hazardous materials will cooperate with local governments in preparing for and responding to hazardous materials incidents.

Weather may impact response time.

**CONCEPT OF OPERATIONS**

A. Once a potential or actual hazardous materials incident is suspected or identified; the Incident Commander will call Idaho State Communications at 1-800-632-8000.

B. All follow-on actions will be in accordance with the Idaho Hazardous Materials/WMD Incident Command and Response Support Plan.

## Concept of Operations

**Concept of Operations**

The Incident Commander (IC) or Unified Commander will be implemented to coordinate responses to a major hazmat emergency.

The Emergency Coordination Center (ECC) may be activated to assist with coordination of responding agencies and communications.

Local emergency responders will provide services as allowed by their level of training such as, but not limited to:

- Identification of hazardous materials
- Rescue
- Emergency medical treatment of victims
- Initial isolation of affected areas or zones
- Transporting the injured to emergency care centers
- Evacuation of persons at risk
- Field decontamination of individuals
- Fire suppression
- Spill or leak containment

The IC will ensure that all applicable notifications to local, state, and federal agencies are made as required by law, regulation and plan.

The IC shall ensure that an Incident Action Plan (IAP) is developed as offered in local, state, and federal law, regulation and plan.
The IC will be responsible for the coordination and management of the on-scene resources.

The IC will be the designated in-charge official from the first response agency or the designated in-charge official from the agency with jurisdictional authority for the area of the incident.

The initial actions will be coordinated with other first responders. This action could be as simple as a law enforcement officer arriving on the scene, assessing the situation, notifying his/her dispatch center, securing a perimeter and deciding to assist the driver if incident involves vehicle collision. Or, it could be a situation where representatives from several agencies work in a unified command environment to assess a major spill/accident, develop a list of objectives from the public safety standpoint, and implement them according to the action plan.

Federal or state agencies and resources will be requested and utilized if local capabilities have been exceeded and/or if federal response is required under federal law, regulation, or plan.

### General:

### Organization:

The Local Fire Chief or designee will assume primary operational control of all hazardous materials incidents.

Mutual aid agreements between the institution and the local government will be implemented
The local fire chief may request Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team

The fire chief will determine the need to evacuate or shelter in place.

Campus law enforcement may coordinate the evacuation of the area.
The institution's ESF# 2 and ESF# 15 will coordinate the dissemination of public information.

## Actions/Responsibilities:

- Review procedures for hazard material incident.
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property;
- Conduct training for personnel in hazardous materials response and mitigation;
- Follow established procedures in responding to hazardous materials incidents;
- Record expenses

## PREVENT

**All university students, staff and faculty should be aware of the potential dangers of substances with which they work or come into contact.**

**All units are required to implement safety programs (including job hazard analysis and appropriate training) to prevent or mitigate the impact of a hazmat incident. Units should work with EHS to develop robust safety programs.**

**All applicable units should include hazmat response in their Site-Specific Annexes to the university emergency management plan. Include several contact numbers for individuals knowledgeable about unit use of hazardous materials.**

**All units are required to have quick and easy access to Material Data Sheets (MDS) regarding substances with which they work, so that the MDS may be shared with first responders.**

Establish a system and decision making criteria for determining when an indoor protection strategy should be used rather than evacuation.

Preparedness actions by local county agencies includes:

Maintains an inventory by data type and storage location for reportable hazardous materials in the County.

Encourages operational readiness through emergency response planning, development, and updating.

Coordinates with local government and private entities (bulk chemical users, chemical transporters, etc.) to develop appropriate emergency response plans and capabilities.

Coordinates and participates in emergency response exercises, drills and training.

Coordinates with the county emergency services office regarding all matters that would contribute to preparedness, response, and mitigation efforts of a hazardous materials incident.

## RESPOND

Notify the local county emergency services office of the incident.

Conduct damage assessment o determine any physical damage to property and the extent of the threatened area.

Coordinate with ESF #7 Resource Support to identify equipment and materials necessary to respond to a hazardous materials incident.

Coordinate with ESF #1– Transportation and #13 Law Enforcement on designating specific evacuation routes.

Coordinate with the ESF #2 – Communications to warn and advise the students, staff and faculty.

Determine criteria in coordination with the university EHS Director for reentry after an evacuation. Coordinate with #13 Law Enforcement / Security to arrange for orderly reentry.

Coordinate with the LC-ESF #2 Communications to develop an adequate and effective communication system for all potential first response organizations.

Coordinate with the LC-ESF #2 Communications in conducting public awareness and education programs to make the public aware of appropriate precautions and actions in the prevention and/or event of a hazardous material incident.

Coordinate with the LC-ESF #2 Communications to develop prepared messages designed for release over EAS at the time of a hazardous materials incident.

Coordinate with the LC-ESF #3 Public Works and Engineering to provide protection to the water supply and sewage treatment systems.

Coordinate any medical operation with ESF #8 Public Health.

Contact the LC-ESF #8 Public Health and Medical Services Coordinator to assist in the assessment of environmental and health effects of hazardous materials and to provide for the testing of water, air, soil or food.

Be aware that at the county and state level, the following actions will take place:

- Once verified, all reports of Level I, II, or III hazmat releases are reported to the Emergency Medical Services (EMS) Communications Center at StateComm. The Communications Specialists notifies the appropriate agencies when requested, coordinates the response of emergency teams and facilitates conference calls involving multiple agencies, using a 48-port teleconference bridge. Each hazmat report results in an initial conference call with the IC, DEQ, BHM, an appropriate Regional Response Team (RRT) member, and if radiological the Idaho National Laboratory (INL) Oversight Program if radiological.
- IC is implemented by the first emergency services responder on site.
- Emergency services will focus on the protection of lives, property and the environment in that order.
- Law enforcement may be utilized as part of a Unified Command System if the emergency is criminal in nature.
- Area hospitals will be notified of casualties; type and degree of contamination, any field decontamination performed, and the possible impact to their facilities.

- **Regional Response Team (RRT) for hazmat incidents**
  The LERA will be provided with notification of an emergency response to a hazmat release. If the capabilities of the jurisdictional responding agency are overwhelmed by the incident, the following entities may request deployment of the Regional Response Team (RRT):
    - DSO
    - Idaho BHM
    - LERA
    - On-Scene IC
    - Private industry having pre-arranged agreements
  - If capabilities of the RRT are overwhelmed, additional Regional Response Teams, the Idaho Civil Support Team (if chemical, biological, radiological, nuclear or explosive (CBRNE) incident) or the Idaho State Police HAZMAT Team may be requested.
  - If additional assistance is still required a second bridge-call will be coordinated by the EMS Communication Center at StateComm. Idaho BHM will make the decision regarding a call for Federal HAZMAT Teams.
  - Regional Response Teams (RRTs) for hazmat may provide technical expertise that includes specialists, chemists and resource personnel to assist in on-scene operation set-up for local emergency services agencies.
  - Each Hazardous Materials RRT consists of three 5- person response team units who provide 24-hr coverage seven days a week.
  - Each unit consists of a team leader, assistant leader, intensive care paramedic and two firefighters. Three alternates are on stand-by.
  - **The teams can provide the following services:**
  - Emergency response anywhere in the State of Idaho or upon special request to adjoining states; capable of both ground response and fly-in response to almost any part of Idaho within a few hours.
  - Two to five specialized technical support personnel; up to ten on special request for serious releases.
  - Specialized equipment, resource information and instrumentation to assist local responders.
  - Remote sampling of unknown chemicals and field-testing for immediate identification.
  - Containment, neutralization, overpack and preparation for disposal of many isolated spilled chemicals.
  - Load transfers up to 100 gallons per minute, and or assistance to transfer teams on larger operations transferring loads from unsafe storage containers.
  - Advanced life support to victims of releases, including rescuers; on scene and in preparing them for transport without contaminating ambulances or medical facilities.
  - Expertise on the latest wet or dry decontamination techniques for personnel and equipment at incidents.
  - Provide and set up booms to contain spills in waterways.
  - Assistance with training, emergency planning and disaster drills for industry and communities.
  - Assistance during the cleanup of spills requiring the highest levels of protection; assist with obtaining contractors for clean up.
  - Technical expertise that includes specialists, chemists and resource people to assist with on-scene operational set-up for local responders.
  - The RRT will assist the on-scene IC and provide advice on evacuation or quarantine.

## RECOVER

Continue Response Phase and monitoring activities as required.

Prepare a final report for the Emergency Management Coordinator which includes the log of activities. Include comments and recommendations for future operations. The log will summarize the entire incident including the cause of the incident, damage assessment and all expenditures.

Participate in a critique of emergency operations.

The State will pay for the activation and cost of the State HAZMAT Team when properly set in motion. Response costs incurred by regional response teams in answer to a hazardous substance incident, as defined in Chapter 71, Title 39, Idaho Code, is reimbursed by the State. The State in coordination with the Idaho BHM will pursue recovery of those costs from the spiller.

The liability for costs associated with a hazardous substance emergency is the responsibility of the spiller. The Idaho BHM is responsible for recovering costs from the spiller and, if the spiller is unknown, petitioning the State Board of Examiners for issuance of deficiency warrants reimbursing the responding entities for reasonable and properly documented costs.

Local counties may submit claims to Idaho BHM for recovery of certain documented costs incurred as a direct result of responding to and/or containment of a hazardous substance incident.

## Basic ideas taken from the Idaho Hazardous Materials Emergency Response Plan

## Initial Response Guidance for HazMat Incidents

**General Procedures** for responding to incidents suspected to involve hazardous or radioactive materials.

1. **REMAIN UPWIND, UPHILL OR UPSTREAM OF THE INCIDENT. FROM A SAFE DISTANCE,** assess the situation. Use binoculars, if available, to view the scene. Attempt to determine if hazardous or radioactive materials are present. Observe and note the following:

a. Effects on people, animals, and the environment;

b. Container types, markings, placards and labels. If available, use the DOT Emergency Response Guidebook (ERG) for reference;

c. Signs of any released or discharged materials and any unusual smoke, fumes or pungent odors;

d. Wind direction and prevailing weather/

e. Distance and direction of nearby dwellings; and

f. Distance and direction of any nearby surface water, wells or storm drains.

2. The initial responder shall then notify the local authorities (city or county) by radio or by dialing **911** where available. Dispatch should then notify **StateComm at 1-800-632-8000** if hazardous or radioactive materials are involved. **Note: this is also the point of contact for DEQ and the Regional Response Team.**

3. **The initial responder shall not enter an area where he/she may become a victim, even to rescue another.**

4. **Until help arrives**, the initial responding agency should:

a. Cordon off the incident area and establish a safe zone. If chemical vapors or flammable/explosive materials are involved, evacuate all persons from the immediate area and remain upwind of the incident area; if sources of radiation or radioactive materials are suspected, use the principles of time, distance and shielding to reduce potential exposure;

b. Enter the incident area only when properly trained and equipped with appropriate protective clothing and equipment;

c. If it can be done safely, render first aid to victims. Be sure to notify medical personnel if exposure to or contamination from hazardous or radioactive materials is suspected;

d. Serve as an on-scene communication point;

e. Brief the response team leader or incident commander upon their arrival.

# Radiological Protection Guidance

**THE THREAT:** Radioactive materials are used in a wide variety of peacetime applications, not to mention the possibility of nuclear war. The cold war may be over, but the possibility of a nuclear strike by a rogue/terrorist organization or nation still exists.

Laboratories and nuclear reactors at the area universities; nuclear reactors and stored wastes at the Hanford Reservation; hospitals; engineering firms; transportation routes; smoke detectors, Coleman lantern mantles and satellites orbiting the earth all have radioactive materials as part of their ongoing systems.

It should be noted that it is **NOT** the intent of this guidance to establish any kind of an in-depth response capability to radiological incidents, but rather, basic first-responder guidance until State, Federal or Private agency experts arrive to deal with the incident.

**RESPONSE GUIDANCE:** When the presence of radioactive materials is suspected you should use the information provided in the DOT Emergency Response Guidebook and:

- Notify the Sheriff's Office or local police at **911**
- The Uof I Safety Office HazMat Team will respond to incidents on campus.
- Have dispatch notify StateComm at **1-800-632-8000** and advise them of the situation and the kind of assistance needed. This call also activates the State Plan.
- Try to identify the product involved to facilitate outside guidance until experts arrive at the scene.
- Has the material escaped from its original packaging? Yes _____ No _____
- Note any special hazards in the area such as downed power lines, fire, etc.
- Keep people upwind of any smoke plume and away from downed power lines.
- Isolate the area for at least 200 feet in all directions and establish site ingress and egress as for hazardous materials incidents.
- Take any steps necessary to protect or save human lives.
- Detain all persons involved with the incident at the scene, if possible, until the Radiation Emergency Response Team arrives.

- Record time spent in the area by all rescuers and first-responders and record detection meter readings for later dose calculations.

**GENERAL GUIDANCE - INFORMATION**

Instruments to measure gamma and detect the presence of beta radiation are available through the Hazardous Materials Regional Response Team in Lewiston and the University of Idaho Safety Office. The Uof I Safety Office and the Regional Response Team also have instruments to detect the presence of alpha radiation. Neutron radiation is a problem all its own.

It is important to determine the form of the material you are dealing with to determine the type of radiation emitted. Some forms of contaminates could consist of all four forms of radiation (gamma, beta, alpha and neutron).

Please keep in mind that alpha and beta radiation is in the form of particles and are readily stopped by clothing and protective masks. However, beta is strong enough to penetrate some body tissue when on the skin surface.

Externally emitted gamma rays, x-rays and neutrons are pure energy that penetrates body tissue. The exposed victim is not radioactive and poses no hazard to attending persons.

Patients need to be decontaminated in the field. Gritman Medical Center is not prepared to deal with patients contaminated with radioactive materials.

Please keep in mind the protection strategies of time, distance and shielding when dealing with radioactive materials.

Every time you double the distance from a point source, you reduce the exposure by a factor of four (25%).

## Organizational Roles and Responsibilities

**Primary Agency**

**Fire District of Jurisdiction**

- Respond to hazmat situation and secure site as appropriate.

- Ensure that all applicable notifications to local, state, and federal agencies are made as required by law regulation and plan, including:

  --StateComm
  --Idaho Bureau of Hazardous Materials
  --Idaho Department of Environmental Quality
  --Local Emergency Response Authority
  --Disaster Services Office

- Report damage assessment information to IC and the DSO/EOC.

- Ensure that an IAP is developed as outlined in local, state, and federal law, regulation and plan.

- Recommend activation of the RRT if necessary.

- If the RRTs are overwhelmed implement second bridge-call using StateComm as communication conduit to request Federal assistance.

- Initiate Situation Report and provide to IC and the DSO/EOC.

- Use public address or other warning systems to notify citizens of evacuation if necessary.

- De-contaminate victims and rescue workers as needed.

- Assist or conduct clean-up of incident site.

**Disaster Services Office**

- When incident is outside the jurisdiction of County fire districts, respond to site and initiate IC.

- Report damage assessment information to IC/EOC.

- Coordinate with Latah County Sheriff's Office (LCSO) to protect responders and the public.

- Ensure that all applicable notifications to local, state, and federal agencies are made as required by law regulation and plan, including:

  --StateComm
  --Idaho Bureau of Hazardous Materials
  --Idaho Department of Environmental Quality
  --Local Emergency Response Authority
  -- Disaster Services Office

- Provide a representative to act as LERA.

- Activate EOC to support tactical operations as needed.

- Ensure that an IAP is developed as outlined in local, state, and federal law, regulation and plan.

- Recommend activation of the RRT if deemed necessary.

- If RRTs are overwhelmed implement 2nd bridge-call using StateComm as communication conduit to request federal assistance.

- Coordinate communications, planning and logistics as necessary.

- Provide Situation Reports to IC, EOC and elected officials.

- Coordinate with LCSO to implement Emergency Alert System (EAS) if deemed necessary.

**Support Agencies**

**Latah County Dispatch**

- Provide initial notifications and dispatches.

- Provide additional support as needed.

**Latah County Sheriff's Office**

- Coordinate with IC and secure incident site for the protection of responders and the public.

- If criminal in nature protect and secure incident site as the situation permits.

- Coordinate criminal investigations with other law enforcement agencies.

- If criminal activities are suspected coordinate with HAZMAT Team and secure evidence as the situation permits.

- Coordinate with the DSO and implement EAS.

- Initiate Situation Report and provide to IC or the DSO/ EOC.

**Independent Highway District**

- Assist with traffic control.

- Depending on incident severity and as advised by DEQ, IC, or jurisdictional fire district, assist with clean-up, removal, and disposal of hazardous materials along county roadways.

- Provide materials (sand, water, etc.) as needed.

- Provide HAZMAT mitigation expertise as appropriate.

**Public Health Idaho North Central District**

Coordinate with responding agencies to identify health and community risks associated with hazmat incident.

- Provide treatment and prevention information, and coordinate with the State's Administrator of the Department of Health regarding quarantines.

- Alert and coordinate with local medical centers concerning the hazardous incident and its' implications on the health and safety of responding medical personnel.

**Municipal Fire Departments**

- As appropriate respond to situation with trained personnel to support IC.

- Provide clean-up resources as necessary.

**Municipal Police Departments**

- If criminal in nature protect and secure site as the situation permits.

- If criminal in nature coordinate with other law enforcement as deemed necessary.

- Coordinate or assist with traffic control.

**Municipal Street Departments**

- Provide traffic control when incident occurs within jurisdiction.

- Provide damage assessment to IC or DSO/EOC.

**Municipal Public Works Department**

- If incident occurs within municipal jurisdiction clear roadways and provide barricades, identify alternate routes or other related matters.

- Monitor city water supplies and report damage assessment information to DSO/EOC.

**Chemtrec** (1-800-424-9300)

- Provide information and assistance on the nature of the product once identified and steps to handle the problem.

- Contact shipper of the product for more detailed information and provides that information to IC or DSO/EOC.

- Provide 24-hour notification capabilities for hazardous materials emergencies.

- Access mutual aid programs that notify teams to respond to incidents involving certain chemicals and pesticides.

**Local Emergency Response Authority**

- When appropriate, record proper forms with the Idaho BHM to begin process of recovering cost of incident clean-up.

- Report progress as it develops to the DSO.

**Local Emergency Planning Committee**

- Maintain inventory by data type and storage location for reportable hazardous materials in the County.

- Communicate with appropriate agencies to encourage operational readiness through emergency response planning, development, and updating.

- Coordinate with local government and private entities (bulk chemical users, chemical transporters, etc.) to develop appropriate emergency response plans and capabilities.

- Coordinate and participate in emergency response exercises, drills and training.

- Coordinate with the DSO regarding all matters that would contribute to preparedness, response, and mitigation efforts of a hazardous materials incident.

**StateComm (State Communications)**

- Provide emergency communication services and coordinate resources.

- Relay information between responding units when they are unable to establish contact with each other due to low-powered mobile radios and terrain.

- All reports of hazmat releases are reported to the EMS Communications Center. The Communications Specialists notifies the appropriate agencies when requested, coordinates the response of emergency teams and facilitates conference calls involving multiple agencies, using a 48-port teleconference bridge. Each hazmat report results in an initial conference call with the on-scene IC, DEQ, Idaho BHM, and the appropriate RRT.

**Region II HAZMAT Team**

- Report to IC and perform HAZMAT tasks as appropriate.

**Idaho Bureau of Hazardous Materials**

- Participate in bridge call.

- Provide RRTs when appropriate.

**Idaho Transportation Department**

In coordination with the State EOC and the Idaho BHS:

- Provide expertise and assistance with transportation related spills or releases and assist in traffic control, detouring and incident site access, including debris removal from highways and roads and emergency road repairs.

- Assist in providing transportation of essential personnel and equipment.

- Assist in providing equipment and materials for the containment of hazardous materials.

- Provide road closure authority for State Highway System.

- Initiate the “Emergency Highway Traffic Regulations” during a major emergency when declared by the Governor or as needed.

- Provide a District Hazardous Materials Coordinator to assist the IC and to coordinate Idaho Transportation Department (ITD) activities.

- Enforce statutes within the Motor Carrier Act as necessary.

- Provide personnel for traffic control, to include: signing, barricading, flagging and road closures.

- Aid local organizations with evacuations if necessary to protect human life.

- Dam, trench, divert, cover and contain materials not dangerous to life and health until appropriate measures can be taken.

**Idaho State Police**

- Provide expertise and assistance when requested.

- Provide specialized HAZMAT Team if requested and appropriate.

**Idaho Department of Fish and Game**

- Provide damage assessment information regarding fish, wildlife, and natural habitats to DSO/EOC.

- Provide coordination and resource information on potential or actual fish or fish habitat damage and clean up.

- Provide coordination and resource information on potential or actual wildlife or wildlife habitat clean up.

**Idaho Civil Support Team**

- Provide CRBNE expertise and assistance when requested.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.

- Consult, coordinate, and act as State liaison for IC and the DSO/EOC.

- Activate State EOC to support the County as needed.

- Assist with the coordination of state and federal response agencies and provide support to the County.

- Participate in bridge call.

- Assist with training programs and exercises as needed.

**Environmental Protection Agency**

- Develops and promulgates the National Contingency Plan (NCP), chairs the National Response Team (NRT) and co-chairs the RRTs, implements Superfund and other environmental legislation, and provides emergency team support for hazardous materials contingencies, and trains state emergency officials.

- Responds with advice and technical resources to protect the environment from all types of hazardous substances.

- Coordinates clean up of major spills.

- Acts as federal on scene coordinator for incidents involving inland waters.

**US Coast Guard**

- Operates the National Response Center (NRC), which receives reports of incidents and serves as a focal point for notification of government authorities when a pollution incident occurs.

- Provides advice and assistance to users of the system by accessing computer data files which list hazardous substance characteristics.

- Acts as the federal on scene coordinator for incidents involving navigable waters.

**US Department of Energy**

- Coordinates the off-site radiological monitoring, assessment evaluation, and reporting of all federal agencies per the provisions of the Federal Radiological Monitoring and Assessment Plan (FRMAP).

- Maintains a common set of off-site radiological monitoring data and provides this data with their interpretation to other appropriate federal, state, and local agencies requiring direct knowledge of radiological conditions.

- Provides all monitoring data, assessments, and related evaluations to the federal and state response agencies and assists the federal authorities to develop protective measures to safeguard the public as required.

**US Department of Transportation**

- Regulates the transport of many types of hazardous materials for all transport modes.

- Provides (DOT/USCG) the vice-chairman for the NRTs and co-chairs the RRTs.

- Coordinates responses to hazmat contingencies through its NRC.

- Provides ERT support to the RRTs and State.

- Trains state emergency officials.

**Federal Emergency Management Agency**

- Has the lead coordination role for federal off-site planning and response coordination for all types of radiological emergencies. The Federal Emergency Management Agency (FEMA) develops and tests the Federal Radiological Emergency Response Plan (FRERP) for radiological emergencies, provides an important role to the Environmental Protection Agency (EPA) for relocation functions under Superfund, provides funding to states to support state and local governments emergency planners and trains many state and local government officials in planning for and responding to hazmat contingencies.

- Promotes coordination among federal agencies and their interaction with the state, including the provision of federally developed or evaluated protective action recommendations for re-entry/recovery to the state or other appropriate off-site authorities responsible for implementing those recommendations.

## LEWIS COUNTY EMERGENCY OPERATIONS AND RESPONSE PLAN

## EMERGENCY SUPPORT FUNCTION #11

## AGRICULTURE AND NATURAL RESOURCES

**PRIMARY AGENCIES**

UI Environmental Health & Safety
Office of Research and Economic Development
College of Agricultural and Life Sciences
College of Natural Resources
Food services
*or university employees performing similar functions*

**SUPPORT AGENCIES:**

| | |
|---|---|
| **County** | Latah or applicable County Disaster Services Office<br>Noxious Weeds Department<br>Latah County School Districts<br>Latah County Fairgrounds |
| **Municipalities** | Municipal Police Departments<br>Municipal Fire Departments |
| **State** | Idaho Transportation Department<br>Idaho Department of Health and Welfare<br>Idaho Bureau of Homeland Security<br>Public Health Idaho North Central District |
| **Federal** | National Weather Service |
| **Business** | Local groceries and restaurants<br>Local medical centers |
| **Volunteers** | American Red Cross<br>Salvation Army<br>Local Food Banks |

## PURPOSE

Agriculture and Natural Resources works to address emergency issues associated with sources of food and water, plant and animal disease and/or protection, and protection of cultural resources and historic property resources during an incident.

## SCOPE

Subject to the university's capabilities, the university will provide various types of assistance in the following areas:

**Emergency food and water supplies**

- Obtain appropriate food supplies for residential students
- Assist affected communities with distribution of food assistance needs (i.e., volunteers, transportation, sites)
- Ensure safe food handling and water supplies for residential students and emergency workers

**Animal and plant disease outbreaks**

- Assist with identification of outbreak of a highly contagious or economically devastating animal/zoonotic (i.e. transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease
- Assist with an integrated response to animal / plant disease outbreaks
- Coordinate with Public Health and Medical Services to ensure that animal/veterinary/and wildlife issues are supported

**Assist with preservation of cultural resources**

- Participate in appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

## MAINTENANCE

Environmental Health & Safety will annually review and update Agriculture and Natural Resources.

## POLICIES

Each supporting agency is responsible for managing its assets and resources after receiving direction from the local county Emergency Operations Center (EOC).

**Providing food and water:**

ESF #11 coordinates with and supports agencies responsible for ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services in order to provide mass feeding.

LC-ESF #11 officials coordinate with the university and local EOCs to arrange for the transportation and distribution of food supplies.

This ESF encourages the use of mass feeding as the primary outlet for disaster food supplies. Food supplies secured and delivered are for household distribution or congregate meal service.

Schools and institutions may be able to feed affected population for several days.

Transportation and distribution may be arranged by volunteer organizations.

Priority is given to moving supplies into areas of critical need and then to areas of moderate need.

**Responding to animal and plant diseases and pests:**

ESF #11 coordinates with the Idaho Bureau of Homeland Security and the Idaho State Department of Agriculture (ISDA) for response actions in an animal or plant health emergency.

Animal depopulation activities and disposal will be conducted as humanely as possible; and ensure food safety.

ESF #11 coordinates with the Idaho Department of Health and Welfare and the North Central District Health Department concerning food safety and inspection.

ESF #11 coordinates with and supports agencies responsible for ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services, in providing for the safety of household pets.

## PLANNING ASSUMPTIONS

An emergency incident can occur that would cause evacuation, creating a need for shelter and congregate feeding. Food and water provisions for victims and emergency responders must be made available. Agencies that provide food should be prepared to respond when needed. There may be a need for ice or refrigerated trucks to store food provisions in the case of a power outage.

When necessary the Latah or appropriate County EOC will be activated at an appropriate level.

It is likely that the benevolent citizens of Idahos will coordinate with the American Red Cross (ARC) and make available provisions of food and water for victims and responders when necessary. Generally, support agencies will be able to procure a sufficient supply of food and water to meet the needs of emergency responders and victims during an emergency.

Providing safe food and water during an emergency incident may overwhelm the social service agencies in the counties.

Staging areas may be necessary for congregate feeding of victims and emergency workers.

Food and water may need to be delivered within quarantined or otherwise restricted areas.

## CONCEPT OF OPERATIONS

To the extent possible, the university will provide safe food and water for university victims of emergencies. The university will coordinate with local disaster services office for assistance with emergencies that deplete its capacity to feed residential students and emergency workers.

Local disaster services offices will coordinate with other local agencies, churches, institutions, commercial facilities, volunteer organizations or other necessary suppliers for the preparation, distribution and management of food and water.

To the extent possible, the university will provide for response to plant and animal disease for the lands and animals in their care, custody and control. The university will cooperate with appropriate authorities in the identification and response to plant and animal disease.

To the extent possible, the university will assist local emergency operations centers with the identification and response to plant and animal disease.

## PREPARE

Local disaster services offices promote public education on emergency preparedness methods and encourage the maintenance of a 96-hour disaster kit.

Local emergency services encourage residents to provide for their own needs for the first 72 hours of a disaster by providing informational pamphlets, utilizing print media, radio, or other methods to educate the public.

The university will join in personal preparedness efforts.

Assess sensitive areas on campus, such as plant and animal laboratories, to ensure protection from a threat of disease.

Implement protective measures as appropriate.

## RESPOND

**Providing food and water:**

- Assess damage to university facilities and infrastructure
- Assist in determining the critical needs of the affected population
- Catalog available resources and locate these resources
- Ensure food is fit for consumption
- Assist and coordinate shipment of food to staging areas
- Work to obtain critical food supplies that are unavailable from existing inventories
- Coordinate and monitor the flow of food, water and ice supplies into the impact area.
- Consider special food concerns of impacted residential students, i.e. students with diabetes or other illnesses that require special diets, or those with food allergies.
-

**Responding to animal and plant diseases and pests:**

- Identify animal and plant disease outbreaks;
- Assist in providing inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected; and,
- Provide proper containment and disposal of contaminated food, animals, and/or plants.
- Assist with guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health;
- Assist handling and packing of any samples and shipments to the appropriate research laboratory;
- Provide information and recommendations to the Health Department for outbreak incidents;

- Assign veterinary personnel to assist in delivering animal health care and performing preventative medicine activities;
- Participate in subsequent investigations jointly with other agencies;

**Coordination with other ESFs:**

The university ECC will coordinate and utilize agencies of other ESFs of this Emergency Operations Plan that may include but not be limited to the following:

- ESF #1 and #7 (Transportation and Resource Support) for transportation resources or refrigerated trailers for food, water, and ice supplies.

- ESF #6 (Mass Care) to identify the number of people in shelters or displaced in other ways in need of food and water.

- ESF #6 to identify the locations of all mass feeding and distribution sites.

- ESF#3 and ESF #8 (Public Works and Health) to monitor water contamination in the disaster area and estimate water needs and quantities needed for the short and long term.

- ESF #12 (Energy) to monitor power outages for estimated ice needs for food storage if no refrigerated trailers are available.

## RECOVER

The university will continue to monitor and respond to food, water and ice needs until the incident has passed.

The university will continue to monitor animal and plant health until notified by appropriate authorities.

## Organizational Roles and Responsibilities

**Primary Agency**

**Disaster Services Office**

- In coordination with IC and Latah County BOCC activate the EOC to appropriate level.

- Coordinate support agencies to ensure an ample supply and timely delivery of food and water resources for the EOC and congregate feeding areas.

- Coordinate with IC and support agencies for release of information regarding locations of food, water and shelter resources.

- Designate safe feeding areas away from possible hazards created by the emergency/disaster.

**Support Agencies**

**Public Health Idaho North Central District**

- May inspect emergency food preparation facilities.

- May perform monitoring and inspections of food and water supplies.

- Provide public health education and related dietary information using agency outreach (informational pamphlets, etc.) and the public news media.

**Latah County School Districts**

- Coordinate with the EOC and utilize personnel and facilities to prepare meals for emergency workers.

**Latah County Fairgrounds**

- Make available fairground facilities for congregate feeding.

**American Red Cross**

- Provide emergency food and water provisions for the first 72 hours of an emergency.

- Coordinate activities that will procure food and water.

- Coordinate with DSO/EOC to identify locations for congregate feeding and shelter.

**Salvation Army**

- Provide mobile cantina to be used in field operations for food preparation to feed emergency responders.

- Coordinate care issues with ARC.

**Local Food Banks**

- Gather and assemble donated food products to assist the ARC with food provisions.

**Local Groceries/Restaurants**

- Assist the ARC by collecting donated food resources for victims of the emergency.

**Gritman Medical Center**

- When possible, coordinate with the DSO/EOC and utilize personnel and facilities to prepare meals for emergency workers.

**Idaho Transportation Department**

- In coordination with the State EOC and the Idaho BHS assess the transportation routes needed for the delivery of food, equipment, and personnel.

**Idaho Department of Health and Welfare**

- Once declaration of a disaster has been made, provide food stamps per agency guidelines to victims of the disaster.

- Provide names of homebound patients who are affected by the disaster to the DSO/EOC.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.

- Consult, coordinate, and act as State liaison for IC and the DSO/EOC.

- Activate State EOC to support the County as needed.

- Assist with coordination of state and federal agencies to provide support to the County.

- Assist with training programs and exercises as needed.

## UNIVERSITY OF IDAHO EMERGENCY OPERATIONS AND RESPONSE PLAN

## EMERGENCY SUPPORT FUNCTION #12

## ENERGY

| | |
|---|---|
| **PRIMARY AGENCIES** | Facilities – Trades<br>Power plant<br>*or university employees performing similar functions* |

**SUPPORT AGENCIES**

| | |
|---|---|
| **Independent Highway Districts** | Highway district having jurisdiction |

http://itd.idaho.gov/planning/GIS/MapBook/2008MapBook/Section3Maps/ITD_LocalHighwayDist.pdf

| | |
|---|---|
| **County** | Latah or appropriate County Disaster Services<br>Whitcom / Latah or appropriate County Dispatch<br>Fire districts<br>Sheriff's offices |
| **Municipalities** | Municipal police departments<br>Municipal fire services<br>Other appropriate municipal services |
| **State** | Idaho Bureau of Homeland Security<br>Idaho Department of Lands<br>Idaho Transportation Department<br>Idaho Department of Health and Welfare<br>Idaho Bureau of Homeland Security<br>Public Health Idaho North Central District |
| **Federal** | |
| **Business** | Utilities – Gas, Electric |

## Purpose

Emergency Support Function (ESF) #12 provides for coordination of emergency power generation and restoration of electric power, natural gas service, and petroleum products necessary to meet critical needs

## Scope

This ESF outlines the procedures the university will take to assist energy and utility providers in providing essential services to the university during and recovering from emergencies and disasters.

Emergencies included under this ESF include both:

- Power outages
- Damage to utilities as a result of an emergency

ESF #12 will collect, evaluate, and share information on energy system damage.

Estimate the impact of energy system outages on the campus.

Provide information concerning the energy restoration process such as:

- Projected schedules,
- Percent completion of restoration,
- Determine schedule for reopening facilities

The incident may impact the institution only or it may be part of a larger incident that impacts the locality or the region.

In the latter cases, the institution will follow its plans, policies and procedures, but ensure that they are also following local and regional plans.

## Policies

It is the policy of the university to

- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities
- Manage utility failures independently, until it needs additional resources
- Estimate the impact of utility outages / damages to the university and report findings to the University Emergency Coordinator (EC).
- Coordinate with utility companies regarding the methods to restore utilities to the university and return any damaged utility infrastructure to pre-emergency condition.
- Work with utility providers to set priorities for allocating commodities
- Provide for the effective use of available utilities to meet essential needs, and to
- facilitate restoration of energy and utility systems affected by an emergency.

- Ensure that the institution has adequate fuel and equipment to sustain itself through an emergency.

- Make decisions about closings based on information about utility outage / damage, including but not limited to:
    - Duration of the outage
    - If portions of the institution are affected or if it the entire institution
    - Ability to be operational
    - Current weather conditions

- Coordinate utility outage / damage with other applicable ESFs

**Planning Assumptions**

It is expected that public and private utility providers, such as those that provide electrical power, natural gas, or petroleum fuels have developed internal organizational procedures that will guide operations after a major incident. These procedures should outline protocol for situation assessment, damage assessment, response plan, and resource requirements. Damage assessment information should be provided to the IC, DSO, and ECC if activated.

Widespread and possibly prolonged electric power failures will likely occur within a major disasters impacted area.

Severe natural disasters or other significant events can sever energy and utility links hindering supply lines to impacted areas. This would likely affect other emergency response efforts such as; firefighting, transportation, communication and other essential support needed for public health and safety.

Delays in the production, refinement and delivery of petroleum-based products could occur as a result of transportation infrastructure problems and loss of commercial electric power.

Communications are frequently disrupted by power outages. Most business phone systems require electricity.

Emergencies and disasters (including a power outage) could damage the facilities and infrastructure, and disrupt the ability to distribute essential energy and utility supplies and services. These include electric power, natural gas, and petroleum products. Impacts from local as well as regional and out of area incidents may have adverse effects on the local capabilities.

Occurrences and activities out of the local area may have an adverse effect on local operations, capabilities and activities.

Priorities will need to be established and coordinated between the energy providers, University ECC, local governments and other appropriate authorities outside the local area to provide the most efficient utilization of available services and supplies.

There may be widespread and/or prolonged electric/natural gas power failure. In a major power failure communications, transportation, health care, business, law and order, and education may be greatly impeded.

Downed electrical lines will pose a life threatening hazard to those nearby and will hamper repair crews efforts.

Natural gas lines may break and erupt in an explosion, putting rescue workers in harms way.

A gas pipeline could have an extensive structural failure due to a number of causes, either manmade or technological in nature. A major fracture in the gas line from Canada would likely cause a shortage of gas and electric power to the region. It could take an extended period of time to repair.

Within municipalities water pressure may be low or non-existent, hampering fire suppression efforts and impairing sewer system function.

The electric power industry within Idaho is organized into a network of public and private generation and distribution facilities. Through such networks, the electric power industry has developed a capability to provide power under even the most extreme circumstances.

Natural gas within Idaho is distributed by major natural gas companies through common pipelines originating in other states.

Each local energy and utility provider maintains and operates their respective systems.

Each energy, utility and petroleum provider will provide services through their normal means based on established procedures to the maximum extent possible.

**Concept of Operations**

Upon activation of the ECC, contact with utility providers may be established by the ECC to coordinate resources, assist with establishing priorities, assess and document damages and provide information to the public.

The ECC may initiate information programs to keep the public informed of utility status and any restrictions.

It is expected that public and private utility providers will perform the following tasks:

- Assess fuel and electric power distribution systems damage.
- Assess anticipated energy supply and needs for the public.
- Determine the requirements for service restoration.
- Report damage assessment information to ECC / Emergency Coordinator (EC).
- Coordinate closely with Environmental Health and Safety (EHS) regarding safety concerns
- verify established energy restoration priorities for essential public services.
- Begin restoration process.
- Communicate with the ECC and appropriate support agencies for the coordination and deployment of temporary, alternative, or interim sources of emergency fuel and power.

Utility providers may send a liaison to the county EOC in support of IC and to provide coordination with other responding agencies and county essential services.

Generally utility provider's requests for assistance from other providers are made by utilizing existing mutual aid agreements/memorandum of understanding (MAA/MOU). The county EOC may assist with coordinating outside resources, upon request. Any requests for local, county, state or federal resources must be made through the university ECC.

## PREPARE

Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of university critical facilities

Monitor the status of all essential resources to anticipate shortages

Maintain liaison with fuel distributors and local utility representatives

Implement local conservation measure

The university should work with its energy and utility providers to encourage them to design, locate and install systems and facilities so that they are the least vulnerable to known hazards. Typical components of utilities' mitigation activities include establishing redundancies, backup systems, and emergency interconnects. When repairing damage, every attempt should be made to reduce the likelihood and severity of future damage. Providers are encouraged to take preventive actions to reduce or eliminate the effects of natural hazards.

ESF #12 will work cooperatively with other ESFs to mitigate the effects of any emergency. This will include support agencies making known the availability of spare electrical generators that may be used for temporary power by County essential services.

Coordinate university emergency plans with utility providers' emergency plans.

Ensure personnel are aware of emergency responsibilities and trained in emergency operations.

## RESPOND

Primary and support agencies will work around the clock if feasible to ensure a prompt return to pre-emergency conditions.

Compile damage assessment and situation reports and transmit them to university ECC.

Determine the status of energy sources available to the university

Assess energy and utility service system capabilities

Report collected information and recommendations to university ECC

Coordinate emergency activities

Coordinate with university EHS concerning buildings that have life safety issues as a result of power loss

Coordinate with ESF#2 - Communications regarding situation, expected duration of outage, remaining energy capacity and usage, and instructions regarding building evacuation and re-entry

Work with the Public Information Officer (PIO) to prepare media releases and participate in media interviews

University ECC will coordinate with Executive Group on recommendations to partially or completely close the university

Coordinate, as appropriate, with utilities to identify and establish priorities to repair and restore damaged systems.

Coordinate, as appropriate, with university ECC to request local, county, state and federal assistance for situations beyond the resources of the university

Coordinate sources of emergency fuel supplies for essential operations.

Assist with determination of the requirements for restoration. These assessments will be relayed to the university ECC for evaluation

Identify emergency assistance needs that could be met through local or state agencies once university resources have been exhausted.

Establish priorities to repair damaged energy systems.

Coordinate with utilities to identify requirements to repair energy systems.

Establish procedures to identify and prioritize essential and necessary actions and operations.

Coordinate temporary, alternate or interim sources of emergency fuel and power.

## RECOVER

Coordinate with university ECC to determine priorities among users if adequate utility supply is not available to meet all essential needs.

If needed, request additional assistance through university ECC.

Assist in the administration of energy allocation programs.

Provide damage and operational capability reports to the university ECC.

Provide liaison between the utilities and university

Coordinate with ESF #2 – Communications. Provide coordinated emergency public information from utility and energy providers to the university ECC's Public Information Officer.

Conclude analysis of damage assessments reported to IC during the emergency and make recommendations where appropriate.

## Organization Roles and Responsibilities

**Support Agencies**

### Disaster Services Office

- Activate EOC to appropriate level.
- Compile damage assessment data from the energy, utilities, and petroleum providers.
- Compile damage assessment data regarding county essential services.
- Communicate assessment data requirements for public essential services to the utility providers.
- Provide liaison between energy and petroleum providers, essential public services, and local department of transportation.
- Identify emergency assistance needs that could be met through local or State agencies once available resources have been exhausted.
- In coordination with elected officials consider a declaration of a local energy supply alert or emergency.
- Maintain 24-hour emergency telephone access between energy provider and DSO/EOC.
- Coordinate information regarding assessment and restoration for public dissemination by the PIO.
- Coordinate with Latah County Sheriff's Office (LCSO) on safety advisories and implement the Emergency Alert System (EAS) when necessary.
- The EOC may assist with coordinating outside resources, upon request.
- Maintain the EOC until it is no longer deemed necessary.

### Latah County Dispatch

- Provide initial notifications.
- Provide pertinent information to the EOC.

**Latah County Sheriff's Office**

- Assist with traffic control.

- Patrol blackout areas as appropriate to ensure public safety.

- Coordinate with the EOC to issue safety advisories and implement the EAS if deemed necessary.

**Independent Highway Districts**

- Assist the EOC by supplying logistical support for temporary power solutions to essential services. This may include:

  -- Generators
  -- Heavy equipment for removal of debris from roadways and power lines.

**Municipal Police Departments**

- Assist with traffic control.

- Patrol blackout areas as appropriate to ensure public safety.

**Gas and Electric Utilities**

- Assess fuel and electric power distribution systems damage.

- Assess energy supply and demand.

- Determine the requirements for restoration.

- Report damage assessment information to IC or the DSO/EOC.

- Coordinate closely with local elected officials regarding the safety and to verify established energy restoration priorities for essential public services.

- Begin restoration process.

- Coordinate with the EOC and appropriate support agencies for temporary, alternative, or interim sources of emergency fuel and power.

- Monitor developing facts regarding damage to energy supply and distribution systems.

- Utility providers shall send a liaison to the EOC to facilitate coordination and shall provide communications equipment for contact with field units, when requested.
- Coordinate with the Department of Energy (DOE), and develop procedures for responding to regional energy shortages.

- Make requests from assistance from outside utility providers through existing mutual aid agreements.

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.

- Consult, coordinate, and act as State liaison for IC and the DSO/EOC.

- Activate State EOC to support the County as needed.

- Assist with the coordination of state and federal agencies to provide support to the County.

- Assist with training programs and exercises as needed.

## UNIVERSITY OF IDAHO EMERGENCY MANAGEMENT PLAN

## EMERGENCY SUPPORT FUNCTION #13

## PUBLIC SAFETY AND SECURITY

| | |
|---|---|
| **PRIMARY AGENCIES** | University Security<br>Moscow Police Dept., Campus Division (Moscow Campus only)<br>*or university employees performing similar functions* |

**SUPPORT AGENCIES:**

| | |
|---|---|
| **County** | Latah County Sheriff's Office<br>Latah County Dispatch<br>Fire District of Jurisdiction<br>County Coroner<br>Disaster Services Office |
| **Municipalities** | Municipal Police Departments<br>Independent Highway Districts<br>Municipal Public Works |
| **State** | Idaho State Police<br>Idaho Transportation Department<br>Idaho Department of Fish and Game<br>Idaho Bureau of Homeland Security |
| **Federal** | US Forest Service (Law Enforcement)<br>Federal Bureau of Investigation<br>US Marshal Service |
| **Business** | |
| **Volunteers** | Amateur Radio<br>American Red Cross<br>Idaho Volunteer Organizations Active In Disasters (VOAD)<br>Idaho CISM (Critical Incident Stress Mgmt) teams<br>Volunteer Physicians/Nurses |

## INTRODUCTION

### PURPOSE

On the Moscow campus, law enforcement is under the control of the campus division of the Police Department of the City of Moscow (MPD). On the Moscow campus, security is under the control of TBD. During emergencies, campus law enforcement and security will respond to emergencies. However, the university may require outside assistance to respond to the event:

- Local government may be called if the event exceeds the institutions capabilities or resources.
- Law or regulation may require involvement of state or federal agencies due to circumstances of the event (E. G. a terrorist event)
- If the campus is impacted by a larger event that affects the local or regional area.

University law enforcement and security, supplemented by mutual aid with other agencies, may be called upon to:

- Maintain law and order
- Coordinate university and community public warning public warning,
- Provide security of campus facilities
- Control traffic under normal conditions
- Control traffic control for special events or disruptive incidents
- Provide security of unsafe areas or potential crime scenes
- Assist with evacuation of buildings or the entire campus.
- Provide security if the university opens a shelter

### SCOPE

Level I Incidents will be controlled and managed through normal department operating procedures. Level II and Level III Incidents require a coordinated effort and frequently require the activation of the Emergency Coordination Center (ECC).

***The intent of this ESF is to outline the law enforcement procedures required to respond to an emergency or disaster. Planning for every law enforcement response during an emergency or disaster is outside the scope of this ESF.***

## DIRECTION AND CONTROL

On the Moscow campus, law enforcement is under the control of the campus division of the Police Department of the City of Moscow (MPD). On the Moscow campus, security is under the control of TBD. During emergencies, MPD retains its law enforcement authority and responsibility. During emergencies, security is under the operational control of the Response Group (Operations). during declared emergency operations and will exercise direction and control of the actions contained in this ESF.

## ADMINISTRATION AND FINANCE

See UI-SA #1 – Financial Management

## ANNEX MAINTENANCE

The Emergency & Security Services Officer will annually review this annex and appendices and update and modify, if necessary.

## POLICIES

University law enforcement and security will coordinate any emergency response with other ESFs on campus based on the details of the events.

The university emergency management plan may become subordinate to local county Emergency Operations Centers, or to any Unified Command System.

Under emergency or disaster conditions, law enforcement activities are the responsibility of the local law enforcement agency within each jurisdiction. In unincorporated communities of Latah County, the Sheriff will exercise police authority. Law enforcement units supplied by other levels of government will remain under the command of their parent agency but will operate under the direction and control of the Unified Command System.

State and federal law enforcement resources will be coordinated under a Unified Command System.

## PLANNING ASSUMPTIONS

A significant natural disaster or emergency that overwhelms the County will require coordination between local law enforcement agencies and other emergency responders.

The protection of life and property will be the primary concern.

If terrorism is determined, the Federal Bureau of Investigation (FBI) will assume the role of primary agency and set up a Unified Command System, coordinating with the Sheriff's Office and other county and municipal agencies as necessary.

Resources within the affected area may be inadequate to control traffic, assist with notifications and evacuations, and provide security.

Additional law enforcement capabilities may need to be mobilized.

Restrictions of public access may need to be enforced within certain sections of the disaster area.

Disasters or emergencies within populated areas may require some evacuation assistance or quarantine enforcement.

Fire Services will assist with warning the public and evacuation efforts when possible. Emergencies/disasters may occur outside the range of local dispatch agencies because of geographic interference.

Law enforcement will be responsible for warning the public and evacuating citizens. The university's emergency notification system may assist law enforcement in communicating emergencies that affect the surrounding communities.

The local sheriff's offices is generally responsible for the coordination of traffic control. Agency support for traffic control would include the Idaho Transportation Department (ITD), Independent Highway Districts and Municipal Police and Public Works.

Law enforcement will provide the necessary security and protection for response personnel.

Damage assessment will be conducted in cooperation between law enforcement agencies and other emergency services and reported to the Incident Commander (IC) and Disaster Services Office (DSO)/Emergency Operations Center (EOC) when appropriate.

Early damage assessments will be general, incomplete, and may be inaccurate.

## CONCEPT OF OPERATIONS

The sheriff's offices participate within a 44 county pact in the State of Idaho that provides joint coordination of law enforcement activities.

Law Enforcement agencies within County boundaries interact within guidelines set forth by signed Memorandums of Understanding (MOU).

The Emergency Alert System (EAS) can be activated by both the county emergency services offices and the local sheriffs.

The sheriff's office coordinates and is responsible for the activation of Search and Rescue (SAR) and Urban Search and Rescue (USAR).

The County Sheriff is the designated EOC representative for law enforcement and is responsible for coordinating law enforcement's role in the emergency. In the Sheriff's absence, a representative for the Sheriff's Office will be designated.

Law Enforcement personnel will coordinate with the Idaho State Police (ISP) District Offices, and EOC staff for traffic control, providing public safety and security of property and conducting warning, communications and evacuation operations as needed.

Existing procedures in the form of department directives may provide the basis for a law enforcement response in times of emergency.

The Communications Center is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters.

## PREPARE

Analyze hazards and determine law enforcement requirements.

Provide hazardous materials incident response and other emergency training of law enforcement personnel in coordination with the Emergency Management Coordinator.

Establish mutual aid agreements with law enforcement agencies outside the county in the public and private sector.

Participate in Emergency Operations Plan exercises.

Establish priorities for law enforcement operations.

Assess traffic control needs and security requirements.

Test communications nets.

Initiate programs for recruiting, training and assigning auxiliary personnel.

## RESPOND

Estimate personnel and equipment requirements for university security and law enforcement.

If necessary, request assistance from local county emergency services and law enforcement.

Determine if assistance is needed and provide for special need groups.

Control access and ensure area security of operating scenes and evacuated/isolated areas. Limit traffic to authorized vehicles and persons.

Cooperate in evacuation efforts.

Brief the EOC staff on law enforcement status, limitations and requirements for additional assistance.

Support other ESF Annex operations with traffic/crowd control and security.

Provide special escort service for evacuation convoy or emergency response vehicles.

Maintain current status record of law enforcement resources.

During the disaster, maintain financial receipts and other documentary items of law enforcement activities.

Coordinate with the PIO to announce traffic control measures that will affect university operations and residents.

Monitor traffic flow on evacuation routes.

## RECOVER

Continue activities initiated under the Response Phase.

Provide damage estimate information to LC-ESF #5.

Brief ECC staff on status of law enforcement activities.

Reduce manning and shifts as required (priority to mutual aid/outside assistance).

Plan for the resumption of normal activities.

Prepare a closing report, including a chronological log, and comments and recommendations for future operations for the Emergency Management Coordinator.

Participate in a critique of disaster operations.

Special considerations related to evacuations and warnings are discussed in the following appendices:

**Appendix 1 -** Evacuation

**Appendix 2 -** Warning

## APPENDIX 1

## MASS EVACUATION

### I. PURPOSE

Provide guidance to move people from hazardous areas in a manner which minimizes their exposure to risk prior to, or immediately after, the event.

### II. SITUATION AND ASSUMPTIONS

A. Situation

1.Evacuating hazardous areas is the most effective action for protecting people in many disasters, or disaster threatening situations.

2.The public is more willing to evacuate if their source of information is from an official source rather than only the media.

B. Assumptions

1. Earthquakes, floods, wildfires, and hazardous materials accidents could necessitate evacuating various areas in Idaho.

2. If there is forewarning of an impending disaster, many people will spontaneously evacuate before being directed to do so if they perceive the threat as a real danger.

3. Evacuation will be primarily in family groups using private vehicles.

4. School bus transportation will also be used.

5. Remote evacuation may have to be by air (helicopter).

6. Some residents will refuse to evacuate.

7.Evacuations are voluntary. Only the Governor of Idaho can order a compulsory evacuation.

8. An evacuation would be facilitated if some means were available through which families could communicate if separated.

9. The host area may be in another county.

### CONCEPT OF OPERATIONS

A. In any situation with immediate threat to life or health the Incident Commander will manage emergency evacuation. During a large-scale evacuation, the county will assume control.

B. People who may refuse to follow evacuation instructions of public officials will be left alone until all who are willing to leave have been provided for. Then, time permitting, further efforts will be made to persuade the non-evacuees to leave.

C. The nature of the threat, the possibility of escalation, the need for expert consultation, and the number of people initially affected must be considered when deciding if evacuation procedures should be activated.

D. Four types of evacuations could be used in Idaho counties depending on the type, size and scope of the disaster.

1. "Preventive Evacuation" refers to short-term, preemptive evacuation designed to minimize losses of life and property by clearing an area before disaster strikes.

2. "Protective Evacuation" is also a process that occurs prior to impact but is distinguished in that evacuees must remain clear of the area for longer periods of time.

3. "Rescue Evacuation" involves recovery operations concentrated on short-term removal of victims after the impact of the disaster.

4. "Reconstructive Evacuation" involves post-impact removal of victims for a long period of time to permit rehabilitation and reconstruction of an area that has become largely uninhabitable.

Law Enforcement works with all county agencies on movement planning, transportation resources and staging areas.

Persons residing within the affected area will be directed to relocate to host areas via designated highways. County roads will be used as alternate relocation routes as necessary.

Bus transportation will be provided from designated pick-up points.

## PREPARE

Encourage students, staff and faculty to understand how counties conduct mass evacuations.

Coordinate with the rest of the ESF in planning for an evacuation.

Determine how the university would participate in a mass evacuation. Coordinate with local county emergency planners.

Coordinate with the Resource Support for emergency use of university vehicles.

Plan for the evacuation of people with special needs.

Where university capability provides, establish pick-up points for public transportation.

Establish primary and alternate evacuation routes for all contingencies.

Identify areas that may require evacuation and those of relative safety.

Identify critical intersections, merge points and restricted movements and coordinate traffic control requirements.

Establish security and control procedures for evacuation routes.

Ensure access routes and sources of transportation for emergency work crews.

Publicize through the Public Information Officer the evacuation routes that may be used under various hazard conditions.

Develop reentry information for post-disaster requirements.

Participate in exercises of the Emergency Operations Plan.

Early determination of the need for evacuation of endangered persons will save lives.

Traffic control and restricted entry to the emergency area must be established as early as possible.

Relief schedules must be established to maintain alert and rested personnel.

Effective security in place will minimize losses from looting and vandalism and secure quarantined or evacuated areas.

## RESPOND

Recommend to the Response Group the areas that should be evacuated and estimate the number that will require transportation.

Coordinate with county resources (i.e., Search and Rescue, Firefighting, CERT, and volunteers) to assist in evacuation.

Coordinate with Transportation to erect the necessary signs and barricades to protect and reroute traffic and to clear routes, if possible.

Coordinate with the Mass Care, Food and other county staff involved in the movement to shelter and/or lodging.

Obtain meteorological data from the National Weather Service.

Mobilize transportation sources through Logistics.

Working with the PIO, assist with any announcements regarding departures from pick-up points for those residents requiring transportation to the host areas to the Public Information Officer.

Assist handicapped students, staff and faculty with with transportation problems.

Keep the Public Information Officer informed of all developments in connection with the use of the highways and emergency traffic regulations in order to inform the public.

Designate relocation sites in coordination with the Mass Care and Food Coordinators.

Identify and evaluate the availability and the capacity of highways, roads and streets within the county, including all those within areas of unrestricted travel and those that can be opened to controlled use through contaminated areas.

Establish traffic regulation posts.

Develop and maintain a county situation map showing damaged or destroyed highways and highway facilities, routes used and their designation and the hazards present.

Maintain maximum traffic flow based on road capacity.

Use Law Enforcement and Security staff to provide patrolling of evacuation routes, removing disabled vehicles, enforcing travel restrictions and manning of traffic regulation posts.

Coordinate with IC, ECC and Public Information Officer (PIO) regarding emergency news releases advising the public of the emergency.

Establish staging areas for personnel and equipment out of harm's way.

Coordinate with the ITD Independent Highway Districts and Municipal Public Works for signs and barricades.

If necessary coordinate with the Independent Highway District having jurisdiction/ITD to establish and maintain access control points to the emergency area.

Establish liaison with State Law Enforcement Coordinator, municipal police departments, and key EOC staff.

Initiate the Unified Command System when appropriate.

Local law enforcement agencies will have primary responsibility for traffic control on roadways other than state highways.

Coordinate with Idaho State Police (ISP) and ITD to verify proposed routing of traffic on state highways, and to establish traffic control points.

The ISP will maintain responsibility for traffic control on all state and interstate highways.

Prepare a traffic control plan for movement of evacuees, essential workers, and necessary resources.

Survey essential facilities (e.g. food, water, fuel, utilities) requiring security.

In coordination with the EOC assist in damage assessment activities.

Maintain order in and around emergency/disaster scene; safeguard property in and around the scene.

Exercise authority to coordinate evacuation efforts of endangered persons.

Inform the public of evacuation orders including, but not limited to: door-to-door notification of persons in affected area, and warning the public through the use of mobile public address systems.

Provide security of evacuated property.

Coordinate ground and water SAR operations within the County.

Provide security at public shelters if needed.

Assist the County Coroner in necessary investigation, identification, recovery, and disposition of deceased persons.

## RECOVER

As appropriate, plan and arrange for the return of the evacuated to their homes or the university (as appropriate).

Assist, as appropriate, with traffic control for the movement of dislocated students, staff and faculty back to their facilities within the university.

Reopen closed traffic routes.

Assess capabilities and limitations for law enforcement operations.

Restore normal law enforcement services suspended during the emergency.

In cooperation with other agency personnel submit final damage assessment to the DSO/EOC.

Participate in a critique of emergency operations.

**Tab 1 to Emergency Support Function #13**

# ENTRY PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page). If contractor/agent--include name of contractual resident party, attach evidence of right of interest in destination. Resident: Purpose.

   _____

   _____

2. Name, address, and telephone of applicant, organization, university, sponsor, or media group. Also contact person if questions should arise.

   _____

   _____

3. Travel (fill out applicable sections; if variable call information to dispatcher for each entry)

   Method of Travel (vehicle, aircraft) _____

   Description of Vehicle/Aircraft Registration _____

   Route of Travel if by Vehicle _____

   Destination by legal location or landmark/E911 address _____

   _____

   Alternate escape route if different from above _____

   _____

4. Type of 2-way radio system to be used and your base station telephone number we can contact in emergency (a CB radio or radio telephone will not be accepted). Resident: cellular or home number. _____

   _____

   Entry granted into hazard area.

   Authorizing Signature _____Date _____

   The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit.

   The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

# WAIVER OF LIABILITY

(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a (high) hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the federal government, the State of Idaho and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed or Restricted Area.

Signatures of applicant and members of his field party Date

Print full name first, then sign.

_____ _____
I have read and understand the above waiver of liability.

_____
I have read and understand the above waiver of liability.

_____ _____
I have read and understand the above waiver of liability.

_____ _____
I have read and understand the above waiver of liability.

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I have read and understand the above waiver of liability.

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I have read and understand the above waiver of liability.

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I have read and understand the above waiver of liability.

_____ _____
I have read and understand the above waiver of liability.

## APPENDIX 2

## TYPICAL COUNTY EMERGENCY ALERT SYSTEM (EAS) OPERATION

### I. PURPOSE

Coordinate operational functions for rapid dissemination of warning to governmental units and the general public in case of impending or actual disasters or emergencies.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. There is no method currently in practice of alerting and warning the rural or the hearing impaired population.

2. There may not be any warning from the State or national sources in the event of a commercial power failure.

3. Emergency Alert System warnings could not be relied upon to reach all people due to terrain and other uncontrollable factors such as time of day, etc.

4. The need to warn the general public is common to all hazards.

5. Time available for warning may vary from ample to none.

6. Warnings of a natural or a peacetime disaster will come from local sources.

#### B. Assumptions

1. Many rural residents, sportsmen and tourists would not receive a timely warning in case of an emergency or disaster.

2. Warning by telephone could be severely impaired by a natural disaster due to lines down or loss of power.

3. It could be difficult to warn the rural population by law enforcement vehicles, house-to-house notification, or telephone in a timely manner.

4. There are residents who could not be reached by commercial radio and/or television warning.

5. Some citizens will ignore, not hear, or not understand warnings of impending disasters broadcast over media.

### CONCEPT OF OPERATIONS

A. Warning is the emergency notification to government personnel and the general public of a threat or actual occurrence of a disaster.

B. The extent of the warning is dependent on the scale of the emergency.

C. Warnings for catastrophic, widespread disasters and national emergency will be relayed from State Communications the County Sheriff's Office.

D. Dissemination of warning will be the most expedient means available.

E. The Sheriffs Office dispatcher on duty who receives the warning should contact the County Commissioners, the Sheriff and the Emergency Management Coordinator in the event of a natural or man-made disaster.

F. The County Sheriff, the County Commissioners or the Emergency Management Coordinator are authorized to activate the warning notification process.

G. Only the Sheriff or the Emergency Management Coordinator is authorized to activate the Emergency Alert System (EAS).

H. In accordance with ESF #15, the Public Information Officer will be utilized in the dissemination of warning through all the media.

I. National Weather Service warnings will be received by ILETS and e-mail, by the National Oceanic Atmospheric Administration (NOAA) weather radio, television or by commercial radio.

**RESPONSIBILITIES**

**A. Mitigation Phase**

1. Analyze hazards and determine possible impact on Warning.

2. Assess warning capability and identify requirements.

**B. Preparedness Phase**

1. Make changes as necessary to improve effectiveness of the existing warning system.

2. Arrange for the maintenance of all warning devices to assure their operability.

3. Establish communications links and operational liaison with the ISP District Office #2, the ECC staff, Federal agencies and local communities.

4. Through the Public Information Officer and in accordance with ESF #15, promote public awareness of the warning system.

5. Coordinate development of warning systems county-wide.

6. Participate in exercises of the Emergency Operations Plan.

7. Analyze warning equipment locations in relation to potential hazards and disaster conditions.

8. Identify warning resources available to the ECC.

9. Identify and designate private and public service agencies, personnel, equipment and facilities that can augment the county's warning capabilities.

10. Establish mutual aid agreements.

11. Identify need for special warning procedures to ensure that warning information reaches the visually and hearing impaired. Develop procedures.

12. Develop priority notification lists.

**C. Response Phase**

1. Upon notification, the emergency warning system is activated by the dispatcher. The County Commissioners, the Sheriff, the Emergency Management Coordinator , and the Public Information Officer are contacted.

2. The dispatcher will contact the cities who in turn will contact others.

3. If the situation includes any type of hazardous materials, the dispatcher will contact the Department of Emergency Management.

4. The Public Information Officer will disseminate warning information to the media in accordance with ESF #15.

5. Pertinent information will be broadcast over area EAS stations.

6. Record all warning information received or disseminated in a chronological log.

**D. Recovery Phase**

1. The dispatcher will terminate the warning by telephone and radio.

2. Turn over log of activities and a final report evaluating the warning system and the emergency to the Emergency Management Coordinator.

3. Participate in a critique of emergency operations.

4. Notify the general public about the termination of warning through the PIO in accordance with ESF #15.

## Organizational Roles and Responsibilities

**Primary Agency**

**Latah County Sheriff's Office**

- Initiate Incident Command.
- Provide representation in the EOC to coordinate law enforcement or organized volunteer operations.
- Provide law enforcement services and emergency traffic control.
- Provide for the identification and preservation of essential law enforcement records.
- Provide assistance to the County Coroner's Office for the identification of the deceased.
- Provide security to the EOC during disaster operations.
- Provide direction and control for wilderness and urban search and rescue, coordination of heavy rescue operations, and coordination of organized volunteer units during disaster operations.
- Develop internal disaster plans and procedures for the Latah County Jail.

**Support Agencies**

**Latah County Dispatch**

- Provides initial notifications and dispatches.
- Provide additional support as needed.

**Independent Highway Districts**

- Assist with traffic control as required.
- Provide sign, barricades and cones as needed.
- Provide flaggers as necessary.

**Fire District of Jurisdiction**

- When requested assist local law enforcement with evacuation efforts by using public address systems to warn the public.

- If crowd control is necessary assist law enforcement as requested according to mutual aid agreements and training qualifications.

**County Coroner**

- Recover, identify, and manage disposition of deceased persons.

- Report the deceased names and causes of death to the DSO/EOC and other appropriate agencies.

**Disaster Services Office**

- In coordination with IC and the Latah Board of County Commissioners (BOCC) activate EOC to appropriate level.

- Issue emergency warnings as necessary.

- Assist law enforcement agencies to coordinate with other County and municipal agencies/departments.

- Gather and assess damage reports and coordinate mitigation accordingly.

**Municipal Police Departments**

- If an emergency involving law enforcement occurs within the limits of a city and is within the capabilities of local law enforcement, the municipal police chief will exercise overall authority for police functions.

- If criminal activities occur within a municipal police departments' jurisdiction during an emergency/disaster, secure crime site and conduct appropriate criminal investigation.

- Report damage assessment information to IC or the DSO/EOC.

- Law enforcement agencies within their jurisdictional boundaries will have primary responsibility for traffic control on roadways other than primary State Highways.

**Municipal Public Works**

- Assist law enforcement with traffic control as requested.

- Provide barricades and signs as needed.

**Idaho State Police**

- Maintain responsibility for traffic control on all State Highways and interstate highways.

- If criminal activities occur within ISP jurisdiction during an emergency/disaster, secure crime site and conduct appropriate criminal investigation.

- Assist local law enforcement according to mutual aid agreements and agency protocol.

- When appropriate report damage assessment information to IC or the DSO/EOC.

**Idaho Transportation Department**

- Assist with traffic control as required.

- Coordinate with law enforcement and provide signs, barricades, and personnel according to mutual aid agreements/memorandum of understanding MAA/MOU and protocol.

**Idaho Department of Fish and Game**

- Provide additional law enforcement officers, equipment, and/or other assistance as requested by the ISP and coordinated through the Idaho Bureau of Homeland Security (BHS).

**Idaho Bureau of Homeland Security**

- Monitor emergency incident.

- Consult, coordinate, and act as State liaison for IC and the DSO/EOC.

- Activate State EOC to support the County as needed.

- Assist with the coordination of state and federal agencies to provide support to the County.

- Assist with training programs and exercises as needed.

**US Forest Service (Law enforcement)**

- Provide additional law enforcement officers, equipment, and/or other assistance as requested by the LCSO.

**Federal Bureau of Investigation**

- If terrorism is determined, assume the role of primary agency and provide additional law enforcement officers, equipment, and/or other assistance in a Unified Command System in

coordination with the LCSO, municipal police departments and other responding county agencies.

**US Marshal Service**

- The Marshal Service is responsible for providing protection for the federal judiciary, transporting federal prisoners, protecting endangered federal witnesses and managing assets seized from criminal enterprises.

## UNIVERSITY OF IDAHO EMERGENCY OPERATIONS AND RESPONSE PLAN

## EMERGENCY SUPPORT FUNCTION #15

## EXTERNAL AFFAIRS

### SEE ESF#2 – COMMUNICATIONS

Most counties in the State will use ESF #15 to describe the means, organization, and process by which county, state and federal officials will coordinate the provision of timely, accurate, and useful instructions to area residents during emergencies. ESF #15 provides for public information activities during an actual or pending emergency and actively solicits information from all ESFs and municipal liaisons to ensure current and complete information is being disseminated.

The university has consolidated the university PIO's activities under ESF#2, Communications

Generally, PIOs at the county level receive direction from the county commissioners and exercise direction and control over dissemination of information. The university PIO is expected to coordinate with county, state and federal PIOs and appropriate emergency officials. There will be full coordination with all other Emergency Support Functions.

If the emergency is wide-spread, a Joint Information Center (JIC) or Joint Information System (JIS) will be established, and all PIOs (including the university PIO) will cooperate with the JIC / JIS.

*Typical county emergency plans include the information shown on the following pages (taken from Latah County's plan, location of the university's Moscow campus). This information is provided to assist university emergency management coordinate functions with local, state and government PIOs and emergency officials.*

### Primary Agencies

| Agency | Responsibility |
|---|---|
| Disaster Services Office | Establishes an information center to provide instructions and information to the public about emergencies or disasters and designates a PIO for the incident. Coordinates public information response through all phases of an incident. Develops messages in conjunction with other primary agencies to be distributed through the EAS |
| Designated Public Information Officer | Prepares messages at the ECC for public distribution. The PIO must get approval on all messages prior to their delivery from the BOCC and/or Prosecuting Attorney's Office |
| Elected Officials | Review and approve emergency public information messages and press releases prior to public delivery through broadcast media. |

### Support Agencies

| Agency | Responsibility |
|---|---|
| All Pertinent Agencies | The following local support agencies are likely to provide general PIO support as requested to Emergency Management, EOC, JIC, or the lead state agency during response and recovery activities, should an emergency, disaster, or hazard specific incident occur:<br><br>Board of County Commissioners<br>Latah County Assessor's Office<br>Latah County Treasurers Office<br>Law Enforcement<br>Fire Departments/Districts<br>North Central District Health<br>Emergency Medical Services<br>Public Works<br>Latah County Coroner |
| American Red Cross | Provides public information on the location of shelters and assistance centers for people affected by the emergency or disaster. |
| Idaho Bureau of Homeland Security (BHS) | Coordinates state-level information to the public following a natural or human-caused emergency or disaster. Coordinates with county, municipal, and other public information officers. |
| Federal Emergency Management Agency (FEMA) | Coordinates federal-level information to the public following a natural or human-caused emergency or disaster. |
| Department of Homeland Security (DHS) | Coordinates federal-level information to the public following an Incident of National Significance. |

## Policies

- Life-safety information and instructions to the public has first priority for release.

- Mission assignments to departments or jurisdictions for public affairs should be agreed upon by those entities prior to an actual emergency or disaster.

- Emergency public information actions before, during, and following any emergency will be determined by the severity of the situation as declared by involved entities, or as perceived by the public.

- Local jurisdictions and other response organizations will be notified when an emergency or disaster has occurred that requires an emergency public information response.

- The Emergency Alert System (EAS) is activated as the principal means to disseminate emergency warnings and priority emergency instructions to the public.

- The function of the Joint Information System (JIC) is to coordinate information before its release to the public and the news media.

- External communications efforts shall be coordinated to support the dissemination of a unified message as directed by Latah County Board of County Commissioners (BOCC).

## Concept of Operations

- Public affairs resources are coordinated by the Public Information Officer (PIO) at the Emergency Coordination Center (ECC).

- The staff at the ECC coordinates messages with PIOs from all involved departments and agencies.

- The JIS also supports the third principle under the National Incident Management System (NIMS) public information system. Organizations participating in incident management retain their autonomy. The departments, local governments, organizations, or jurisdictions that contribute to the JIS do not lose their identities or responsibility for their own programs or policies.

- A rumor control section is established by the PIO to:

  --Answer inquires from the public.

  --Act as a media monitoring group to monitor media broadcasts to ensure accuracy of released information.

## Organization

### Emergency Management

Emergency Management or designee has the responsibility to appoint a staff member to the position of PIO. Emergency Management or designee will utilize local agencies to distribute emergency information to the public and special populations.

### Local Jurisdictions

Local jurisdictions are responsible for providing its citizens with information on the event and what immediate protective actions they should take, such as taking shelter or evacuating. Local government is responsible for providing the public with information and intermediate protective actions designed to further save lives, protect property, economy and the environment, and long term recovery actions to restore the affected community, as nearly as possible, to its pre-incident condition.

## Procedures

Local jurisdictions should establish a PIO to provide public information before an emergency or disaster. Emergency Management has established a Public information Officer position and is available to support any jurisdiction upon request. Local jurisdictions which have a designated PIO will coordinate information through the DSO. Latah County assumes lead responsibility unless the event occurs in the incorporated community and the jurisdiction chooses to accept the lead role as PIO. Should the local jurisdiction choose to utilize their local PIO through a JIS a Joint Information Center is activated.

The PIO representative at the ECC, with assistance from emergency management staff, will coordinate public information actions with the state PIO. Messages will be coordinated through the establishment of a JIS, where agency representatives share information throughout the event. This enables local agencies to share information at the state and federal levels if necessary.

The Emergency Management PIO will coordinate the emergency public information response through all phases of natural or human-caused incidents, regardless of the size or extent of the incident. This will be conducted through all phases of the incident. This will be accomplished in collaboration with the Chief Elected Officials, the DSO, Incident Commander (IC), and the state PIO.

Emergency public information will be coordinated through the ECC. If a JIC is established, state emergency public information will be provided to the media and the public through the state EOC. The state PIO will coordinate the management of this information through all phases of the incident.

If the event is an Incident of National Significance, public affairs may be coordinated through a Joint Field Office (JFO), which is a coordinating center for Federal officials, officers, and resource coordinators.

## PREVENT

### Mitigation Activities (Long-Term Pre-Incident Planning and Operations)

Latah County DSO will ensure procedures, programs, and contact information is up to date. The office discusses lessons learned from events and exercises with other coordinating agencies.

The Latah County All-Hazards Mitigation Plan serves as the official mitigation plan of Latah County and provides many strategies to reduce the risks to hazards associated with disasters. The Latah County DSO maintains this plan, which is available for use by the primary and support agencies and the general public.

## PREPARE

### Preparedness Activities (Prior to incident when notice has been given)

In coordination with other ESFs, coordinating, primary and support agencies ascertain vulnerable critical facilities as a basis for identifying recovery priorities
.
Elected Officials and PIOs should participate in exercises to practice public affairs responsibilities. Press releases from exercises are often reviewed to ensure that appropriate protective actions have been recommended for the public.

Emergency Management has the capability to distribute public messages through the EAS for local emergencies. For more information about EAS, refer to ESF #2, Communication, Information Systems, and Warning.

## RESPOND

### Response Activities (Post-Event Planning and Operations)

Latah County DSO gathers information from county departments and agencies to assess the scope and magnitude of social and economic impacts from the affected area. It provides information to the BOCC and facilitates hazard mitigation and recovery planning efforts. The department also encourages information sharing among agencies to coordinate early resolution of issues.

# UNIVERSITY OF IDAHO EMERGENCY MANAGEMENT PLAN

## SUPPORT ANNEX #1

## FINANCIAL MANAGEMENT

**Primary Agencies:**
University of Idaho EOC, Finance Group
University of Idaho, Dept. of Finance & Administration

**Support Agencies:**

All University of Idaho colleges and divisions

**INTRODUCTION**

**I. Purpose**

The Financial Management Support Annex provides guidance for any university unit responding to emergencies under the provisions of this plan, in accordance with appropriate state and federal fiscal laws, policies, regulations, and standards.

**II. Scope**

This annex is applicable to any university emergency response that may be applicable for receiving disaster assistance or emergency relief funding.

**III. Policies**

A. General: Any university unit involved in an emergency response must follow established university procedures and coordinate fiscal obligations with the university's emergency management plan and Emergency Operations Center (EOC). Funds to cover eligible costs for response activities may be provided through reimbursement by the Bureau of Homeland Security (BHS).

B. Procurement: Procurement of resources will be in accordance with statutory requirements and established procedures and will be coordinated with the university's emergency management plan and Emergency Operations Center (EOC).

C. Procedures for Reimbursement: Units will be reimbursed for expenses coordinated with and approved by the Finance group of the university EOC. Units must track all expenses so that the university can submit for eligible reimbursements from county, state and federal sources.

D. Financial Records and Supporting Documentation: All units must maintain records, receipts, and documents to support claims, purchases, reimbursements, and disbursements related to university emergency management. Reimbursement requests must be submitted with supporting documentation such as personnel time cards and payroll reports with benefit rates, equipment rates and operators, dates and locations of

response activities, service contracts, travel, per diem, and other expenses specific to the assigned work.

E. Cost Estimates for Additional Appropriations: After beginning their initial response operations, university units may need to estimate the total funding needs for the duration of the emergency response. These estimates shall be incorporated into revisions of university emergency management incident action plans as soon as it becomes apparent that costs will vary by ten percent (10%) of the original estimate.

F. Audit of Expenditures: The expenditures of state/federal funds related to disaster emergencies will be subject to an independent audit in accordance with state/federal statutes and audit procedures.

## SITUATION AND ASSUMPTIONS

### I. Situation

A. Disasters may have an immediate impact on local resources, resulting in shortages that may require the unplanned expenditure of funds. Coordination may be required between local, state and federal organizations to administer the funding programs.

B. A Gubernatorial Emergency Declaration may permit funding from the Emergency Account (DEA). Additional funds may be made available by special appropriation of the Idaho State Legislature or through Gubernatorial Executive Order.

### II. Planning Assumptions

A. Local governments are responsible for first response to emergencies affecting their jurisdictions including the application of fiscal procedures.

B. State assistance may be available to jurisdictions which have declarations of emergency exceeding local budgets.

C. The immediate expenditures of funds to support a response to a emergency may be required in order to save lives, protect property, and the environment.

D. Financial operations will be carried out under emergency timelines, necessitating expedited procedures while requiring sound financial management and accountability.

E. An incident where assistance is requested may result in a state or federal Declaration of Emergency.

## CONCEPT OF OPERATIONS

### I. General

Funding for state emergency response activities conducted pursuant to the Idaho Code may be made available from the State Emergency Account.

### II. Response Actions

A. A disaster occurs or is imminent. The university commits all its resources in response.

B. University resources are exhausted. The County approves a emergency declaration.

C. If County resources aren't adequate to resolve the emergency, mutual aid is requested. If mutual aid is inadequate, the County coordinates with the Idaho Bureau of Homeland Security for additional resources and the potential need for a Gubernatorial Disaster Declaration.

D. When the Governor declares a emergency, the Idaho Emergency Operations Center (IDEOC) may utilize state agencies in their designated Emergency Support Function (ESF) roles identified in this plan. Upon receipt and verification of a local jurisdiction's request for assistance, the IDEOC will mission assign the appropriate state agency to provide required resources, services, or information. On occasion, it may be more prudent to negotiate with a local jurisdiction for a project agreement to fulfill a request for assistance.

**RESPONSIBILITIES of**
University of Idaho Emergency Operations Center (EOC) – Finance Group

1. Serves as the focal point for the university for coordination of all federal, state, local, and volunteer emergency response and recovery activities.

2. Advises the Incident Commander and Executive Group on the fiscal impact of emergency, including recommending and preparing information to send to the County for assistance with an emergency declaration, and requesting additional resources when university capabilities are exceeded.

3. Implements a financial system to track emergency related costs of the university.

4. Submit to County / State / Federal agencies all requests for reimbursement of expenses incurred during a declared state of emergency.

5. Gather and retain records on total disaster costs.

6. Retain all pertinent records for audit.

# EMERGENCY RESPONSE PLAN

## Crises and Disaster Management

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# EMERGENCY RESPONSE PLAN

## Crises and Disaster Management

## I. INTRODUCTION

### A. PURPOSE

Boise State University is committed to protect its faculty, staff, students, visitors and property, and to maintain an environment suitable for the orderly conduct of its educational function. Accordingly, the University must be prepared at all times to respond to situations that would adversely affect the ability to fulfill these responsibilities and has thus developed this Emergency Response Plan. The fundamental purpose of the plan is to establish procedures and an organizational hierarchy for the rapid and effective response to all categories of campus emergencies ranging from individual departmental or building incidents to catastrophic events involving the entire campus and the surrounding community.

### B. SCOPE

This current version of the Boise State University Emergency Response Plan supersedes all previous plans and precludes employee actions not in concert with its intent or the emergency management organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto. In addition, in the case of extraordinary, widespread or catastrophic events, this plan and organization shall be subordinate to the applicable state or federal governmental authorities having legal or assigned responsibility for the type of incident occurring.

This plan sets forth many of the standard operating procedures used by Ada-City County Emergency Management (ACCEM) for handling emergencies, disseminating public information, establishing emergency communications, assessing and reporting damage, and implementing recovery actions. In addition, the plan calls for significant cooperation with and dependence on the State of Idaho Bureau of Homeland Security and various other local, state or federal emergency response entities.

This plan also fulfills the University's responsibilities to comply with applicable statutes and directives including the State of Idaho Disaster Preparedness Act and Executive Orders 2001-13 and 2000-04 ("Assignments of All-Hazard Mitigation, Preparedness, Response and Recovery Functions to State Agencies in Support of Local and State Government Prior to and During Emergencies and Disasters").

### C. AUTHORITY AND DUTY TO IMPLEMENT

The University's Emergency Response Plan is promulgated under the authority of the President of Boise State University and only the President or designee is authorized to declare a state of emergency at the University. When thus activated, this plan will be implemented by all assigned officials under the direction of the members of the Emergency Policy and Operations Groups (see section II. B). These officials will be responsible for all decisions, resource allocation, emergency response and recovery actions during and following any crisis

or disaster. The plan shall be subsequently deactivated by the President or designee when all phases of managing the emergency have concluded.

The Boise State University Emergency Management (BSUEM) Department is currently responsible to review and where necessary, update the University's Emergency Response Plan in accordance with applicable regulations and University Administrative policies. In addition, BSUEM will ensure validation is sent to the Office of the State Board of Education that the plan has been reviewed and that emergency preparedness training for appropriate personnel is provided. Recommendations for other changes or improvements are encouraged and suggestions should be directed to BSUEM.

## II. MANAGEMENT OF UNIVERSITY EMERGENCY RESPONSE OPERATIONS

### A. FIRST RESPONSE ACTIONS

The first responsible person at the scene of a campus emergency situation, crises or disaster scene should evaluate the circumstances, get out of immediate danger and then call 911 or the campus office of the Boise Police Department (telephone: 208-426-1453). These emergency response officials will continue to exercise supervision of the situation unless relieved by other governmental agencies or military officials having legal or assigned responsibility for the type of incident occurring. First actions at the scene will normally be to initiate necessary evacuations, care for the injured and to isolate the area to protect others from being exposed to known or suspected hazards. Refer to APPENDIX E for a more detailed listing of first response procedures that should be taken when dealing with various major categories of emergencies.

### B. EMERGENCY MANAGEMENT SYSTEM - ORGANIZATION

This Emergency Response Plan is designed according to principles or concepts of the Incident Command System, a nationally recognized on-scene emergency management model specifically designed to allow users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. This organizational structure allows responsible University officials the flexibility to respond to an incident as it potentially escalates in severity and to give them the control necessary to direct all campus operations in coordination with outside emergency response agencies. At Boise State University, this emergency management consists of the following:

Emergency Policy Group
Emergency Operations Group
Incident Scene Commander
Emergency Operations Center
Manager, Emergency Operations Center
Building Administrators, Building Coordinators and Floor Monitors

#### 1. Emergency Policy Group

The Policy Group shall make and/or approve all major emergency or disaster response decisions, priorities and strategies for the University as necessitated by the situation at hand and based upon the economic, political, legal or other implications of both the actual or potential threat faced. APPENDIX A of this plan provides a description of individual responsibilities of each policy group member and a checklist of suggested duties to assist

them in carrying out their functions during an emergency situation. However, nothing in the duty checklists shall be construed in a manner that limits the use of good judgment and common sense on the part of an individual member in dealing with the details of the emergency, crises or disaster at hand. The following persons comprise the membership of the Emergency Policy Group:

President
Provost
Vice President, Finance and Administration
Vice President, Student Affairs
Vice President, University Advancement
Vice President, Research
Associate Vice President and University Counsel
Associate Vice President, Campus Planning and Facilities
Director, Communications and Marketing

### 2. Emergency Operations Group

The Operations Group carries out the decisions reached by the Policy Group; gathers, confirms and evaluates incident information; coordinates, directs and tracks field level personnel, equipment and material resources deployed; identifies resource needs/shortfalls; and documents situation status. APPENDIX B provides a description of individual responsibilities of each group member and a checklist of duties to assist them in carrying out their functions. However, nothing in the duty checklists shall be construed in a manner that limits the use of good judgment and common sense on the part of an individual member in dealing with the details of the emergency, crises or disaster at hand. The following persons comprise the membership of the Emergency Operations Group:

Vice Provost, Undergraduate Studies
Associate Vice President, Finance and Administration
Executive Director, University Housing
Executive Director, Human Resource Services
Executive Director, University Health Services and Campus Recreation
Executive Director, Office of Information Technology
Director, Facilities Operations and Maintenance
Assistant Director, Communications and Marketing
Manager, Risk Management and Insurance
Environmental Health Officer
Occupational Health and Safety Officer

### 3. Incident Scene Commander

The Incident Scene Commander (ISC) is the individual responsible for the command of all functions at the field response level; i.e., at the site of an emergency, disaster, or crises incident. Unless designated otherwise by the President or other federal/state governmental authorities, the ISC at Boise State University properties is the Director, Emergency Management. In case of this person's absence or incapacitation, an alternate substitute will be designated by the President or the Emergency Policy Group. Refer to APPENDIX C for the specific duties of the ISC.

### 4. Emergency Operations Center

The Emergency Operations Center (EOC) is where the emergency team officials meet to control operations and make critical decisions during a crises or disaster situation. The EOC shall be activated only by the President or designated members of the Policy Group. When thus activated, all normal lines of authority, University procedures and regulations will be superseded by the appointed members of the Emergency Policy Group and Emergency Operations Group. When the EOC is deactivated, all normal chains of authority, regulations and procedures will immediately resume. For detailed information on the functions of the EOC, refer to APPENDIX F.

### 5. Manager, Emergency Operations Center

The Executive Director of Security and Police will serve as the manager of the Emergency Operations Center (EOC). When directed by the President or designee, the EOC Manager will be responsible to notify each member of the Emergency Policy Group and where appropriate, Emergency Operations Group members, to convene at the Emergency Operations Center or other designated location dictated by the incident. Refer to APPENDIX D for the specific responsibilities and duties of the Manager, EOC.

### 6. Building Administrators, Building Coordinators and Floor Monitors

In accordance with BSU Administrative Policy 6816-C, Building Administrators, Building Coordinators and Floor Monitors are the key personnel appointed for each building or facility to assist emergency planning and response departments during drills and in actual emergencies. Unless instructed otherwise by University officials, when a building alarm sounds, these designated individuals are expected to ensure, to the extent practical, that a safe, orderly evacuation is carried out until emergency responders arrive on the scene.

## III. IMMEDIATE EMERGENCY RESPONSE INSTRUCTIONS AND ACTIONS

Boise State University may be at risk from a wide variety of potential natural or man-made hazards and hazardous conditions. Refer to APPENDIX E for a listing of several major types of hazards or specific situations that could occur on campus or in the surrounding community and recommended emergency action procedures that could be taken in response to each. Appendix E also covers special information and contingency planning for acts of terrorism and the use of weapons of mass destruction, Pandemics, and an Active Shooter incident.

## IV. EMERGENCY CATEGORIES AND RESPONSE PRIORITIES

General categories of campus emergencies are divided into levels of scope or severity as listed below; normally, the President or designee would activate the Emergency Operations Center and members of the emergency policy and operations groups would be called to convene only in response to CATEGORY 3 and 4 situations:

**CATEGORY 1 SITUATION** - A minor or other-than-serious department or building incident that can usually be resolved by a single University service unit. Examples of Category 1 incidents could include broken water pipes, minor hazardous material spills, or individual building loss of heat or electricity for several hours.

**CATEGORY 2 SITUATION** - A department, building or campus incident that is serious but which can be typically resolved with existing University resources or limited outside help. A Category 2 incident is usually a short duration event with limited impact to the campus

community beyond those using the areas or buildings in which it occurred. Examples of Category 2 incidents could include violent or sexual assault on a single person; campus-wide power outages; minor fire confined to a room and not involving hazardous chemicals; potential employee exposure to ionizing radiation or biological-chemical agents; single student fatality off-campus due to natural causes or accident.

**CATEGORY 3 SITUATION** – A major emergency or crisis situation potentially impacting numerous persons or a sizable portion of the campus and/or outside community. Category 3 emergencies may be single or multi-hazard situations and often require considerable coordination both within and outside the university. Category 3 emergencies could include imminent events on campus or in the general community that can develop into a major University crisis or full disaster. In particular, many student issues can become quite complex because of varied institutional and support responses that must be coordinated. Examples of Category 3 incidents may include violent assaults affecting many persons, student death on campus, student homicide on or near campus, building/office hostage incidents, hate crimes, limited small-scale threats or incidents of acts of terrorism including bomb threats, the use of weapons of mass destruction (e.g., Chemical/biological release in one room); destructive ice, windstorms or thunderstorms, major fire or explosion, contagious disease outbreak; domestic water contamination; natural gas line breaks requiring large area evacuations, or by request of a member of the Emergency Policy Group, or Emergency Response Manager in response to a situation.

**CATEGORY 4 SITUATION** - A catastrophic, usually multi-hazard emergency event involving the entire campus and surrounding community and where immediate resolution is beyond the emergency response capabilities of campus and local resources. Examples of category 4 incidents could include major earthquake, flood or devastating tornado, pandemic contagious disease outbreak, widespread threats or incidents of acts of terrorism and the use of weapons of mass destruction affecting entire portions of the campus or surrounding community.

In dealing with any emergency, all available University personnel, equipment and materials will be used to respond to and provide protection of life, property and operations with the following priorities:

**Response Priority A**: Life Safety - assisting the injured, evacuating hazardous areas, eliminating life safety hazards;

**Response Priority B:** Life Support and Assessment - eliminating or minimizing risks to facilities and systems that could lead to serious property loss beyond that already sustained;

**Response Priority C**: Restoration of General Campus Operations - restoration of services, facilities and programs to allow resumption of classes and research programs.

For detailed descriptions and information on each of these response priorities, refer to APPENDIX G.

## V. MEDIA AND PUBLIC INFORMATION GUIDELINES

Official accurate public information regarding a University on campus emergency, crises or disaster situation will be delivered by a limited number of specified spokespersons as promptly as possible. Refer to APPENDIX H for general guidelines and template letters that may be useful to personnel handling university relations with the public or news media.

## VI. DISASTER RECOVERY GUIDELINES

Refer to APPENDIX I for general guidelines or recommendations on recovery efforts following any major emergency or disaster that has caused partial or total discontinuance of operations.

# APPENDIX A

## EMERGENCY POLICY GROUP

## RESPONSIBILITIES AND DUTY CHECKLISTS

| MEMBER RESPONSIBILITIES | DUTIES CHECKLIST |
|---|---|
| **President**<br>Act as highest level of campus authority during an emergency, crises or disaster. Acquires response resources from outside the University as necessary. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Assess situation; obtain information and periodic updates from Emergency Policy/Operations Group executives; decide if a state of emergency must be declared and/or activate the Emergency Operations Center (EOC).<br>❑ Establish communications with the Office of the State Board of Education, Governor, and other Federal, State and local officials as the situation warrants.<br>❑ Authorize the following protective or precautionary actions as appropriate:<br>o Partial or total campus evacuation (evacuations for site-specific emergencies may also be ordered by the highest ranking University or community law enforcement officer on duty)<br>o Sheltering, campus closure and/or re-opening; declared curfew<br>o Cancellation and reservation of classes and all other events.<br>❑ Issue any necessary public statements personally or through the University Communications and Marketing Office.<br>❑ Seek advice/direction from the Provost and all VP's concerning actual or potential effect of the crisis or disaster situation on the critical mission of the institution.<br>❑ Order de-activation of campus state of emergency when all phases of emergency have concluded.<br>❑ Establish target date for resumption of full or limited administrative and academic schedules. |
| **Provost**<br>Act as primary alternate in the absence of the President. Responsible for decisions concerning the cancellation, rescheduling or relocation of classes, tests and other programs interrupted by an incident. | ❑ Initiate/maintain a log of significant events, messages and phone calls. Pass this on to you relief with instructions to maintain it.<br>❑ Serve as lead representative in matters related to academic interface with EOC operations.<br>❑ Assess monetary, class scheduling and staffing effects of a disaster on academic areas.<br>❑ Coordinate the use of academic space in providing mass care facilities.<br>❑ Assist in determining security requirements for academic areas.<br>❑ Assist in dissemination of information related to the disaster to the academic community.<br>❑ Coordinate the use of foreign language interpreters if needed.<br>❑ In absence of the President, assume the emergency operation duties of the President. |
| **Vice President, Finance and Administration**<br>Assess and advise on finance/legal issues. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Poll other Emergency Policy and Operations Group members to assess potential or actual monetary impact of the crises or disaster at hand.<br>❑ Develop and maintain a tracking system for all events tied to reimbursement to assure maximum financial recovery for the University.<br>❑ Poll other EOC staff to assess requests for reimbursement or other finance issues.<br>❑ Develop a public announcement for recruiting volunteers. Announcement should include skills needed, reporting location, sign-up roster (volunteers must be registered to be covered by University insurance).<br>❑ Develop a plan to deal with large numbers of unsolicited volunteers.<br>❑ In absence of the President and Provost, assume the emergency operation duties of the President. |
| **Vice President, Student Affairs**<br>Assess crisis management needs for students; provide short and long-term plan for student housing and food service, and coordinate records survey. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Coordinate the recruitment of student volunteers with VP, Finance and Admin.<br>❑ Coordinate/arrange for student counseling personnel, medical triage and other student necessities as warranted.<br>❑ Assist with organizing student housing and food services.<br>❑ In absence of the President, Provost, and Vice President, Finance and Administration, assume the emergency operation duties of the President. |

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|---|---|
| **Vice President, University Advancement**<br>Formulate and disseminate general public information. | ❑ Initiate/maintain a log of significant events, messages, and phone calls, and a log of all media releases and statements. Pass this on to your relief with instructions to maintain it.<br>❑ Establish procedures for release of public information noting that unless otherwise directed, the Director, Communications and Marketing is the official spokesperson for BSU.<br>❑ Authenticate all sources of information received, and verify for accuracy.<br>❑ Designate location for media to setup providing for needed supplies and utilities.<br>❑ Prepare and issue public statements that are concise, factual, and non-speculative as soon as practical after the incident or disaster, and update regularly thereafter.<br>❑ Prepare recorded messages on the University Emergency Information Line (334-2296) concerning the state of the campus.<br>❑ Where possible, establish phone lines for a Disaster Inquiry Center (DIC) to answer questions from the public; provide bilingual staff when available; publicize the DIC phone numbers.<br>❑ Coordinate media releases and statements with the EOC members before release.<br>❑ Determine the need for on-scene media briefings and designate a media-briefing center.<br>❑ When appropriate, contact City/County public relations to share information.<br>❑ Periodically prepare and disseminate a media release that addresses rumor control.<br>❑ Contact the Executive Director, Student Housing responsible for shelters. Request the location(s) and preferred method of contact for Disaster Welfare Inquiry (DWI) and Locator Services. Prepare and disseminate a media release advising the public of this information. |
| **Vice President, Research**<br>Preserve research activities and other related programs interrupted by an emergency incident. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Coordinate provisions for all academic divisions that have the need to preserve and continue research activities, possess and use hazardous materials, and use animals that require containment or safe habitation areas. |
| **Associate Vice President and University Counsel**,<br>Legal advice and direction. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Provide legal guidance to the Emergency Policy/Operations Group executives and assess the emergency situation for legal risk to the University and personnel providing voluntary assistance.<br>❑ Provide/monitor/advise EOC executives on legal responsibilities/authority for emergency declarations, intergovernmental aid, social control (curfews), other restrictions. |
| **Associate Vice President, Campus Planning and Facilities**<br>Conduct facility damage assessment; prioritize salvage operations and short term building replacement program. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Respond to and advise Emergency Policy/Operations Group executives on facilities needed.<br>❑ Maintain inventory of all facilities resources and their deployment.<br>❑ Ensure Director, FO&M and staff carries out their duties and responsibilities as required. |
| **Director, Communications and Marketing**<br>Formulate and disseminate general public information | ❑ Initiate/maintain a log of significant events, messages, and phone calls, and a log of all media releases and statements. Pass this on to your relief with instructions to maintain it.<br>❑ Establish procedures for release of public information noting that unless otherwise directed, the Director, Communications and Marketing is the official spokesperson for BSU.<br>❑ Authenticate all sources of information received, and verify for accuracy.<br>❑ Designate location for media to setup providing for needed supplies and utilities.<br>❑ Prepare and issue public statements that are concise, factual, and non-speculative as soon as practical after the incident or disaster, and update regularly thereafter.<br>❑ Prepare recorded messages on the University Emergency Information Line (334-2296) concerning the state of the campus.<br>❑ Where possible, establish phone lines for a Disaster Inquiry Center (DIC) to answer questions from the public; provide bilingual staff when available; publicize the DIC phone numbers.<br>❑ Coordinate media releases and statements with the EOC members before release.<br>❑ Determine the need for on-scene media briefings and designate a media-briefing center.<br>❑ When appropriate, contact City/County public relations to share information.<br>❑ Periodically prepare and disseminate a media release that addresses rumor control.<br>❑ Contact the Director, Student Housing responsible for shelters. Request the location(s) and preferred method of contact for Disaster Welfare Inquiry (DWI) and Locator Services. Prepare and disseminate a media release advising the public of this information. |

# EMERGENCY OPERATIONS GROUP
## RESPONSIBILITIES AND DUTY CHECKLISTS

| MEMBER RESPONSIBILITIES | DUTIES CHECKLIST |
|---|---|
| **Vice Provost, Undergraduate Studies**<br>Coordinate matters related to academic interface with EOC Operations. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Advise/assist the Provost to carry out his/her responsibilities and duties.<br>❑ Assess the monetary and class scheduling and staffing effects of a disaster on academic areas.<br>❑ If needed, coordinate the use of academic space in providing mass care facilities.<br>❑ Assist in determining security requirements from academic areas.<br>❑ Assist in dissemination of information related to the disaster to the academic community.<br>❑ Coordinate the use of foreign language interpreters if needed.<br>❑ In absence of the Provost, assume the emergency operation duties of the Provost. |
| **Associate Vice President, Finance and Administration**<br>Assess and advise on finance/legal issues. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Advise/Assist Vice President, Finance and Administration to carry out his/her responsibilities and duties.<br>❑ Develop a procurement system for goods and services; establish lines of credit.<br>❑ In absence of the Vice President, Finance and Administration, assume the emergency operation duties of the Vice President, Finance and Administration. |
| **Executive Director, University Housing**<br>Coordinate student assistance program through residential education program. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Advise/Assist Vice President, Student Affairs to carry out his/her responsibilities and duties.<br>❑ Poll other EOC staff to determine community or student volunteer needs and assist in their organization.<br>❑ Develop a public announcement for recruiting volunteers. The announcement should include skills needed, reporting location, etc. Ensure volunteers are registered to be covered by University insurance.<br>❑ Assist with student housing and food service and establish a student information program.<br>❑ Develop a plan to deal with large numbers of unsolicited volunteers.<br>❑ Assist with organizing student emergency housing and food services.<br>❑ In absence of the Vice President, Student Affairs, assume the emergency operation duties of the Vice President, Student Affairs<br>**STUDENT HOUSING**<br>❑ If you are part of the initial EOC team, determine if shelter operations need to be initiated.<br>❑ Alert the American Red Cross if their assistance in operations is needed immediately. If shelter operations are initiated or appear to be imminent, coordinate with the evacuation staff to determine boundaries of evacuation area(s), number of evacuees requiring food and shelter, number of evacuees with special needs (e.g., critically ill, persons with disabilities, non-English speaking).<br>❑ Based upon data received by following the previous steps, allocate shelter space and assign evacuees by area to facilities.<br>❑ Coordinate the information flow between shelter facilities and the EOC as required. If phone service is unavailable, coordinate with OIT and/or Security to place radios at shelters. Assign shelter/reception center teams. Request bilingual staff if needed.<br>**FOOD SERVICE DUTIES**<br>❑ Coordinate the provisions of food and emergency dining services for student residents.<br>❑ Where requested by EOC executives, coordinate feeding of University employees and volunteers.<br>❑ Coordinate food efforts and support to on campus mass-care facilities, necessary student activities, and the Ada City-County Emergency Management Agency.<br>❑ Project feeding supply capabilities and procure adequate food supplies via pre-arranged sources.<br>❑ Coordinate assessment of water needs and the provision of acceptable water as needed with the aid of Central Health District, Environmental Health & Safety, and Facilities Operations and Maintenance.<br>❑ Protect existing food supplies affected by the emergency and provide 24-hour coverage for adequate provision of services if needed. |
| **Executive Director, Human Resource Services**<br>Provide employee information and notification. Organize volunteers for operational use. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Poll other Emergency Policy/Operations Group executives to determine personnel needs.<br>❑ Provide employee information and notification. Organize volunteers for operational use.<br>❑ Maintain a tracking system for all events tied to payroll and timekeeping issues.<br>❑ Provide guidance to all EOC staff on acceptable procedures and documentation for timekeeping and payroll operations. Assist other University departments in implementation of these procedures as needed.<br>❑ Attempt to meet staffing needs by utilizing in-house resources. If this is not feasible:<br>1. Use volunteers and other disaster service workers.<br>2. If semi-skilled, skilled, or professional staff are required, contact local personnel agencies, state and federal agencies, or professional organizations.<br>❑ Designate and arrange for staffing of registration centers for disaster service workers. |

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| **Executive Director, University Health Services and Campus Recreation**<br>Organize and administer response actions for medical care for students, faculty and staff. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Establish and brief EOC members on location of emergency triage and medical treatment points using hospitals and community resources.<br>❑ Coordinate with Ada County 911 Dispatch Center for needed medical resources.<br>❑ Organize medical and health teams; survey disaster area for health hazards and sanitation.<br>❑ Establish priorities for medical personnel; inventory medical resources available and those needed.<br>❑ Establish contact with the Ada County Coroner to establish temporary morgue to deal with fatalities.<br>❑ Maintain proper medical records of patients.<br>❑ Coordinate with Central District Health if required to test water for contamination and potability.<br>❑ Obtain a bulk water container and sufficient potable water if required.<br>❑ Prepare to administer inoculations if warranted by threat of disease.<br>❑ Following the evacuation of an area, establish and operate emergency medical care centers or first aid stations to serve disaster workers/essential workers in the hazard area.<br>❑ Provide the Vice President, University Advancement and other EOC members with information on public health threats from the disaster event, i.e. radiation and contamination.<br>❑ If additional medical personnel are required, coordinate with the Executive Director, Human Resources<br>❑ Consult the Central District Health Department to identify sources of supply to augment and/or satisfy expanded medical needs during emergency operations.<br>❑ In conjunction with EMS, provide transportation and care of individuals from the disaster site to medical facilities and establish a patient tracking system. |
| **Executive Director, Office of Information Technology**<br>Conduct communications and computer network damage assessments. Establish and manage emergency telephone services and IT systems using available resources. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Poll Emergency Policy/Operations Group executives to determine emergency information technology, computer network, and telephone services needs.<br>❑ Determine the status of University computer and telephone systems.<br>❑ Initiate repairs, procure equipment and personnel to effect repairs.<br>❑ Implement disaster recovery plan for all IT systems activating contracts with external organizations for alternate work sites as needed. |
| **Director, Facilities Operations and Maintenance**<br>Provide field support for the surveying and provision of communications, utilities, heavy equipment (rescue, cleanup), transportation, and other facilities needs. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Poll field units and obtain necessary technical assistance to determine structural integrity of any damaged University facilities; location of damaged gas and water mains, waste water lines, and downed power lines; determine anticipated time of restoration of service.<br>❑ Poll other staff and utility companies to determine status of gas, electric, water, wastewater, cable television and telephone service; University heat plant;<br>❑ Determine status of all University vehicles; take an inventory of University fuel and number of additional staff needed to provide sufficient vehicle operators. Assist in coordination of evacuation operations, particularly in detour route selection, marking, and debris removal.<br>❑ Poll EOC staff to determine facilities and transportation requirements and needs. Prioritize/allocate limited resources to those involved in:<br>o Lifesaving<br>o Medical/public health activities<br>o Law enforcement<br>o Property protection and salvage |
| **Assistant Director, Communications and Marketing**<br>Formulate and release emergency information to the news media, public, and other appropriate agencies as approved by the President or designee. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Check in at the Emergency Operations Center or establish communication with the EOC executive members and obtain briefing.<br>❑ Activate, organize and brief information staff as necessary.<br>❑ Set up an area designated only for news media and control their activity in this area.<br>❑ Contact news media personnel.<br>❑ Assemble and prepare information for the Emergency Broadcasting System (EBS); this would include press release messages and instructions. Prepare information and releases for the campus community.<br>❑ Establish liaison with local, county and state agencies for uniformity of all messages to the media and public.<br>❑ Obtain approval from the BSU President via the Vice President, University Advancement for release of all messages to the media and/or public.<br>❑ Prepare post-incident releases and/or summary information for use by the news media.<br>❑ Maintain a hard copy of all press release messages.<br>❑ Maintain an office where Public Information Officer (PIO) activities will be logged, times of operation maintained, significant event information recorded, and equipment or supplies purchased.<br>❑ When requested, secure operations and forward all necessary messages, reports and logs to the Emergency Operations Center executives. |

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| **Manager, Risk Management and Insurance**<br>Provision of loss analysis, assessment and administration of all the University's insurance and worker compensation issues during and after the emergency. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Coordinate contact with insurance carriers in response to BSU individuals claiming injury/illness as a result of the emergency incident.<br>❑ Establish an account with the Business Office to provide an efficient method for reporting and accounting for all equipment, supplies, employees and volunteers, or other expenditures associated with the disaster.<br>❑ Keep University Counsel advised of all tort claims filed and/or serious worker's compensation claims relative to any disaster. |
| **Environmental Health Officer**<br>Evaluate, measure, re-commend control of hazardous substances, infectious agents, and radioactive sources. Provide sampling and analytical services. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Conduct environmental health and safety surveys throughout the emergency.<br>❑ Determine whether any hazardous material situations are affected or caused by the emergency at hand and procure necessary resources needed to contain and manage any hazardous material situation.<br>❑ Assist emergency personnel in the evacuation and decontamination of individuals and facilities.<br>❑ Maintain records of hazardous waste sites and coordinate the disposal of hazardous waste.<br>❑ Determine releases of radiation and recommend action to minimize radioactive contamination.<br>❑ Coordinate with Facilities Operations and Maintenance for the acquisition of temporary toilet facilities and supplies.<br>❑ Establish contact with State DEQ and City environmental agencies and coordinate emergency response efforts with the Ada City-County Emergency Management Agency.<br>❑ Provide inspections of food operations and the sampling of water supplies in conjunction with Food Services and the Central Health District when necessary; recommend safe sources of drinking water.<br>❑ Recommend proper safety equipment and safe work practices to on-site employees and volunteers.<br>NOTE: Staff of this office will not enter an actual site when appropriate personal protective gear is not available and/or when proper training has not been provided to ensure the immediate safety and long term health of the individual. |
| **Occupational Health and Safety Officer**<br>Evaluate, measure, recommend control of hazardous substances, infectious agents, and radioactive sources. Provide sampling and analytical services. | ❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.<br>❑ Conduct occupational health and safety surveys throughout the emergency as requested by the Incident Scene Commander or EOC executives.<br>❑ Assist emergency personnel in the evacuation and decontamination of individuals and facilities.<br>❑ Assist in determining whether buildings need to be evacuated and when they can be re-occupied.<br>❑ Recommend proper safety equipment and safe work practices to on-site employees and volunteers.<br>NOTE: Staff of this office will not enter an actual site when appropriate personal protective gear is not available and/or when proper training has not been provided to ensure the immediate safety and long term health of the individual. |

# APPENDIX C

## INCIDENT SCENE COMMANDER

## RESPONSIBILITIES AND DUTY CHECKLIST

The Incident Scene Commander (ISC) is designated to be in charge of all emergency incident operations at Boise State University and is thus empowered to direct the response of University field supervisors and personnel and coordinate with all outside local, state or federal emergency response and law enforcement agencies responding to campus emergencies. The incident scene commander for BSU is the Director of Emergency Management.

### DUTY CHECKLIST

- Provide security for protection of the Emergency Operations Center (EOC) and its staff.
- Determine the need to evacuate affected or threatened areas. Make certain that this action is coordinated with appropriate personnel and agencies. With regard to evacuation operations:
  - If BSU resources appear to be insufficient to support shelter operations, seek Policy Group advice whether to request assistance of American Red Cross; Idaho Bureau of Homeland Security(Disaster Services).
  - Ensure that persons with special needs such as the hearing impaired, blind, or non-English speaking are made aware of the evacuation order, assembly points, and transportation modes.
- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.
- Have staff conduct a situation analysis to determine the nature, scope, and severity of the incident(s) and issue decisions regarding requests for mutual aid and evacuation taking into considering the following:
  - Nature of the emergency(s) and multiple incidents
  - Areas of the campus affected or threatened
  - Containment potential
  - Number of fatalities and injuries and damage assessment to BSU facilities
  - Determine the need to issue public warnings.
- Poll law enforcement/security field units and substation to determine:
  - Initial observations and intelligence relative to the scope and nature of the emergency.
  - Location and response capability of law enforcement resources.
  - Number and location of uncommitted units.
- If curfew is to be imposed, review circumstances and legal powers with University Counsel, prepare instructions and curfew order, submit to Policy Group for approval, and issue instructions to all law enforcement personnel campus-wide. Coordinate release of curfew order with Vice President, University Advancement and University Counsel.
- Determine security needs for mass care facilities; maintain order, crowd control, public warning measures.
- Assign staff to assist the civil emergency response forces in urban search and rescue operations as requested; poll field forces to determine if they are in threatened areas.
- Provide security and anti-looting patrols for inundation/evacuation areas.
- Arrange/assign assembly points for people using public transportation, including availability of disabled access vehicles
- In the event of a hazardous chemical/biological/radiological incident, coordinate or receive direction from campus or community health/safety responders to set up perimeter/access/traffic control.
- Coordinate evacuation notification of impacted residents with city/county/state/federal law enforcement using their field resources and public address systems.
- If evacuations are ordered:
  - Coordinate University security and parking services with outside governmental law enforcement personnel for traffic control and security for the evacuated area and shelters,
  - Develop security plans for re-entry after the event.
  - Assign personnel to patrol vacated areas and provide perimeter and traffic control as necessary using equipment from Campus Parking Services or borrow from Boise City/Ada County resources.
  - Coordinate or direct the Public Information Officer to provide information on evacuation routes/shelter sites to the public through the media. Notification should include the following information:
    - Why the public must evacuate:
    - Whether the evacuation is mandatory or voluntary;
    - Evacuation routes, including road conditions;
    - What to do if a vehicle breaks down;
    - Location of shelter sites.

# APPENDIX D

## MANAGER, EMERGENCY OPERATIONS CENTER

## RESPONSIBILITIES AND DUTY CHECKLIST

The Manager, Emergency Operations Center (EOC) is designated to supervise and coordinate the functions of the EOC, ensure its availability and suitability at all times, and shall serve as the primary liaison between the Operations and Policy Groups to relay emergency status information to each group member. The manager of the emergency operations center is the Executive Director of Security and Police.

### DUTY CHECKLIST

When the President or designee has declared a state of emergency at the University, activate the Emergency Operations Center (EOC); notify each policy and operations group member of the situation and where to immediately convene.

Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.

Provide for 24-hour staffing (12-hour shifts) for the Emergency Operations Center.

Once EOC staff has been assembled, conduct an initial EOC staff meeting, situation briefing, and EOC orientation.

Notify Ada City-County Emergency Management and the Idaho Bureau of Homeland Security (Disaster Services) of the situation and that the University's EOC is activated. Alert the following as warranted by the situation:

BSU Radio; Fire & Law Enforcement through 911 dispatch; American Red Cross; local hospitals; Idaho Power; Intermountain Gas; United Water; local telecommunication companies, and the National Weather Service.

Set up status boards and maps; post critical information regularly; conduct periodic staff meetings and situation briefings throughout the emergency.

Instruct staff to periodically poll field units and report findings to the EOC staff as required.

Coordinate feeding and housing arrangements for EOC staffers if event will be long term.

Collect information from the Operations Group. Where required or requested, communicate the Operations Group actions and recommendations to prepare briefings for the Policy Group.

# APPENDIX E

## IMMEDIATE EMERGENCY RESPONSE INSTRUCTIONS AND SPECIFIC HAZARD INFORMATION

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

Employees are expected to know this emergency action information and to retain the University Emergency Response Plan in every office on campus for ready reference. Copies and revisions may be printed from the University Security website http://finad.boisestate.edu/security.

Each University building or facility shall have an appointed Building Coordinator and alternate/assistant as set forth in BSU Administrative Policy 6815-C. Unless instructed otherwise by officials, when a building alarm sounds or an evacuation is ordered, designated Building Coordinators and/or alternates and assistants shall direct and ensure, to the extent practical, that a safe evacuation proceeds until campus and community emergency personnel arrive.

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# APPENDIX E

## IMMEDIATE EMERGENCY RESPONSE INSTRUCTIONS AND SPECIFIC HAZARD INFORMATION

### E-1. GENERAL INSTRUCTIONS FOR ALL EMERGENCY SITUATIONS:

**GET OUT OF IMMEDIATE DANGER AND THEN REPORT THE SITUATION BY DIALING 911 FROM ANY TELEPHONE.**

**Identify yourself, your location, the location and type of incident and if an evacuation is underway. Answer any questions and do not hang up the phone until the operator is finished.**

**IMPORTANT PHONE NUMBERS:**

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| **University Emergency Information Line (recorded message):** | **(208) 334-2296** |
| **University Security/Boise Police Department (non-emergency):** | **(208) 426-1453** |

### E-2. SPECIFIC BUILDING EVACUATION PROCEDURES:

**A. WHEN ORDERED TO EVACUATE OR WHEN ALARMS ARE ACTIVATED, ALWAYS LEAVE IMMEDIATELY.**

- Unless ordered otherwise by officials, designated Building Coordinators and/or alternates and assistants (identified with red armbands) shall direct and ensure, to the extent practical, that a safe personnel evacuation is conducted. Treat all alarms as warning of an actual emergency situation.
- All department heads, faculty, managers and supervisors must help direct employees, students, visitors and each other to obey evacuation instructions of emergency response personnel and/or the Building Coordinators.
- Building Coordinators and/or alternates and assistants shall notify emergency personnel immediately upon their arrival at the scene concerning the status of the evacuation, the exact location of any injured or trapped persons, those waiting in designated Areas for Evacuation Assistance, any others who may be anywhere in the building, and any other relevant information on the emergency situation.

**B. EXIT QUICKLY AND CALMLY USING NEAREST EMERGENCY ESCAPE ROUTES AND MARKED EXITS AND PROCEED TO SAFE ASSEMBLY LOCATIONS. DO NOT USE ELEVATORS.**

Do not attempt to use elevators during an emergency. Elevators are called to the first floor when the fire alarm system is activated. Use only stairways in an evacuation.

Use clear, safe escape routes and exits and proceed to the nearest outside Safe Assembly Location shown on this building's posted evacuation map, or to a location ordered by emergency response personnel. Do not return to an evacuated building until directed by University officials.

If possible, take your coat and keys but do not take time to go to lockers or offices for personal possessions.

Where applicable and if possible and safe, turn off laboratory gases, exhaust fans, and close doors/windows as you exit.

**C. ASSIST PERSONS REQUIRING EVACUATION ASSISTANCE TO GET TO DESIGNATED AREAS FOR EVACUATION ASSISTANCE. BE ALERT FOR TRAPPED, INJURED, OR OTHER PERSONS NEEDING ASSISTANCE.**

Transporting of individuals requiring evacuation assistance up or down stairwells shall be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist, relocation of these individuals shall be limited to the designated Areas for Evacuation Assistance.

Notify emergency personnel immediately upon their arrival of the exact location of any injured or trapped persons, those waiting in designated Areas for Evacuation Assistance, and any others who may be anywhere in the building.

## E-3. FIRE AND SMOKE CONDITIONS: ALERT PERSONNEL IN IMMEDIATE VICINITY AND EVACUATE.

- Unless a fire is small and easily extinguished, alert others, activate a fire alarm and evacuate the building. Dial 9-1-1 from any phone to reach the fire department. If possible, close doors on your way out to prevent spread of smoke or vapors into adjoining rooms and corridors. Never enter a smoke-filled room. Feel all doors for heat and do not open a door that is hot to the touch. When heavy smoke is present, stay close to the floor.
- 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.

## E-4. HAZARDOUS MATERIALS INCIDENTS: ALERT PERSONNEL IN IMMEDIATE VICINITY AND EVACUATE.

- If highly toxic, radioactive, or a large amount of chemical material is involved, leave the area quickly, alert other personnel in the vicinity and initiate an evacuation of the building. Call **911** and the Environmental Health and Safety Office at **426-3303 or 3999** for help. Advise emergency response personnel concerning any person's inhalation, skin, eye, mouth, or ingestion exposure to any hazardous substance using product labeling, Material Safety Data Sheets (MSDS), or other available information.
- If a spill involves a small amount of chemical material, and if possible without endangering yourself or other personnel, confine the spill keeping yourself between the chemical and an exit to avoid being trapped. If the spill is inside a fume hood, lower the sash. For flammable liquid spills, shut off all potential ignition sources and do not turn on switches or unplug any electrical equipment.

## E-5. NATURAL GAS LEAKS AND PIPELINE BREAKS

NOTE: Flammable fuel gases (e.g., methane and propane) are naturally odorless, colorless and tasteless; therefore, suppliers add to these gases a very distinct, foul-smelling chemicals such as methyl mercaptan. This rotten cabbage or sulfur-type odor allows a person to detect even small concentrations of combustible gas in the air and take the appropriate life safety and fire/explosion prevention precautions.

INCIDENT PRIORITY: The first responsible person discovering a natural gas leak or pipeline break incident should assess the immediate threat to human life in case of fire or explosion, and if necessary, initiate evacuation(s) of the surrounding area and buildings.

**Move UPWIND from the leak incident or into an area where you cannot smell the gas, and then call 911 for emergency assistance.**

**DO NOT USE cellular phones, radios, pagers, flashlights, or other devices capable of producing static electricity, sparks, electric arcs, or open flame in the immediate vicinity of leaking flammable gas, or where concentrations are not known.**

**Only sealed, intrinsically-safe devices shall be used in an area where flammable gases or liquids are leaking.**

During the evacuation of any facility or area affected by unknown concentrations of leaking natural gas, DO NOT turn on/off lights, electrical equipment, elevators, or any device that could cause sparks, static electricity or a flame, including a facility's fire alarm system. DO NOT activate a fire or evacuation alarm system unless knowledgeable persons preferably using a properly operating and calibrated Combustible Gas Instrument have determined that combustible or explosive conditions do not exist anywhere in the building or facility.

If persons requiring evacuation assistance cannot be removed safely out of a building or area, help them to the nearest stairwell away from the gas leak and immediately notify emergency responders of their location.

**Move people away at least 200 feet from the gas leak OR to a location determined by the Incident Scene Commander or other emergency personnel knowledgeable in natural gas line emergencies and preferably equipped with properly operating and calibrated Combustible Gas Instruments.**

Keep all persons out of the hazardous area; emergency personnel should cordon off a safe perimeter zone with warning tape or other feasible means. In general, all persons including emergency responders assessing the leak situation should stay 200 feet away from a pipeline leak unless specifically directed as mentioned above.

Do not attempt to repair natural gas line breaks yourself. Only trained knowledgeable employees of the gas supply company, or trained emergency responders shall perform repairs on broken gas lines.

Do not return to an evacuated building involved in a natural gas leak incident unless directed by gas company employees, emergency responders, or other knowledgeable persons who have measured the inside air with properly operating and calibrated Combustible Gas Instruments.

## E-6. FLOODS

Although the climate in Ada County may be described as semi-arid (dry and temperate), serious flooding could occur as a result of heavy rainfall, snow or ice melt, ice jams, earthquake, land movement, dam failure, or releases from Lucky Peak Dam into the Boise River. Pool or low velocity flooding occurs almost annually and currently there is no county-wide agency responsible for managing drainage. Response to a major flooding incident will require a high degree of local and state or federal interagency cooperation, communication and mutual aid between agencies, municipalities, business, and counties would be required to cope with the situation.

In the event of a flood, use the following procedures unless specifically ordered otherwise by professional emergency responders:

Individuals should exit the flooded area as quickly as possible. Call community emergency dispatch at 911 and provide your name, the flood problem, current conditions, and location. Do not hang up the phone until instructed to do so. Assist authorities on the scene with information as needed.

When required and ordered by the President or designee, other University employees and students may be released as conditions warrant.

Avoid standing in flood waters due to the threat of electrocution. One of the greatest hazards to personnel will be electrical grounding of equipment and power lines. Explosions could occur from extinguished gas flames or weakened boilers.

Do not return to any building until professional emergency responders declare that the area is safe.

## E-7. EARTHQUAKES: TAKE COVER, HOLD YOUR POSITION UNTIL THE SHAKING STOPS.

Do not rush outside. Move away from windows and outside walls. Get under sturdy furniture or surface and hold on; if it moves, move with it. If nothing is available, seek cover against an interior wall and protect your head with your arms. Do not attempt to restrain falling objects unless they endanger your life.

When the shaking stops, move cautiously and observe your surroundings for hazardous situations. Stay away from windows, tall furniture, and other objects that could fall. If outdoors, remain there and move into the open away from overhangs, power lines, trees, and all large or tall structures.

Do not use building elevators until officials have assured you that they are safe. If you detect natural gas or any foreign odors, do not use matches or candles. Leave the building immediately and report to University or community emergency personnel.

Do not use landline or mobile telephones except for genuine emergency calls. Expect a long delay for emergency assistance after a serious quake.

**Additional earthquake information:** As with many emergencies, earthquakes strike with no warning. They can vary greatly, lasting from a few seconds to a minute or more, and can range

from minor tremors, to a powerful and destructive shifting of the earth which can result in structural and physical damage. The response to earthquakes will vary depending on the magnitude and resulting damage. An immediate evacuation may be necessary, or no evacuation at all. The President or his designee will make this decision. The following response procedure should be utilized:

1. Immediately upon commencement of an earthquake, the President/designee should assess the situation and respond accordingly. If major damage occurs, the President may declare a total evacuation of the Campus to begin immediately using the procedures outlined in this manual.
2. The Policy Group should request an inspection of the campus to assess any possible damage. All information should be relayed to the President as soon as possible.
3. All employees, students, visitors etc., must be encouraged to remain calm.
4. The President/designee should request the Vice President of University Advancement to make an announcement to all by any means possible (telephone, radio, e-mail, emergency alert systems, etc.) stating that we have experienced an earthquake, and for everyone to remain calm, and that updates should be forthcoming.

## E-8. TORNADOES

Tornadoes are violent, local storms with whirling winds that can reach 200-400 miles per hour. The width of a tornado path ranges generally from 200 yards to one mile. The south central, southeastern, and mid-western parts of the United States are particularly susceptible to conditions favoring tornadoes. A tornado may travel "on the ground" from a few hundred yards to fifty miles at speeds of 30 to 75 miles per hour making it nearly impossible to outrun; therefore, one should seek shelter whenever a tornado warning is indicated.

If in a building, one should move away from outside rooms and go to a center hallway. An interior area at the bottom level of the building is preferable. One should avoid auditoriums or gymnasiums or other areas with wide, free span roofs. If caught outside, and there is no time to reach an inside shelter, lie flat in the nearest ditch, ravine, or culvert with hands and arms shielding one's head. Be sure to leave the ditch, ravine, or culvert immediately after the tornado has passed to avoid the possibility of flash flooding. If in an automobile, follow the same rules as outlined above.

The National Weather Service issues severe weather warnings using the following terms:

A tornado watch means that tornadoes could develop in the designated area.

A tornado warning means that a tornado has actually been sighted in the area or is indicated by radar.

A severe thunderstorm watch indicates the possibility of thunderstorms, frequent lightning and/or damaging winds, hail, and heavy rain.

A severe thunderstorm warning means that a severe thunderstorm has actually been sighted in the area or is indicated by radar.

## E-9. CIVIL DISTURBANCES OR DEMONSTRATIONS

In accordance with Administrative Policy 6615-d, Boise State University seeks to ensure that it remains a forum for the broadest expression of views not in conflict with the normal uses of the campus, the rights of others, and the limitations of lawful conduct. More specifically, any free expression activity on campus properties such as demonstrations, marches, meetings, picketing and rallies, must comply with the following:

a. They may not be conducted in a manner constituting a violation of federal, state or local law.

b. They may not be conducted in a manner or at a place or time that unreasonably interferes with the educational, research, service, and other legitimate functions of the University.

c. They may not be conducted in a manner that violates rules, regulations, and/or policies of the University and/or the State Board of Education, including, but not limited to, regulations set out below, or other regulations that may be developed by the University.

d. They may not be conducted in a manner that violates applicable fire and safety regulations.

If any of the above conditions are violated, the Executive Director, Security and Police should be notified and will be responsible for contacting and informing the President and Vice President for Student Affairs and other

University administration as necessary. Depending upon the nature of the demonstration, the appropriate guidelines listed below should be followed:

**PEACEFUL, NON-DISRUPTIVE DEMONSTRATIONS**

a. Demonstrations of this kind should not be obstructed or provoked. Efforts should be made to conduct University business as normally as possible.

b. If demonstrators are asked to leave by regular closing time and refuse, the Vice President for Student Affairs and Executive Director, Security and Police should monitor the situation and determine if such refusal constitutes a disruptive activity (see next section).

**NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS**

a. In the event that a demonstration or other free expression activity violates one or more of the conditions stated above for lawful assembly, the Vice President, Student Affairs, after consultation with the President and Executive Director, Security and Police, should determine the manner in which demonstrators will be ordered to terminate their disruptive activity. The Vice President, Student Affairs should consider having a photographer, key University personnel and applicable student leaders available when such notice is given; consideration should also be given for the need to be accompanied by the Executive Director, Security and Police and/or civil authorities during any confrontation.

b. Demonstrators who persist in the disruptive activity should be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion, or possible intervention by civil authorities.

c. If the Vice President, Student Affairs determines that seeking an injunction is necessary and requests the intervention of civil authorities, efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs if deemed advisable. Upon arrival of the Boise Police, the remaining demonstrators should be warned of the intention of their arrest.

**VIOLENT, DISRUPTIVE DEMONSTRATIONS**

a. In the event that a violent demonstration where injury to persons or damage to property appears imminent, the Boise Police Department should be contacted for immediate assistance and the University's executive Emergency Policy Group should convene. The Executive Director, Security and Police should provide and ensure continuous radio communication between the executive Emergency Policy Group and community police services during the entire disturbance.

b. If available and safe to do so, the Vice President, Student Affairs should consider arranging for a photographer to videotape the demonstration to facilitate later testimony.

c. If you are present in the building during a violent demonstration:

MOVE AWAY FROM ALL WINDOWS AND CLOSE BLINDS IF POSSIBLE.

DO NOT OPEN DOORS OR ATTEMPT TO LEAVE THE BUILDING WITHOUT CONSULTING THE POLICE. It may not be advisable to leave at that time.

IF DEMONSTRATORS GAIN ENTRY INTO THE BUILDING, AVOID PROVOKING OR OBSTRUCTING THEM IN ANY WAY. Lock yourself in an office if possible until the police can assist you in leaving the building safely.

## E-10. MEDICAL EMERGENCIES

In the event of a serious medical emergency (e.g., heart attack, loss of consciousness, extreme pain, other serious bodily injury), **DIAL 911** from any telephone. Give the building name and address, office and floor number, type of apparent injury.

Alert the Building Coordinator and appropriate supervisory personnel. Have someone go to the elevator lobby of your floor to guide the responding unit to your location. Remain calm and at the scene. The person reporting the emergency will probably have the most important information to give the aid unit.

## E-11. WORK-RELATED INJURY OR ILLNESS

Seek medical attention as required. (Primary Health is Boise State University's preferred medical provider). If you receive medical treatment for a work related injury, contact Risk Management at 426-3012, or 426-3636 to file your Worker's Compensation claim.
Report the injury or illness to your supervisor regardless of severity.
Call in and report the injury to the H-U-R-T line, 426-H-U-R-T (4878)
Complete appropriate documentation (a supervisor's accident/incident report at a minimum) and forward a copy to the Risk Management and Insurance Office.

## E-12. 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 and direct or non-specific and indirect.

**Immediate and direct threats of violence in the workplace include:**

- Person threatening to cause bodily harm or property damage.
- Person is in the act of causing bodily harm or property damage.
- Person displaying, showing, or waving a weapon: knife, gun, bomb, or any device that could be used as a weapon.
- Person stating that s/he has taken steps to commit suicide or harm others.
- Person threating to commit suicide.

**Response to Immediate Direct Threats of Violence**

Get out of immediate danger. **Call 911**
Alert your supervisor and/or Human Resources at 426-1616

**Non-specific threats of violence include:**

Person states that someone "should be" harmed or that damage "should be" done to a building, area, group of people, etc.
Person states the world would be better off without him/her.
Person talks about how use of a weapon would solve problems.
Person talks about intent to harm another or is focused on injustices, betrayal, unjust treatment, etc.
Person is preoccupied with thoughts of death of self or others, can't focus on work, is despondent and s/he is drinking or using drugs to cope.

**Response to Non-Specific Threats of Violence**

Alert your supervisor. Do not hesitate to report a non-specific threat just because there has been no immediate threat of harm to person or property.
Do not try to diagnose or "fix" the person's problems.
Do not set yourself up as an authority regarding the person's problems.
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.

## E-13. ELECTRICAL POWER SHORTAGES AND OUTAGES

Due to potential power shortages and other factors, Idaho Power Company may at any time request that the University take immediate and effective energy conservation measures (power load shedding). In addition, notice may be received at any time that planned rotating power outages at the University will be conducted for a given period of time. Although seasonal peak electricity usage can vary significantly, August-September and December-January are reportedly the greatest risk periods for planned outage potential.

To prepare the University for the possibility of power shortages or actual un-scheduled campus-wide power outage situations, the Emergency Policy Group has approved the following emergency action and communication procedures in response to electrical outage situations:

**Situation 1: Notification requesting that immediate energy conservation (power Load Shedding) measures should be implemented.**

If Idaho Power Company's available capacity falls below six percent (6%) or reserves are being used, the company will notify the University of the situation through the Campus Police Office or through other University officials who may request that immediate power load shedding measures be taken. When this notification is received, the following sequence of steps shall be carried out:

1. The Campus Police Office dispatcher or other University officials receiving the request shall immediately notify the Executive Director, Security and Police or alternate and relay all information given by Idaho Power.

2. The Executive Director, Security and Police or alternate shall immediately contact the members of the Emergency Policy Group and inform them of all information received from Idaho Power.

3. Upon approval from the Emergency Policy Group, the Associate Vice President, Campus Planning and Facilities or designee(s) shall immediately invoke the implementation of the Facilities Operations and Maintenance Power Shedding Plan and initiate other energy conservation measures as deemed appropriate.

4. The Director, Communications and Marketing or alternate shall carry out subsequent faculty, staff and student notification tasks including but not limited to mass electronic and telephone voice mail messages to alert the campus community as deemed appropriate.

5. Unless specifically directed otherwise by the President or designee(s), all University classes, offices, administrative and computer network systems shall carry on as a normal business day.

**Situation 2: Notification that a single scheduled outage or series of rotating outages will occur.**

If Idaho Power's available capacity falls below three percent (3%), the company will notify the University through the Campus Police Office or other University officials that a scheduled single outage or series of rotating outages will begin at a certain time and will last for a certain length of time. When this notification is received, the following steps shall be carried out:

Follow steps 1-4 listed above.

5. If the planned outage will be **less than one (1) hour**, all University classes, offices, administrative and computer network systems shall carry on unless specifically directed otherwise by the President or designee(s).

6. If the planned outage will be **greater than one (1) hour**, the President or designee(s) shall determine if and when to call for the cancellation of classes, evacuation of buildings, and an orderly shut-down of administrative and computer network systems at a time deemed appropriate given the information at hand.

7. If directed to evacuate buildings, designated Building Coordinators and/or alternates and floor monitors shall ensure, to the extent practical, that a safe evacuation proceeds paying special attention to the following points:
   a. Shut off switches to as many electrical items as possible before leaving including lights, appliances, room air conditioners, heaters, televisions, appliances, etc. This will assist Idaho Power to restore electricity when the system comes back on-line.
   b. Use clear safe escape routes and exits and proceed to the nearest outside Safe Assembly Location shown on the building's posted evacuation map, or to a location ordered by University officials or emergency response personnel.
   c. Assist persons requiring evacuation assistance to get to designated Areas for Evacuation Assistance. Unless imminent life-threatening conditions exist, or otherwise directed by University officials, transporting of these individuals up or down stairwells shall be avoided and will be carried out by trained or emergency personnel only.

d. Do not return to an evacuated building until directed by University officials. Department Heads and designated Building Coordinators shall await further instructions via available methods of communication. If the outage occurs at the end of the work day, directions may be received that personnel may leave the University.

**Situation 3: Unscheduled sudden and widespread power outage occurs.**

1. The Director, Emergency Management and/or Facilities Energy Engineer and/or their alternate(s) shall contact Idaho Power to gather any available outage information and best estimates of when service may be restored, and then immediately relay the information to the Manager, Emergency Operations Center (EOC). The Manager, EOC or designee(s) will in turn inform the President and other members of the Emergency Policy Group of the situation.

2. If it is determined that the outage will last for an indefinite or prolonged period, the President or designee(s) shall determine if and when to call for the cancellation of classes, evacuation of buildings, and orderly shut-down of administrative and computer network systems at a time deemed appropriate given the information at hand.

3. If directed to evacuate buildings, designated Building Coordinators and alternates/floor monitors shall ensure, to the extent practical, that a safe evacuation is conducted paying special attention to the following points:
   a. Shut off switches to as many electrical items as possible before leaving including lights, appliances, room air conditioners, heaters, televisions, appliances, etc. This will assist Idaho Power to restore electricity when the system comes back on-line. Secure any hazardous materials or processes.
   b. Use clear safe escape routes and exits and proceed to the nearest outside Safe Assembly Location shown on the building's posted evacuation map, or to a location ordered by University officials or emergency response personnel.
   c. Help persons in darkened work areas move to safety, and where applicable, assist other persons requiring evacuation assistance to get to designated Areas for Evacuation Assistance. Unless imminent life-threatening conditions exist, or otherwise directed by University officials, transporting of these individuals up or down stairwells shall be avoided and will be carried out by trained or emergency personnel only.
   d. Do not return to an evacuated building until directed by University officials. Department Heads and designated Building Coordinators shall await further instructions via available communication methods. If the outage occurs at the end of the work day, directions may be received that personnel may leave the University.

## E-14. ACTS OF TERRORISM AND THE USE OF WEAPONS OF MASS DESTRUCTION

**Introductory Note**: State and local emergency response governments and agencies have the primary role for planning for and managing the consequences of a terrorist incident in Idaho and Ada County using available resources in the critical hours before Federal assistance can arrive. Boise State University would rely heavily upon these governmental resources in dealing with any threat or actual act of terrorism or use of weapons of mass destruction (WMD). In particular, any reported terrorism act or use of WMD on campus would immediately trigger the implementation of the Ada County Terrorism Contingency Plan developed by the Ada City-County Emergency Management Agency. Nonetheless, the information presented below is provided to help Campus officials and departments recognize and plan for this unique set of extraordinary hazards, and to help University officials make logical determinations of appropriate first response actions.

### a. BOMB THREATS

1. Any person receiving a threat should remain calm and attempt to obtain as much information as possible from the bomb threat caller using the checklist shown below.
2. Do not sound the evacuation alarm or EVACUATE the building or facility unless directed by University officials**. DIAL 911 from any telephone**. Give your name, location, and telephone number. Inform them of the situation including information you may have as to the location of the threat, time of the threat, time you received the call, and any other information from the checklist shown below. **Answer any questions and do not hang up the phone until the**

**operator is finished.** Emergency and University officials should assess the threat to determine appropriate action.

3. If you see any unusual or suspicious item(s), report it to emergency response personnel. Under no circumstances should you touch, tamper with or move suspicious objects, or confront persons acting suspicious.

## BOMB THREAT CHECKLIST

### 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 and your name? _____
9. Exact language of the threat: _____

### Description of Person on the phone:

Man_____ Woman_____ Teen_____ Child_____ Age_____ Length of call: _____

### Description of 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 ____
Nasal_____ Deep_____ Slow____Nasal_____ Whispered ____ Intoxicated_____
Laughing_____ Crying _____ Ragged ____ Rapid excitement_____

### Backgroud Sounds:

_____Street ____Factory machines____ Animal noises ____Voices ____Clear _____Static
____PA System _____Music _____Local _____Long Distance _____Motor _____Booth
____House Noise _____Office machinery _____Other: _____

### Threat Language:

___Well-spoken ___Incoherent ___Foul ___Taped __Irrational ____Pre-prepared message

### Other Notes:

## b. SUSPICIOUS MAIL HANDLING PROCEDURES

The University recommends the following steps if items are found to contain a written threat of chemical or biological material, and what to do if mail were opened that contained some form of powder or unidentified material:

**General precautions/information** for those who handle large volumes of mail:

Wash your hands with warm soap and water before and after handling the mail.

Do not eat, drink, or smoke around mail.

If you have open cuts or skin lesions on your hands, disposable gloves may be appropriate.

Face masks, eye protection or gowns for mail handlers are NOT currently being recommended by public health officials or agencies.

**What constitutes a suspicious letter or package?** Some typical characteristics or indicators which may trigger suspicion include letters or packages that:

- have any powdery substance inside or outside;
- are addressed to someone no longer with your organization or are otherwise outdated and very unexpected;
- have no return address or have one that can't be verified as legitimate;
- are of unusual weight, given their size, or are lopsided or oddly shaped;
- have an unusual amount of tape on them;
- are unexpectedly marked with restrictive endorsements such as "Personal" or "Confidential";
- have strange odors or stains;
- show a city or state in the postmark that doesn't match the return address.

**If a letter or package is received with these indicators listed above or contains a written threat of a biological or chemical material:**

Do not panic. Do not shake or empty the envelope or package, and do not merely discard it. Place it in a plastic bag.

Close the room door or section-off the area so that no one disturbs the item. Leave the area. If possible, turn off any fans or heating, and ventilation and air conditioning systems.

Wash your hands with warm water and soap for one minute.

**Call 911 concerning what you received and what you have done with it. Emergency officials will coordinate responses from all appropriate agencies.**

Do not allow anyone who might have touched the envelope or package to leave unless specifically instructed by emergency responders.

When emergency responders arrive, they will provide further instructions on what to do.

## c. USE OF WEAPONS OF MASS DESTRUCTION –IMMEDIATE RESPONSE ACTIONS

In any emergency involving a terrorist act including but not limited to the use of a biological or chemical attack agent, call **911** immediately if doing so does not place you or persons around you in grave danger. The next best response for the general campus community in case of a terrorist attack is to be given information, awareness training and where necessary, specialized training. As a first response in this type of emergency situation, you may first be advised or ordered by local community or University officials to "**shelter in place**." This means to remain inside your building or office, protect yourself where you are and take the following steps:

Close and lock all windows and exterior doors.

Turn off all fans, heating and air conditioning systems.

If available, get your office disaster supplies kit and make sure the radio and/or television is on.

If possible, go to an interior room without windows that is above ground level.

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. Stay in place and listen to your radio or television until you are told all is safe, or you are told to evacuate.

## d. USE OF WEAPONS OF MASS DESTRUCTION – SPECIFIC HAZARD INFORMATION

1. **Nature of the Hazard.** WMD hazards may be chemical, biological, nuclear/radiological, and/or explosive.

   a. **Initial Warning.** While specific events may vary, the emergency response and the protocol followed should remain consistent. Even when an overt WMD incident has occurred, the person calling for emergency assistance may not identify the incident as a terrorist incident, but rather 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. Over time, it may become obvious or strongly suspected that an incident has been intentionally perpetrated to harm people, compromise campus safety and well-being, disrupt essential University services, or damage the campus environment.

   b. **Initial Detection/Scene Safety and Security.**

   As is the case in most common industrial hazardous-materials accidents, the first priority in the management of the incident involves ascertaining the identity and physical properties of the substance that has been released. It is only after the product identity can be ascertained that an effective outer perimeter can be established, neutralizations plans formulated, decontamination procedures entertained, emergency medical treatment plans made, and environmental preservation precautions taken.

   **Ada City-County Emergency Management Agency, State and local health departments, as well as local emergency first responders should be relied upon by the University to identify unusual symptoms, patterns of symptom occurrence, and any additional cases of symptoms as the effects spread throughout the campus community and beyond.** The detection of a terrorism incident involving covert biological agents (as well as some chemical agents) will most likely occur through the recognition of similar symptoms or syndromes by clinicians in hospital or clinical settings. Detection of biological agents could occur days or weeks after exposed individuals have left the site of the release. Instead, the "scene" will shift to public health facilities receiving unusual numbers of patients, the majority of whom will self-transport.

   When dealing with any potential terrorist attack, the first necessary task is to secure the area and ascertain the nature and severity of the threat. Particularly in the past few years, several instances have been reported when a secondary device has been targeted at emergency responders, or an armed secondary assault has been perpetrated by offenders in an attempt to harm or kill rescuers and disrupt emergency operations.

   In most cases, both a primary and secondary secured perimeter must be established. A thorough search of these perimeters must be 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.

   c. **Investigation and Containment of Hazards.** Local first responders should provide initial assessment or scene surveillance of a hazard caused by an act of WMD terrorism. The proper local, State, and Federal authorities capable of dealing with and containing the hazard should be alerted to a suspected WMD attack after State/local health departments recognize the occurrence of symptoms that are highly unusual or of an unknown cause. Consequently, State and local emergency responders must be able to assess the situation and request assistance as quickly as possible. A brief list Federal departments and agencies with counter-terrorism-specific roles is provided below:

2. **Hazard Agents**

a. **Chemical.** Chemical agents are intended to kill, seriously injure, or incapacitate people through physiological effects. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders—fire departments, police, hazardous materials (HazMat) teams, emergency medical services (EMS), and emergency room staff. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (e.g., munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. Such an attack might involve the release of a chemical warfare agent, such as a nerve or blister agent or an industrial chemical, which may have serious consequences. Some indicators of the possible use of chemical agents are listed in Table 1 shown below. Early in an investigation, it may not be obvious whether an outbreak was caused by an infectious agent or a hazardous chemical; however, most chemical attacks will be localized, and their effects will be evident within a few minutes. There are both persistent and nonpersistent chemical agents. Persistent agents remain in the affected area for hours, days, or weeks. Nonpersistent agents have high evaporation rates, are lighter than air, and disperse rapidly, thereby losing their ability to cause casualties after 10 to 15 minutes, although they may be more persistent in small, unventilated areas.

b. **Biological.** Recognition of a biological hazard can occur through several methods including identification of a credible threat, discovery of bioterrorism evidence (devices, agent, clandestine lab), diagnosis (identification of a disease caused by an agent identified as a possible bioterrorism agent), and detection (gathering and interpretation of public health surveillance data). When people are exposed to a pathogen such as anthrax or smallpox, they may not know that they have been exposed, and those who are infected, or subsequently become infected, may not feel sick for some time. This delay between exposure and onset of illness, or incubation period, is characteristic of infectious diseases. The incubation period may range from several hours to a few weeks depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, the initial response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community.

Terrorists could also employ a biological agent that would affect agricultural commodities over a large area (e.g., wheat rust or a virus affecting livestock), potentially devastating the local or even national economy. The response to agricultural bioterrorism should also be considered during the planning process. Responders should be familiar with the characteristics of the biological agents of greatest concern for use in a bioterrorism event. Unlike victims of exposure to chemical or radiological agents, victims of a biological agent attack may serve as carriers of the disease with the capability of infecting others (e.g., smallpox, plague). Some indicators of a biological attack are given in Table 1 below. .

c. **Nuclear/Radiological.** The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. In an explosion, the fact that radioactive material was involved may or may not be obvious depending upon the nature of the explosive device used. Unless confirmed by radiological detection equipment, the presence of a radiation hazard is difficult to ascertain. Although many detection devices exist, most are designed to detect specific types and levels of radiation and may not be appropriate for measuring or ruling out the presence of radiological hazards. Table 2 lists some indicators of a radiological release.

**Table 1. General Indicators of Possible Biological Agent Use**

| |
|---|
| Stated Threat to Release a Biological Agent |
| Unusual Occurrence of Dead or Dying Animals |
| Unusual Casualties<br>• Unusual illness for region/area<br>• Definite pattern inconsistent with natural disease |
| UNUSUAL LIQUID, SPRAY, OR VAPOR<br>• Spraying and suspicious devices or packages |

**Table 2. General Indicators of Possible Nuclear Weapon/Radiological Agent Use**

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

The scenarios constituting an intentional nuclear/radiological emergency include the following:

(1) 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 still be used.

(2) Use of a **Radiological Dispersal Device (RDD)** includes any explosive device utilized to spread radioactive material upon detonation. Any improvised explosive device could be used by placing it in close proximity to radioactive material.

(3) 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.

d. **Conventional Explosive Devices.** The easiest to obtain and use of all weapons is still a conventional explosive device, or improvised bomb, which may be used to cause massive local destruction or to disperse chemical, biological, or radiological agents. The components are readily available, as are detailed instructions to construct such a device. Improvised explosive devices are categorized as being explosive or incendiary, employing high or low filler explosive materials to explode and/or cause fires. Bombs and firebombs are cheap and easily constructed, involve low technology, and are the terrorist weapon most likely to be encountered. Large, powerful devices can be outfitted with timed or remotely triggered detonators and can be designed to be activated by light, pressure, movement, or radio transmission. The potential exists for single or multiple bombing incidents in single or multiple municipalities. 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. Secondary devices may be targeted against responders.

e. **Combined Hazards.** WMD agents can be combined to achieve a synergistic effect—greater in total effect than the sum of their individual effects. They may be combined to achieve both immediate and delayed consequences. Mixed infections or intoxications may occur, thereby complicating or delaying diagnosis. Casualties of multiple agents may exist; casualties may also suffer from multiple effects, such as trauma and burns from an explosion, which exacerbate the likelihood of agent contamination. Attacks may be planned and executed so as to take advantage of the reduced effectiveness of protective measures produced by employment of an initial WMD agent. Finally, the potential exists for multiple incidents in single or multiple municipalities.

**A. POTENTIAL TARGETS.** The Ada City-County Emergency Management Agency and the Bureau of Disaster Services will be relied upon to make a determination of the highest risk areas at Boise State University. However, obvious primary targets are likely to be the Stadium, Taco Bell Arena, Special Event Center, Student Union Building, and the Morrison Center due to the large numbers of people often occupying these facilities.

**B. SITUATION AND ASSUMPTIONS**

1. **Situation.** WMD situation planning by Ada County includes provisions for working with Federal crisis and consequence management agencies, and strives for smooth coordination with multiple agencies and officials from various jurisdictions regarding all aspects of the response.

2. **Assumptions.** Although situations may vary, planning assumptions remain the same.

   a. The first responder (e.g., campus official, local emergency or law enforcement personnel) or health and medical personnel will in most cases initially detect and evaluate the potential or actual incident, assess casualties (if any), and determine whether assistance is required. If so, City, County, and/or State support will be requested and provided. This assessment will be based on warning or notification of a WMD incident that may be received from law enforcement, emergency response agencies, or the public.
   b. The incident may require Federal support. To ensure that there is one overall Lead Federal Agency (LFA), the Federal Emergency Management Agency (FEMA) is authorized to support the Department of Justice (DOJ) (as delegated to the Federal Bureau of Investigation [FBI]) until the Attorney General transfers the overall LFA role to FEMA. (Source: FRP, Terrorism Incident Annex) In addition, FEMA is designated as the lead agency for consequence management within the United States and its territories. FEMA retains authority and responsibility to act as the lead agency for consequence management throughout the Federal response. In this capacity, FEMA will coordinate Federal assistance requested through State authorities using normal FRP mechanisms.
   c. Federal response will include experts in the identification, containment, and recovery of WMD (chemical, biological, or nuclear/radiological).
   d. Federal consequence management response will entail the involvement of FEMA, additional FRP departments and agencies, and the American Red Cross as required.

**C. EMERGENCY SERVICE DUTIES PERFORMED AT A CHEMICAL/BIOLOGICAL AGENT RELEASE INCIDENT**

The primary functions that Emergency Response personnel will perform at any toxic release may involve the following:

Incident "Size-up" and assessment; Scene Control/establishment of perimeter(s)
Product Identification/information gathering
Pre-entry examination and determination/donning of appropriate protective clothing & equipment
Establishment of a decontamination area
Entry planning/preparation of equipment
Entry into a contaminated area and rescue of victims (as needed)
Containment of spill/release
Neutralization of spill/release
Decontamination of victims/patients/rescuers
Triage of ill/injured
BLS Care; Hospital/expert consultation; ALS care/specific antidotes
Transport of patients to appropriate hospital
Post-Entry evaluation examination of rescuers/equipment
Complete stabilization of the release/collection of evidence
Delegation of final clean up to responsible party
Recordkeeping/after-action reporting; and analysis of actions/recommendations to action plan.

## E-15. PANDEMICS

Pandemics are very different from other types of disasters in that they are rarely localized to one specific location on a campus and generally do not impact physical facilities. Pandemics have a severe impact on human health and life, and from an operational standpoint this makes it difficult to provide educational services. The primary tool against a pandemic is planning, education and preparedness prior to a pandemic, and during a pandemic, use of proper hygiene and social distancing. Pandemics are usually spread through contact with other humans and animals. Universities are especially prone to pandemics due to the international nature of higher education which includes frequent foreign travel, and the open nature of university campuses. During a pandemic it is likely a large geographic area is being impacted, and as such, Federal and State resources will be very limited. This places an additional burden on the University to prepare. **Regardless of the University response plan for a pandemic, it is very likely that our plan will be impacted by decisions of other State, Local and Federal agencies, some examples are:**

1. Department of State initiates an immediate travel ban to countries with known pandemic cases impacting classes to be taught abroad or faculty research.
2. Department of State or Center for Disease Control does not permit incoming traffic and people from countries with known pandemic cases.
3. Idaho Central District Health Department initiates an order to ban all public meetings in excess of a certain number of participants, thus limiting our ability to hold classes, especially large lecture classes.
4. Idaho Governor initiates an executive order closing State offices, or banning large group meetings.
5. State agencies require use of large BSU facilities for treatment and staging centers.

Since a pandemic will impact each department on campus, preparation needs to be done by each department. For this effort, the University has developed the Department Business Continuity and Pandemic Planning Guide available on the web-site of Parking, Risk Management and Transportation. All departments are encouraged to use this guide to create a department plan, and to update their plan annually. Department plans should be submitted to Risk Management for inclusion in the University Response Plan.

In addition to the department plans, the University has developed a framework to guide our planning and response efforts to a pandemic.

# Boise State University Pandemic Response and Preparedness Plan

**Response Levels and Activation Criteria**

Level 1: Potential pandemic being tracked in the world by CDC and WHO with instructions to prepare
Level 2: Confirmed cases of sustained human-to-human transmission somewhere in the world
Level 3: Confirmed cases of sustained human-to-human transmission somewhere in North America
Level 4: One case of human-to-human transmission within 400 mile radius of Boise, Idaho
Level 5: One case of human-to-human transmission within the Boise-metro area

| **Work Unit** | **Level 1** | **Level 2** *in addition to previous level* | **Level 3** *in addition to previous level* | **Level 4** *in addition to previous level* | **Level 5** *in addition to previous level* |
|---|---|---|---|---|---|
| BSU Emergency Policy Group (EPG)<br><br>and<br><br>Pandemic Steering Committee (PSC) | 1. PSC monitors pandemic situation via info from WHO, CDC, and contact with ID Central District Health Department (CDHD)<br>2. Creation and distribution of department planning guide<br>3. Coordination with other agencies, community, and other outreach activities | 1. EPG meets to discuss possible travel bans to and from impacted area. Determination of class and research activity in impacted area, review any State Department, CDC or WHO travel bans<br>2. Risk Mgmt to provide current and travel reports for BSU faculty, staff and students to or near impacted areas<br>3. Director of Medical Services joins EPG as medical advisor | 1. Discuss triggers that may initiate closure of the University, all or in part, including functions with large groups. Notify scheduling if any classes/rooms are canceled<br>2. Discuss with Academic Affairs the University approach to students wanting to leave school to go home, especially foreign students, withdrawal, fee, grade policies, etc.<br>3. Communications and Marketing to distribute Level 3 message with a stronger reparation and prevention message | 1. University to communicate with CDHD as to possible use of campus facilities for community pandemic response resource. Notification to venues and other departments<br>2. Level 4 communication message to BSU campus(Communications and Student Health)<br>3. Consider closure of campus, coordinate with CDHD as external agencies may force closure of meetings with a certain number of attendees, Governor executive orders, etc | 1. EOC remains activated 24/7, EPG meet at EOC each morning at 8:00 AM for update, discussion and decisions<br>2. University to close except for essential and emergency operations, events canceled. Emergency Operations Committee activates to close and control access to campus<br>3. CDHD most likely takes control of certain venues |

| Work Unit | Level 1 | Level 2<br>In addition to previous level | Level 3<br>In addition to previous level | Level 4<br>In addition to previous level | Level 5<br>In addition to previous level |
|---|---|---|---|---|---|
| | | 4. Contact CDHD for any direction<br>5. Communications and Marketing to develop message to campus regarding situation and any travel restrictions, plus tips on preparing and preventing illness (Medical Services to assist)<br>6. Departments and Emergency Operations Center (EOC) Manager to review and update emergency contacts | 4. Update travel restrictions<br>5. Partial opening of EOC, daily updates to EPG via e-mail or meeting if needed, EPG to monitor e-mail regarding EPG meetings<br>6. Departments review their Pandemic BC plans and prepare to initiate<br>7. Emergency Operations Group is alerted and prepares to provide support<br>8. Monitor state communications radio<br>9. Monitor health alert fax | 4. If Student Housing occupancy declines, activate plan to empty Towers Hall in preparation for social distancing center<br>5. Activate emergency Operations Center 24/7, EPG meets at EOC at 8:00 AM and 5:15 PM each day as needed for updates, discussion and decisions<br>6. Ensure SBOE office has emergency contact info including EOC numbers<br>7. Departments to activate BC plans as staffing levels and closures warrant, departments that provide emergency and essential functions to operate even during University closure<br>8. Emergency Operations Group is activated to initiate any decision by EPG and provide the field support | 4. Level 5 communication and closure notifications<br>5. If possible Towers Hall vacated<br>6. Coordinate and communicate our actions to other agencies, state and local, including SBOE<br>7. Departments activate BC plans |

| Work Unit | Level 1 | Level 2<br>In addition to previous level | Level 3<br>In addition to previous level | Level 4<br>In addition to previous level | Level 5<br>In addition to previous level |
|---|---|---|---|---|---|
| Emergency Operations Group | 1. EOC members to ensure their department has an adequate pandemic plan, thus allowing the EOG member to provide more support to EPG | 1. Communications and Marketing to send campus e-mail regarding any travel restrictions<br>2. Academic Affairs to communicate with International Programs and Extended Studies regarding any travel restrictions and additional implications<br>3. University Health Services is monitoring and reporting any related health alert fax information | 1. Identify steps needed to be taken for a partial or full closure of the University, and prepare to take those steps<br>2. Emergency Operations Center activated and Emergency Operations Group is notified of any periodic briefings at the center and requested to look for frequent updates | 1. EOG to activate their department BC plans, and if possible, EOG member will allow primary department responsibility to second in command so the EOG member can be more focused on supporting the EPG<br>2. EOG to receive daily briefings at the emergency operations center<br>3. EOG is prepared to initiate partial or full closure of the University and assist in communication to the campus | 1. *EOG to facilitate the campus closure and assist as needed to provide emergency operations and service.* |
| Security | See Security BC Plan | | | See Emergency Response Plan for Security, Emergency Operations Center, Emergency Operations Center Manager, and Incident Scene Commander responsibilities | See Emergency Response Plan for Security, Emergency Operations Center, Emergency Operations Center Manager, and Incident Scene Commander responsibilities |
| Communications and Marketing (C&M) | 1. Prepares draft messages for each level for potential communications to students and employees.<br><br>2. Coordinates with Health and Wellness for medical information and tips to compliment messages at each level | 1. Prepares draft message for travel restrictions to be used as template | 1. Distributes level 3 message and any other communications to the campus | 1. Distributes level 4 message and any other communications to the campus or community | 1. Distributes level 5 message and any other communications to the campus or community including information on campus closure |

| Work Unit | Level 1 | Level 2<br>In addition to previous level | Level 3<br>In addition to previous level | Level 4<br>In addition to previous level | Level 5<br>In addition to previous level |
|---|---|---|---|---|---|
| University Health Services | 1. Assist in the monitoring of pandemic and other health emergencies through clinical contacts and health alert fax system<br>2. Lead efforts to inform the campus about disease and methods to reduce the risks and chances of becoming ill<br>3. Develop or use existing system to monitor medical supply inventories | 1. Continue with Level 1 activities<br>2. Inventory review for emergency supplies and purchase of needed items | 1. Provide related health information and tips to compliment Level 3 message (See Level 3, Emergency Policy Group)<br>2. Perform inventory of emergency supplies and rush ordering of needed supplies<br>3. Close monitoring of health alert faxes and coordination with Emergency Response Groups at BSU<br>4. Communication with Central District Health Department for information and/or instructions | 1. Provide related health information and tips to compliment Level 4 message<br>2. Perform inventory of emergency supplies and rush ordering of needed supplies<br>3. Hourly (or more frequent) monitoring of health alert faxes and coordination with Emergency Response Groups at BSU<br>4. Communication with Central District Health Department for information and/or instructions<br>5. Preparations for increased traffic in clinic<br>6. Prepare to activate BC plan | 1. Provide related health information and tips to compliment Level 5 message<br>2. Perform inventory of emergency supplies and rush ordering of needed supplies<br>3. Constant monitoring of health alert faxes and coordination with Emergency Response Groups at BSU<br>4. Communication with Central District Health Department for information and/or instructions<br>5. Preparations for increased traffic in clinic<br>6. Activate BC and emergency response plans<br>7. Medical Services Director provides close support of the EPG |
| Individual Departments | 1. Complete department business continuity planning guide including pandemic scenarios | 1. Evaluate and update department BC plan. Look for instructions from University about travel restrictions | 1. Level 2 preparedness with intent to activate BC plan at any moment. | 1. BC plans activated, departments providing essential services only and preparing for possible University closure | 1. Performing limited functions as outlined in BC plan, and assisting the University with closures and notifications |

**Glossary:**

CDC: US Center for Disease Control, the US agency that will monitor pandemics and provide Information

CDHD: Central District Health Department of Idaho, the department that will coordinate state responses to a medical emergency

Emergency Operations Center (EOC): The location the EPG will meet at in the event of an emergency. This room is to be equipped with the needed resources to respond and communicate. The EOC shall be located at a site predetermined by the members of the Emergency Policy Group.

Emergency Operations Center Manager and Incident Scene Commander: Executive Director, Security and Police, and the Director of Emergency Management manages the communications between BSU and external aid agencies, and manages the operations of the EOC.

Emergency Operations Group (EOG): Various Associate Vice Presidents, Department Executive Directors, Department Directors, Associate and Assistant Department Directors and Managers who will perform the actions to implement a decision by the EPG.

Emergency Policy Group (EPG): Various campus executives including the Emergency Operations Center Manager that will coordinate the emergency response.

Emergency Operations Center Manager: Executive Director, Security and Police. Coordinator of the EOC and the Emergency Policy Group

SBOE: State Board of Education

WHO: World Health Organization, the international body that will monitor pandemics and communicate status

**Emergency Policy Group:**

Regular Members:

- President
- Provost
- Vice President, Finance and Administration
- Vice President, Student Affairs
- Vice President, University Advancement
- Vice President, Research
- Associate Vice President and University Counsel
- Associate Vice President, Campus Planning & Facilities
- Director, Communications and Marketing

**Special Emergency Policy Group Members:**

- Dr. Vincent Serio, Medical Services Director
- Dr. Uwe Reischl, BSU Faculty (Situations of a medical emergency/pandemics)
- Other special members as needed for expertise

**Emergency Operations Group:**

- Vice Provost, Undergraduate Studies
- Associate Vice President, Finance and Administration
- Executive Director, University Housing
- Executive Director, Human Resources Services
- Executive Director, University Health Services and Campus Recreation
- Executive Director, Office of Information Technology
- Director, Facilities Operations and Maintenance
- Assistant Director, Communications and Marketing
- Manager, Risk Management and Insurance
- Environmental Health Officer
- Occupational Health and Safety Officer

## E-16 Active Shooter

An Active Shooter incident is considered the greatest terrorist threat on campus.

**The Mentality Of An Active Shooter**

- Desire to kill and seriously injure without concern for his/her safety or threat of capture.
- Normally has intended victim and will search them out.
- Accepts targets of opportunity while searching for or after finding intended victims.
- Will continue to move throughout building/area until stopped by law enforcement, suicide, or other intervention.

**Boise State University Features:**

- Robust law enforcement presence and response capability.
- Dedicated and concerned community base.
- Multiple means for reporting emergencies and alerting the campus community to an emergency.
- Solidly constructed facilities which provide places of refuge and multiple escape routes.

**Contacting Emergency Personnel**

- Emergency 9-1-1
- 426-1453 BSU Security/Police
- Policeuniversitysecurity@boisestate.edu

**What To Report**

- Your specific location
- Building Name
- Office/Classroom number
- Number of people at your specific location.

**Injury Information**

- Number of people injured
- Types of injuries
- Dispatcher may provide instructions on how to care for injured until medical assistance can be provided.

**Assailant(s)**

- Specific location
- Number of assailant(s)
- Race and Gender
- Clothing color and style
- Physical features – height, weight, facial hair, glasses
- Type of weapons (rifle, shotgun, handgun)
- Backpack
- Do you recognize the shooter?
- What is his/her name?
- Have you heard explosions separate from gunshots?

**Unsecured Areas**

- If you find yourself in a open area, immediately seek protection.
- Put something between you and the shooter.
- Is escape your best option? Do you know where the shooter is? Is escape immediately available?
- If in doubt, find a safe area and secure it in the best way you can.

**Your response**

- Secure the immediate area. Whether classroom, bathroom, or office.
- Lock the door. This may require advanced planning to ensure ability to lock the door-key and type of lock.
- Most doors in University buildings are solid core, and many walls are block and brick. This may provide some protection.
- Block the door using whatever is available – desks, file cabinets, book shelves, and other furniture.
- If the shooter enters your room and leaves, lock/barricade the door behind him/her.
- If safe, allow others to seek refuge with you.

**Doors, Windows, Openings, and Noise**

- Close blinds
- Block windows
- Turn off radios and computer monitor
- Silence cell phones
- Keep occupants calm and quiet
- Signs can be placed in exterior windows to communicate and identify the location of injured persons.
- After securing the room, people should be in a position out of sight and behind items that might offer additional protection- walls, desks, file cabinets, etc.

**Treat the Injured**

- Remember basic first aid.
- For bleeding, apply pressure and elevate.
- Be creative in identifying items to use for this purpose-clothing, paper towels, feminine hygiene products, newspapers, etc.

**Un-securing an Area**

- The shooter will not stop until his/her objectives have been met unless engaged by law enforcement.
- Consider the risk exposure created by opening the door.
- Attempts to rescue people should only be made if that can be done without further endangering the persons inside a secure area.
- The shooter may bang on the door and yell for help to entice you to open the door.
- Remember, the safety of the masses versus the safety of a few.
- If there is any doubt to the safety of the individuals inside the room, the area needs to remain secured.

**Law Enforcement Response**

- Law enforcement will immediately respond to the area.
- It is important for you to convey to others that help is on the way. Remain inside the secure area.
- Law enforcement's goal is to locate, contain, and stop the shooter.
- The shooter will not flee when law enforcement enters the building, instead he/she will have new targets to shoot.
- Remember, the shooter's mindset is not escape. His/her goal is to kill and injure.

**Injured Persons**

- Initial responding officers will not treat the injured or begin evacuation until the threat has been neutralized.
- You may need to explain this to others in an attempt to calm them.
- Once the situation is contained, officers will begin treatment and evacuation.

**Evacuations**

- Safety corridors will be established. This may be time consuming.
- Remain in secure areas until instructed otherwise.
- You may be instructed to keep your hands on your head.
- You may be searched.
- You will be escorted out of the building by law enforcement personnel.

**The Investigation**

- Information will be released to the BSU community and media as quickly as possible.
- The entire area will be treated as a crime scene.
- Once you have been evacuated you will not be permitted to retrieve items or access the crime scene.
- After the evacuation you will be taken to a holding area for medical care, interviewing, counseling, etc.

We cannot predict the origin of the next threat. Assailants in some recent incidents across the country were not students or employees. There were no obvious specific targets and the victims were unaware they were targets until attacked.

If an active shooter incident occurs at Boise State University, you should take a leadership role, seek a secure area, calm, reassure and quiet others, report the incident, treat the injured, and wait for the law enforcement response.

# APPENDIX F

## EMERGENCY OPERATION CENTER (EOC) DESCRIPTION AND FUNCTIONS

The Emergency Operations Center (EOC) is the command post for coordinating the use of personnel, equipment and supplies, and for directing the University's emergency response. The tasks and responsibilities of the EOC should ultimately evolve from one emergency stage to another, changing staff and resources as events and circumstances dictate.

A. LOCATION AND REQUIREMENTS

The EOC shall be located at a site predetermined by the members of the Emergency Policy Group. When established, the EOC should be staffed by designated personnel 24 hours a day and should have the ability to communicate directly by radio and/or telephone to local, State, and when necessary, Federal emergency management agencies. When activated, the Executive Director, Security and Police or designee, or the senior University official present should supervise the EOC operations and act as the liaison between the Emergency Policy and Operations groups. Where possible, the EOC shall be equipped and designed with:

- multiple room layout
- electric generator or hook-up capacity
- lavatories
- ability to feed staff on a continual basis (kitchen equipment and supplies)
- status and situation boards (dry erase boards, chalkboards, etc.)
- rest/sleep areas
- multiple telephone capability
- independent water supply
- showers (or access to)

Essential equipment and supplies kept at the EOC or readily available in nearby offices/facilities:

- medical and sanitary supplies
- maps/charts/blueprints/logs (kept in storage area)
- computer/internet terminals & portable media, e.g., floppy disks etc.
- campus telephones and cellular phones
- copy machine/phones
- fax machine
- security badges/identification tags
- multiple tables and chairs
- blank videotapes, video camera & VCR, television, radio
- manual typewriters
- administrative supplies e.g., pens/pencils, flip charts, masking tape, name boards, message pads
- tape recorder

B. FUNCTIONS - the major functions performed by the staff in the EOC include:

1. DIRECTION AND CONTROL - The EOC is the focal point where all information is received and analyzed, decisions are made, priorities are established, and resources are allocated.
2. INFORMATION COLLECTION, EVALUATION, AND DISPLAY – From the information gathered in the course of an incident, the entire situation can be reviewed and evaluated; and as a result, two key questions raised by the emergency, "What has happened? What is about to happen?" can best be answered. The situation can be analyzed and response actions developed based upon factual coordinated data, and rumors may be counteracted.
3. COORDINATION - Facilitates coordination among responding personnel, departments, and off-campus agencies. This is especially important in the area of communications.
4. ESTABLISHMENT OF PRIORITIES - Determining the order that problems should be addressed.

5. RESOURCE MANAGEMENT - Facilitates the acquisition, distribution, and use of personnel and materials needed to evaluate and control the situation.

C. EOC ACTIVATION PROCEDURES **-** In the event of a major crisis or disaster, and if so directed by the President or designee, the Emergency Operations Center should be activated in the following ways:

1. If telephone services are functioning, the Manager, EOC (Executive Director, Security and Police) or designee should contact members of the Emergency Policy and Operations Groups and request they report to the EOC, or brief the individual over the telephone of required actions.

2. If telephone services are NOT functioning:
   a. All available members of the Emergency Operations Group and Emergency Policy Group should immediately report to the EOC as soon as they become aware that a major disaster affecting the BSU campus has occurred.
   b. If designated members do not respond to the EOC in a timely manner, messengers may be sent to reach them.

3. The EOC Manager should appoint qualified individuals with appropriate skills to fill any vacant positions required in the EOC.

4. Upon arriving at the Emergency Operations Center, all members of the Emergency Operations Group and the Emergency Policy Group shall be briefed on the situation and shall begin to fulfill their assigned responsibilities and duties outlined in Appendices A and B of this plan.

# EMERGENCY RESPONSE PRIORITIES

The Emergency Response Plan identifies three levels of priority response during a campus emergency:

**Priority A**: Life Safety - assisting the injured, evacuating hazardous areas, eliminating life safety hazards.

**Priority B**: Life Support and Facilities Assessment - eliminating or minimizing risks to facilities and systems that could lead to serious property loss beyond that already sustained; and

**Priority C**: Restoration of Academic Programs and General Operations - restoring services, facilities, and academic programs to allow resumption of classes and research programs

The BSU emergency management system should concentrate its initial efforts on **Priority A** until these objectives are substantially met. **Priority B and C** objectives should be addressed as resources become available.

## PRIORITY A: LIFE SAFETY

**Medical Aid:** Evaluate medical services available and inform rescue forces regarding the location of injured persons and availability of treatment facilities.

BSU Health Services
St. Luke's Hospital
St. Alphonsus Medical Center
Independent practitioners

**Fire Suppression:** Evaluate fires or fire hazards and use resources to control and evacuate.

**Search and Rescue:** Appoint or request search and rescue teams and acquire transportation vehicles and equipment required for specific emergency.

Public Safety Officers (Fire, Police, Security)
Volunteer Forces
Facilities Operations & Maintenance (equipment)

**Utilities Survey and Stabilization:** Evaluate the condition of utilities and shutdown or restore as appropriate and able (i.e. gas, electricity/cogeneration, water, sewer).

Facilities Operations & maintenance
Idaho Power
Intermountain Gas
United Water Idaho
Boise Public Works
Volunteer Forces

**Hazardous Materials Control:** Immediate response: survey critical areas, evacuate and secure areas as needed. Identify hazards and contain materials as needed. Secondary response: assess hazardous material spills and define procedures for cleanup.

BSU Environmental Health Officer; Occupational Health and Safety Officer
Boise Fire Department Hazardous Material Team
State of Idaho Department of Environmental Quality
State of Idaho Bureau of Hazardous Materials
Volunteer Forces

**University Security/Criminal Activity Control** - Maintain order and secure facilities.

BSU security personnel
Boise Police Department
Volunteer Forces

**Communications Network: Establish a communications network using available resources:**

Telephone (including cellular)
Operations radio
Voice mail, E-mail; Messengers (volunteer forces); Fax, Broadcast radio (BSU radio, ham clubs etc.)

## PRIORITY B: LIFE SUPPORT AND FACILITIES ASSESSMENT

**Full Facilities Survey:** Evaluate facilities for occupancy; identify and seal off contaminated areas. Residence units have priority: Student Housing calls for an immediate facilities survey of all residential units.
Environmental Health & Safety Office; Boise Fire Department
Housing/Food Services
Facilities Operations & Maintenance

**Shelter:** Identify usable housing structures and organize personnel moves as needed.
Housing/Food Services
Executive Director of Student Housing

**Food & Drinking Water:** Identify supplies and establish distribution system.
Housing/Food Services
Facilities Operations & Maintenance

**Sewer System:** Evaluate sewer system and identify resources that can be used. Initiate use of latrines, if needed**.**
Facilities Operations & Maintenance
Boise Public Works

**Communications:** Establish a communications system with the campus community and advise everyone on a regular basis regarding availability of basic services.
BSU radio
Vehicles with public address systems
E-mail
Bullhorns
Send Word Now Emergency Alert System

**Research Materials—Perishable & Temperature-Sensitive Substances**: Identify items and locations, evaluate conditions. Make assessment for relocation.

**Animal Care:** Contain and control research animals on campus.

**Psychological Assistance:** Establish a system to deal with cases where counseling is needed.
BSU Counseling Center
Psychology Department
Local churches
Critical Incident Stress Management Teams

## PRIORITY C: RESTORATION OF ACADEMIC PROGRAMS AND GENERAL OPERATIONS

**Academic Survey:** Contact academic departments and determine requirements to resume academic operations.
Deans, Department Chairs and Faculty

**Research Survey:** Contact units and determine requirements necessary for the restoration of research operations.

**Valuable Materials Survey:** Identify, survey, and secure valuable materials (e.g. books, manuscripts, other unique resources) on campus.
Library/Museum/Art Department staff
President/Provost staff
Volunteers

**Records Survey:** Identify, survey, and secure all campus records (e.g. operational and administrate records).
Controller's staff
Human Resources staff
Registrar staff
President/Provost staff
Financial Aid Staff
University Archives Staff
Volunteers Forces

**Administrative Services Survey:** Contact units and determine requirements to restore operations.

**Supplies and Equipment:** Develop system to renew flow of supplies and equipment from outside sources.

# APPENDIX H

## MEDIA AND PUBLIC INFORMATION GUIDELINES

In the event of a crises or disaster, the University must deliver accurate information as promptly as possible, and all official public information should come from a limited number of specified spokespersons. In particular, the University Communications and Marketing Department should coordinate communications with campus and off-campus media to ensure that the university's public information response to a disaster is quick, accurate and responsible. In any state of emergency or disaster declared by University officials, the following guidelines for this office or similar group are presented below:

Media center

Where possible, University Communications and Marketing staff should establish a media center in the Student Union, Emergency Operations Center or other location that has equipment for facsimile, land telephones, voice mail, two-way radio and computer network/modem capabilities needed to communicate with the media and with the Policy and Operations Groups. The center should be equipped to serve as a disaster inquiry center that responds to public questions and be near a room or area where press conferences can be held. If this center cannot be established on campus due to the disaster, then it should be established at a nearby location such as the public library, art museum, historical museum, Statehouse building, city hall, etc.

The University President or his/her designated person(s) and Director of University Communications and Marketing or his/her designated person(s) should serve as the primary spokespersons for the University.
The Director of University Communications and Marketing should consult with the President and Policy Group concerning message content and timing, and serve as secondary spokesperson to deliver situation updates and technical or detailed information. Other duties should be to coordinate staff, establish media liaison with city fire and police, work directly with media representatives, deliver advisories, set up media access to the disaster scene, and address technical aspects of coverage. Some of these duties may need to be shared with Communications and Marketing personnel, and other agencies such as police and fire departments.

Suggested Media Procedures during a Crises or Disaster Situation

- ☐ The Director of University Communications and Marketing and Communications staff should gather all available information and receive regular briefings on the situation from the Incident Scene Commander, President and/or Emergency Policy and Operations groups.
- ☐ University Communications and Marketing, with assistance from the Emergency Policy and Operations groups, should develop a background sheet for use by spokespersons and by the media. University Communications and Marketing should inform the media who the spokespersons are and that only they are to speak officially on behalf of the University.
- ☐ As directed by the Emergency Policy and Operations groups, University Communications and Marketing should notify the campus community of the situation using University notification systems which include: Send Word Now Notification System (Alert @ Boise State) which includes e-mail, phone, text messaging, and voice mail; BSU Radio and other television, radio stations, and print media; Emergency Information Line recorded telephone message (334-2296); Reverse 9-1-1 calling system; Exterior public address system (voice and tone alerts). Depending on the situation, the message may come directly from the President, other university officials, or University Communications and Marketing.
- ☐ University Communications and Marketing should coordinate the release of information with hospitals and other disaster agencies.
- ☐ If phone/fax/e-mail banks need to be established to notify students, employees, faculty, or students families, University Communications and Marketing should ensure that the phone bank coordinator is provided updated information.
- ☐ Forward all inquiries regarding the crisis to the media center. University Communications and Marketing personnel should ensure phone lines are established for a disaster inquiry center within the media center, and ensure that personnel in the center are prepared to respond to questions from the public.
- ☐ Updates should be provided to the media and campus community as swiftly as they are received, but unconfirmed information should not be disseminated.

- ☐ After the disaster, the President may make a general statement about what has happened, future plans, etc. University Communications and Marketing should assist the President in composing and/or disseminating that statement to the general media, and to faculty, staff, and students.
- ☐ An evaluation of media relations during the disaster should be held no later than a week after the end of a disaster situation. The evaluation should be conducted by the Director of University Communications and Marketing or designee.
- ☐ For suggested procedures on handling civil disturbances or demonstrations, refer to Appendix E, section E-9; sample notices to terminate demonstrations are provided below:

---

(Sample Notices)

**DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION**

(Identify Self) Name and Title:

This assembly is seriously disrupting the operations of the University and is in clear violation of University rules and/or policies. You are directed to terminate this demonstration. If you have not done so within 15 minutes, I will request assistance from local law enforcement personnel. Any individual who continues to participate in this demonstration is subject to trespass and possible arrest.

**DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF THE BOISE POLICE DEPARTMENT**

(Identify Self) Name and Title

You have previously been directed to terminate this demonstration, and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and/or policies of the University, each of you are hereby trespassed from the University.

Local Law Enforcement will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

## APPENDIX I

## DISASTER RECOVERY GUIDELINES

If a campus crises or disaster causes widespread discontinuance of operations at the affected area(s), the President and the Emergency Policy Group will control the activation of the Emergency Operations Center and will trigger, coordinate, and guide the University's overall disaster recovery efforts. Only the President, and when delegated, executive members of the Emergency Policy Group have the authority to close the University and its operations, suspend regular space assignments, and reassign space as necessary for the duration of any disaster recovery period.

A business impact assessment using a commercial disaster recovery planning manual and its suggested departmental survey forms was conducted beginning in September 1997 and concluded with the issuance of these guidelines in March 1998. A subcommittee was established to design the plan and to ensure that critical business functions were included in it. Because of the size, scope, and diversity of the University, it was the recommendation of the committee that each major operating component of the University should determine its own disaster recovery priorities, maximum acceptable outages, and if necessary, their own written Business Continuity Plans. The following general guidelines and recommendations are offered to assist the University and its departments in planning or carrying out recovery efforts in the absence of an organized written plan.

1. If cleared of safety and human health hazardous conditions, disaster recovery should start with an immediate clean-up followed by restoration/repair to pre-disaster conditions. All clean-up contractors should report through the BSU Facilities Operations and Maintenance Office which should track clean-up expenses.

2. The following critical and essential functions should be considered as priorities for restoration: Academic operations, Student Affairs/Housing, food services, University Health Services, voice and data communications, Registrar, Admissions, Financial Aid, and business functions (President's office, Vice Presidents, Human Resource Services (Payroll and HR), Accounting, Accounts Payable, Facilities Operations and Maintenance, and other administrative offices deemed to be essential. Critical facilities which should be restored are listed in priority order:
    1. Classroom buildings
    2. Student Union Building (including bookstore)
    3. Administration Building (because of the location of the executive offices).

3. Funding for restoration and temporary quarters should be designated and made available. A financial coordinator (preferably from Finance and Administration) should be appointed, and an activity and record-keeping structure set up that allows total separation of all disaster-related expenses. A "finance team" should be defined to assist the financial coordinator in evaluating all expense requests to help limit any questions after the fact. (The Facilities Operations and Maintenance Business Manager should be included in this team.) Record-keeping functions must be reviewed to ensure that they meet FEMA's and insurance providers' requirements.

4. If outside contract work is needed to restore the facilities to operating condition, the Purchasing Director and University Counsel should be instructed accordingly. The President may need to contact the Governor's Office to request an emergency declaration which suspends normal purchasing, Department of Public Works (DPW), and other State policies, as well as to request appropriate emergency federal funding. DPW and the Office of Insurance Management may need to be contacted as appropriate. Contingency contracts (previously set up by request of the Facilities Operations and Maintenance Director) may need to be exercised to secure the services of structural engineers (for priority response and best rates), damage assessment experts, disaster cleanup experts, portable toilet providers, and potable water suppliers. It should be noted that some contracts for recovery of support services, such as those for data processing "hot sites," are currently cost prohibitive. Business interruption insurance coverage (through the State of Idaho) should be maintained for all auxiliary enterprises and other designated units of the University. These units include but are not limited to the Taco Bell Arena, Bookstore, Student Union, Housing, the Morrison Center, Select-a-Seat, Engineering Technology, and Athletics. An insurance coverage survey form should be filled out each year by each covered unit and should be returned to the Risk Management and Insurance Office.

5. When restoration of facilities has been completed, preparation should be made for deactivation of temporary site(s), and units should move back into the restored facilities.

6. Design and testing of disaster response scenarios continue as part of the Emergency Response Plan. The Emergency Operations Center was first tested in the Fall of 1997 during a campus brownout, and in 1999 when a bomb threat was received. Since that time, the plan has been tested in several power outage situations, and during other emergency situations. Crisis/emergency/disaster tabletop exercises continue to be delivered to the Emergency Policy and Operations Group members.

7. Each University operating unit should maintain its own Business Continuity Plan, and the unit should be prepared to revert back to paper documents if necessary. OIT currently has an agreement for off-site storage of centralized electronic tapes, diskettes, etc., and could be requested to add other campus units' storage items to their vault.

8. Employee training and awareness programs in the area of emergency response, crisis management procedures, and employee safety have been developed and are offered to new and continuing employees. Human Resource Services should supply new employees with a booklet or referral to web site resources on the University's emergency response procedures. Appropriate Facilities Operations and Maintenance employees should learn about utility valve shutoff procedures. Executive emergency staff (Policy and Operations Group members) continue to receive periodic training or familiarization drills in the form of table-top crisis/emergency/disaster exercises.

## APPENDIX J

## VICTIM SUPPORT SERVICES AND RESOURCES

Emergencies are likely to affect students, faculty, and staff, and the affected departments(s) may need to offer some scheduling flexibility or other help to achieve resumption of daily activities.

Boise State University and the Treasure Valley community have numerous medical and counseling services resources available to assist victims in the aftermath of a campus emergency.

University Health Services, by mission, can only provide medical care and counseling services to enrolled students. However, no individual in need of assistance will be turned away during an emergency.

**Medical Emergency**

Medical Services will stabilize, triage, activate emergency medical services response, and refer the individual for definitive care as needed. Medical Services operates during normal University business hours. However, in the event of an emergency, personnel can respond as available outside of these times. After hours assistance can be obtained by calling the Director of Medical Services at a number provided in the emergency section of the Boise State University Pocket Directory of phone numbers issued to key personnel on campus. In the event that the Director of Medical Services cannot be reached, emergency planners should engage the community resources as listed below.

**Mental Health Emergency**

Counseling Services can provide timely crisis intervention services to facilitate recovery in the wake of unusually traumatic or wide spread emergencies. Counseling Services operates during normal University business hours. However, in the event of an emergency, personnel can respond as available outside of these times. After hours assistance can be obtained by calling the Director of Counseling Services at the number provided in the emergency section of the Boise State University Pocket Directory of phone numbers issued to key personnel on campus. In the event that the Director of Counseling Services cannot be reached, emergency planners should engage the community resources as listed below.

**Further emergency care services are accessible with the following Treasure Valley community resources:**

| | |
|---|---|
| Ada County Central Dispatch (emergencies) | 9-1-1 |
| University Security/Boise Police Department | (208) 426-1453 |
| Suicide Prevention Hotline | (800) 564-2120 |
| After Hours Nurse Line | (800) 322-9569 |
| Department of Health & Welfare Mobile Crisis | (208) 334-0808 |

St. Luke's Regional Medical Center (208) 381-2235
Emergency Department
190 East Bannock Street
Boise, Idaho

Saint Alphonsus Regional Medical Center (208) 367-3221
Emergency Department
1055 North Curtis Road
Boise, Idaho

Idaho State
UNIVERSITY

# Emergency Response Plan

2010

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## Chapter 1 Introduction - Emergency Incident Command Plan & Governor's Executive Order

This Plan is established as a supplement to the administrative policies, procedures and practices followed during normal university operations. When implemented, it serves as the Idaho State University emergency operations component of the Emergency Response Plan, setting forth the authorities and policies for activation, personnel emergency assignments and operational procedures. This plan is in compliance with the Governor's Executive Order 2006-10 "Mitigation, Response and Recovery Functions."The Governor's Executive order can be found at this link: http://gov.idaho.gov/mediacenter/execorders/eo06/eo_2006-10.htm

### 1.1 Plan Goals and Objectives

The major goals of the Plan are the preservation of life, the protection of property and continuity of academic and business operations.

In the event of a disaster, Idaho State University would like to be self-sustaining for at least 72 hours to meet our responsibility for the safety and welfare of our 12,000+ students and hundreds of teachers, staff, and employees. (refer to Chapter 4 Emergency Response Organization Checklists).

The overall objective is to ensure the effective management of emergency efforts involved in preparing for and responding to situations associated with emergencies. Specifically this will include:

- Overall managing and coordinating of emergency operations includes on-scene incident management;
- Coordinating or maintaining liaison with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations;
- Requesting and allocating resources and other related support;
- Establishing priorities, and adjudicating conflicting demands for support;
- Coordinating inter-jurisdictional mutual aid;
- Activating and using communication systems;
- Preparing and disseminating emergency public information;
- Disseminating community warnings and alerts;
- Managing the movement and reception of persons in the event an evacuation is ordered;
- Collecting, evaluating and disseminating damage information and other essential data;
- Responding to requests for resources and other support;
- Restoring essential services.

### 1.2 Plan Format

The format is intended to require minimal time to find guidelines, procedures and supplemental information, once the reader is familiar with the document. This allows for immediate use when required during an emergency.

The format is also intended to be "response ready." Users are to utilize the checklists contained in this document when participating in drills, exercises, or in actual events. The completed forms are then kept on file, as official records of the emergency response.

Users are encouraged to supplement the Plan with additional materials in order to have complete information for an emergency.

This format utilizes the Incident Command System required by the Idaho Bureau of Homeland Security.

### 1.3 Plan Maintenance and Update

The ISU Emergency Response Plan is designed for efficient update and additions. It is assigned to the Director of Public Safety for ongoing updates and maintenance. The Director of Public Safety will review the plan on a yearly basis and suggest revisions when necessary. Revisions are implemented by the Director of Public Safety on an as-needed basis. In addition, the Director of Public Safety will conduct a thorough annual review of the following items:

- ISU Emergency Response Assignments
- Personnel Directory

These sections are to be updated and posted to the Emergency Web Page when there are significant changes.

This plan is a management plan and it supports and is integrated with site operations. The sections of the plan addressing site procedures can be easily updated with minor modifications when there are changes to the ISU organization, systems and/or new functional positions are added. It does not need to be updated each time site procedures change.

Individuals with emergency assignments are to review their procedures and related information after every activation of the plan, whether simulated drill or actual response. Individual checklists are then to be revised as needed. If additional pages are added, they will only affect the "Part" they are in. The Parts are separate sections and can easily be updated and reprinted as changes occur. Additionally, individual users are encouraged to add supplemental materials to their checklists to create complete "response ready" documents. The checklists are designed to be used as worksheets. New and revised checklists can be reprinted after each activation.

### 1.4 Level of Emergency Determines Response

The University's partial or total response to an emergency situation will be dictated by the type and magnitude of the emergency. Generally, response to a major emergency will progress from local, to regional, to state, to federal involvement.

For planning purposes, the University has established three levels of response to emergencies, which are based on the severity of the situation and the availability of campus resources:

- **Level 1**
  A minor to moderate incident wherein campus resources are adequate and available.

- **Level 2**
  A moderate to severe emergency wherein campus resources may not be adequate and mutual aid may be required on a larger basis. An emergency will be proclaimed and a State of Emergency might be proclaimed.

- **Level 3**
  A major disaster wherein resources in or near the impacted area are overwhelmed and extensive city, county, state and/or federal resources are required.

The University President will proclaim the level of the emergency.

The Plan provides for a full emergency response by the University for an incident. However, only sections of the response organization that are required to address the situation at the time are activated. For example, a Level One disaster occurring on campus would require minimal activation of the plan, where more serious situations would require increased activation.

### 1.5 Emergency Plan Activation

When an emergency situation arises, the University President or his designee should activate the Plan. The Incident Commander will implement the Incident Command Plan. University personnel and equipment will be utilized to provide priority protection for:

Life safety
Preservation of property
Restoration of academic and business operations

The manner in which university personnel and equipment will be used will be determined by the Plan under the direction of the University President or Incident Commander.

The University President or Incident Commander will immediately appoint available individuals, with appropriate skills, to fill each of the Emergency Operations Center positions: Operations, Planning, Logistics, and Finance.

The President or Acting President of the university (or his designee) will be responsible for notifying the Incident Commander to deactivate the emergency operations response when s/he deems it appropriate.

### 1.5.1 Activation During Business Hours

When an emergency situation such as those envisioned by the Plan occurs during university business hours, the following should take place:

**If Telephone Services ARE Operational:**

The Public Safety Dispatcher will:

- Immediately call the Public Safety Director, Captain, or Operations Manager and advise of the emergency situation.
- Then notify the President and advise of the emergency situation.
- Then notify EOC representatives, and advise them where to report.

**If Telephone Services ARE NOT Operational:**

Public Safety personnel will make personal contact with EOC members or their office where possible.

As they become aware of a major emergency situation at Idaho State University, EOC representatives and members of the President's Executive Group will immediately report to the EOC.

### 1.5.2 Activation During Non-working Hours

There is a significant chance that an emergency situation such as those envisioned by the Plan may occur before or after regular university business hours, or on a holiday or weekend when the university is closed.

While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources and staff until officials can be notified. Until that time, however, the individuals assuming the most responsibility will be members of the Public Safety Department. Officers will follow guidelines and checklists in the Plan, while simultaneously notifying members of the EOC and President's Executive Group of the situation, by those reasonable means available.

The EOC Representatives and President's Executive Group should report to the EOC.

## Chapter 2 Incident Command Organizational Charts

# PLANNING, POLICY AND GOVERNMENTAL AFFAIRS
# DECEMBER 9, 2010

**President's Executive Group**

President,Provost,VPs, University Counsel, Human Resources

**Incident Commander**
Steve Chatterton
Joseph Han

**PIO** - Mark Levine
Lyle Castle - UP
Chris Gabettas-Meridian

**Safety Officer** -

**Liaison Officer** - Dennis Ketterman
Patty Tryon - Meridian

**Operations Section Coordinator**
Steve Fuger
Ray Hart - UP
Bessie Katsilometes-Boise

**Logistics Section Coordinator**
Terry French
Ali Crane-Meridian
Ann Howell-Idaho Falls

**Planning Section Coordinator**
Cheryl Hanson
Mike Mikitish-Meridian

**Finance Section Coordinator**
Leo Herrman
Jamie Hansen
Patty Tryon-Meridian

**Public Safety**
Vince Likes

**Search & Rescue**
Kris Bartschi

**Communication**
Linda Tobias
Rod Jackson

**Health & Safety**

Richard Brey
Annette Phillipp-Meridain

**Medical**
Dr. Mike Doyle
PA/NP on duty-UP
Miki Goodwin &
Glenda Carr-Meridian

**Buildings/Utilities**
Brad Peck
Robin Colling
Gary Rowe - UP
Chris Wilson-Meridian

**Situation Status**
Dennis Ketterman

**Structural Damage Assessment**
Denton Dance

**Infrastructure Damage Assessment**
Dawn Roland

**IT/Telecom**
Randy Gaines
Jim Turmes
Mark Norviel
Charlie Anderson-Meridian

**Meridian- Offsite Locations**
Pam Powell-Dental Residency
Luke Spaete-BCAL/Water Resources
Shari Fernandez-University Advancement

**Food Svcs**/L. Richards
Ches Barnes - UP
**Shelter** C. Thompson
M. Millican
**Transportation**/Jeff Behrend

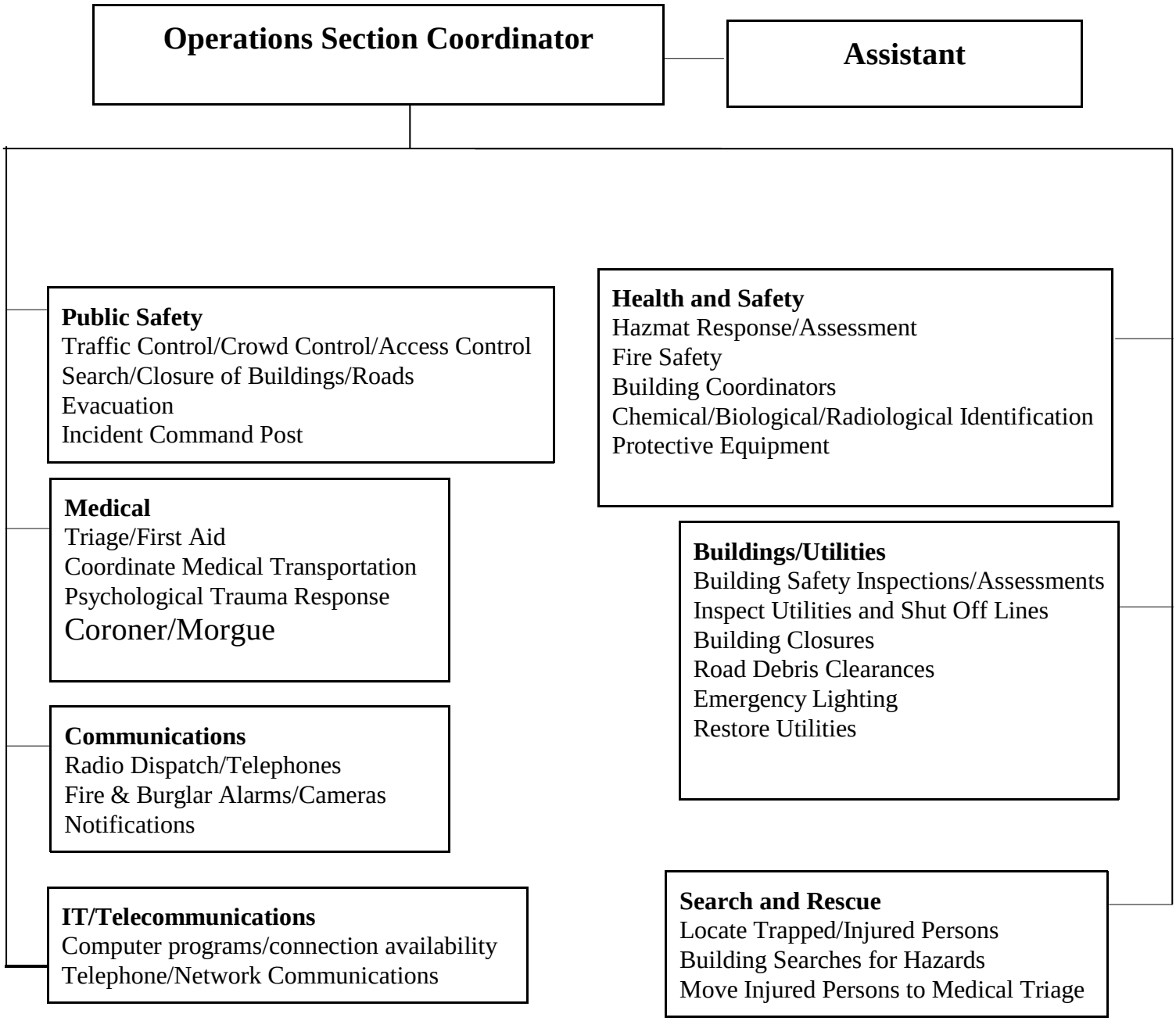
**Human Resources**
Ray Ludwig
Patty Tryon-Meridian

**Facilities**
Paul Groesbeck
Paul Wiersma-UP
Chris Wilson-Meridian

**Accounting**
Roger Egan

**Insurance/ FEMA Documentation**
Adria Stanley
Susan Hengel

**Procurement**
David Buck
Dan Anthony


Operations Section Coordinator
Assistant
Public Safety
Traffic Control/Crowd Control/Access Control
Search/Closure of Buildings/Roads
Evacuation
Incident Command Post
Medical
Triage/First Aid
Coordinate Medical Transportation
Psychological Trauma Response
Coroner/Morgue
Communications
Radio Dispatch/Telephones
Fire & Burglar Alarms/Cameras
Notifications
IT/Telecommunications
Computer programs/connection availability
Telephone/Network Communications
Health and Safety
Hazmat Response/Assessment
Fire Safety
Building Coordinators
Chemical/Biological/Radiological Identification
Protective Equipment
Buildings/Utilities
Building Safety Inspections/Assessments
Inspect Utilities and Shut Off Lines
Building Closures
Road Debris Clearances
Emergency Lighting
Restore Utilities
Search and Rescue
Locate Trapped/Injured Persons
Building Searches for Hazards
Move Injured Persons to Medical Triage

**Planning Section Coordinator**

**Assistant**

**Situation Status**

Collect and process information and intelligence
Evaluate and Analyze all information and intelligence

**Structural Damage Assessment/Inspections**

Building Inspector Surveys
Damage Estimates
Recommend Emergency Building Repairs
Manage Emergency Repair Contracts

**Infrastructure Damage Assessment/Inspections**

Damage Estimates
Assessment & Documentation of Damage to Telephone & Computer Systems
Recommend Emergency Repairs or Replacement
Plan for Ongoing Operations

**Logistics Section Coordinator**

**Assistant**

**Facilities**

Setup/Maintain operational facilities
Locate and provide available shelter
Access available campus facilities for shelter (classrooms, offices, etc.)
Locate alternate sites

**Food Services/Shelter**
Locate and provide food & water
Help locate & provide available shelter

**Human Resources**

Available on- and off-duty personnel
Volunteer recruitment and assignment
Maintain payroll records
Maintain/complete injury, WC and HR related reports
Establish work schedules

**Transportation**

Locate and provide transportation

## Finance Section Coordinator

**Assistant**

**Accounting**

Collect, maintain and process all records/reports pertaining to the emergency.

Document expenses and costs.

**Procurement**

Locate, order, process and allocate resources and supplies. Maintain records for reimbursement charge-back payments, etc.

**Insurance/FEMA Documentation**

Initiate, prepare and maintain documentation of all records/reports for the disaster assistance process.

## Chapter 3 Emergency Response Organization Assignments & Responsibilities

### 3.1 Management/Command

The Management Command Section is responsible for overall emergency policy, direction and coordination of the emergency response effort either at the EOC or an alternate command center. The Management Section Staff is responsible for interacting with each other and others within the command center to assure the effective functioning of the organization. The various elements within the Management Section are the President's Executive Group, Emergency Policy Executive (University President), Incident Commander, Public Information Officer, Liaison Officer and the Safety Officer.

The Management Command Section is headed by the Incident Commander who provides the executive management of the emergency organization. This position directs, sets policy and provides support to the four other ICS functions. The Incident Commander is supported by the Public Information Officer (PIO), Liaison Officer and the Safety Officer.

#### 3.1.1 President's Executive Group

The President's Executive Group is responsible for providing policy and support to the Incident Commander with official executive actions, liaison to other agencies and representation to the community and elected officials, as practical. Members of the President's Executive Group will consist of: The VP for University Advancement, the Provost and Vice President of Academic Affairs, the Financial VP, the VP for Student Affairs, VP for Research, the University Attorney, and the Director of Human Resources. (See 1-A Supplement Checklists).

#### 3.1.2 Assignments

**Emergency Policy Executive (University President)**
The University President, referred to as the Emergency Policy Executive, is responsible for:

- Establishing the basic policies which govern the Emergency Management Organization,
- Declaring an emergency and/or campus closure when required,
- Functioning as the highest level of authority during an emergency.

During the emergency, the President determines if a state of emergency and/or campus closure is warranted. He authorizes the official request for assistance or notification to appropriate local, state and federal agencies and supports the management of emergency forces involved with the response to situations associated with an emergency (See Checklist 1-A).

**Incident Commander**
The Incident Commander is responsible for:

- Ensuring the emergency organization follows established policies and procedures,
- Establishing policies and priorities as needed for the use of personnel and resources,
- Overseeing operation of the emergency plan and authorizing deviations of procedures for implementing the plan,
- Adjudicating conflicting demands for support,
- Managing the recovery process.

The Incident Commander is responsible for all incident activities including the development of strategies and tactics and the ordering of and release of resources.

The Incident Commander has complete authority and responsibility for the conduct of overall operations. This includes activating, directing and managing the EOC, establishing objectives and strategies, approving the action plans developed by EOC staff to implement the objectives and strategies, and approving requests for ordering or releasing resources through mutual aid.

The Incident Commander directs emergency response for a major disaster to minimize casualties and injuries, sets priorities and delegates tasks, and provides the Emergency Policy Executive (University President) with current information on the status of the emergency response. The Incident Commander is assisted by the staff listed below, who are assigned to essential activities and responsibilities. (See checklist 1-B).

**Public Information Officer (PIO)**

The Public Information Officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources and other matters of interest associated with the emergency.

During an emergency the PIO, with the assistance of the Human Resource Officer, will oversee establishment of a Media Center to provide rapid release of accurate emergency instructions and information to the general public and campus community through all available means. The PIO is the point of contact for the public and news media, coordinating releases for the university and with other agencies and holding news conferences as necessary.

The PIO is responsible for establishing a Rumor Control Center responding to inquiries from relatives and friends outside the impacted area concerning the university and its students. (See Checklist 1-C)

**Liaison Officer**

During an emergency, the Liaison Officer functions as the point of contact for supporting agencies and mutual aid agency representatives (particularly the county or city EOC). The Liaison Officer assists with intergovernmental communications and liaisons. This may include representatives from other law enforcement agencies, fire services, emergency medical providers, Red Cross, Public Works, Coroner's Office, Health Services, etc. (See Checklist 1-D).

**Safety Officer**

OSHA mandates that the Safety Officer function for all hazardous materials incidents. For all other incidents, the Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations, and developing measures for assuring personnel safety. The Safety Officer has the authority to stop all unsafe activity on an incident that is deemed to be outside the scope of the incident action plan. (See Checklist 1-E).

## 3.2 Operations

The Operations Section is responsible for coordinating all operations in support of the emergency response and implementation of the action plan(s). This section includes the response teams, which are teams working toward reduction of the immediate hazard and establishing situation control and the restoration of normal conditions. The Operations Section is supervised by the Operations Coordinator. The coordinator oversees the operational response by functions or branches activated to deal with the emergency. Branches activated under Operations may include Public Safety, Communications Dispatcher, IR/Telecommunications, Search & Rescue, Medical, Health & Safety, Building & Utility, and IT/Telecommunications.

The Operations Section is the responsibility of the Operations Coordinator who directs the efforts of various operational branches: Law Enforcement, Communications, Search and Rescue, Medical, Health and Safety, and Building and Utility.

### 3.2.1 Assignments

**Operations Coordinator**
The Operations Coordinator initiates intelligence gathering concerning casualties and damage, identifies immediate problems, focuses on the highest priorities (life & death), and controls problems. Based on information obtained and resources available, the Operations Coordinator will establish appropriate branches to deal with the emergency (see below). The Operations Coordinator is responsible for implementing and managing all Operational activities in accordance with the Plan and supervises the Operations Section. The Operations Coordinator supervises field tactics with other staff members, handles the request for or release of resources, makes situation changes to the Plan as necessary and reports such changes to the Incident Commander. (See Checklist 2-A).

**Assistant Operations Coordinator**
The Assistant Operations Coordinator is responsible for assisting the Operations Coordinator with the implementation and management of all operational plans. (See Checklist 2-A-1).
The structure of the NIMS Command allows for branches under Operations to effectively deal with the incident. The following branches could be activated and supervised under the Operations Coordinator.

**Public Safety**
Public Safety will provide assistance with first priority (life-threatening) tasks: warnings, immediate evacuation of hazardous areas and rescue. In addition, Public Safety will provide for traffic control, access containment and property protection. Public Safety is responsible for providing traffic and crowd control in support of closure plans and protecting critical facilities and supplies. Public Safety assists with the search and closure of damaged buildings and the evacuation of the campus community. Public Safety will work with and coordinate with local law enforcement. ( See Checklist 2-B).

**Communications Dispatcher**
The Communications Dispatcher implements and operates an emergency communications network, handles emergency radio traffic, and makes priority emergency notifications. The Communications Dispatcher is responsible for managing, controlling and dispatching all tactical radio and data frequencies used in support of the emergency incident. (See Checklist 2-C).

**Search and Rescue**
Search and Rescue is responsible for covering predetermined areas of the campus, in established patterns, rescuing any trapped or injured persons and extinguishing any small fires. Search and Rescue coordinates locating endangered, trapped, disabled and/or isolated persons; gains access to persons in need of assistance or rescue according to the established rescue plans; assists the injured to the First Aid Center or sends for help if the person cannot be safely moved. (See Checklist 2-D).

**Medical**
Medical is responsible for setting up and staffing the First Aid Center, assisting the injured by providing first aid, and arranging for hospital transportation. Also, if required, Medical should establish a temporary morgue. The Medical Officer is the point of contact for coordinating the response and deployment of counseling and psychology personnel for critical incident stress management. (See Checklist 2-E).

**Health and Safety**
Health and Safety quickly identifies hazardous material problems that will or could impact the emergency response. Health and Safety is responsible for coordinating the containment and cleanup of hazardous materials, identifying unsafe conditions for campus facilities, providing warnings and developing measures for assuring personnel safety. (See Checklist 2F.)

**Building and Utility**
Building and Utility will focus on shutting off and/or restoring essential utilities reducing further hazards; assisting with closing off areas and streets; and clearing debris from roadways and essential areas for emergency equipment and building inspection. Building and Utility is responsible for making safety inspections of all facilities that may have been damaged, initially or later. Also, they are responsible for handling emergency construction or repairs. (See Checklist 2-G).

**IT/Telecommunications**
IT/Telecommunications will develop a recovery plan to maintain telephone communications and network connection at ISU. They will coordinate with the Operations Coordinator and Public Safety to ensure essential telephone communications and network connection are maintained in an emergency, and that essential computer connections and programs are recovered and maintained. (See Checklist 2-H).

## 3.3 Planning

The Planning Section is supervised by the Planning Coordinator. The Planning Section is responsible for collecting, evaluating, processing and disseminating information; developing the action plan, in coordination with the other sections/functions/teams; and maintaining documentation. In addition, the section maintains information on current and forecast situations and on the status of resources. The functions under the Planning Section are Situation Status, Structural Damage Assessment and Infrastructure Damage Assessment.

### 3.3.1 Assignments

**Planning Coordinator**
The Planning Coordinator is responsible for planning ongoing operations, supervising Situation Status and Damage Assessment (both structural and infrastructure). The Planning Coordinator provides information needed to understand the current situation, predicts probable course of incident events, assists in preparing alternative strategies, controls operations for the incident and coordinates with other staff members.

The Planning Coordinator directs the collection of information to determine the severity of damage caused by the disaster. The coordinator writes Action Plans for:

- Control and containment of the emergency
- Surveys of facilities and structures and inspections
- The shutdown and restoration of damaged structures

In addition, the Planning Coordinator writes After Action Reports, regularly briefs the Incident Commander and supervises the message flow and Emergency Operations Center (EOC) runners.

During the first few hours of the emergency, the President determines if a state of emergency is warranted and authorizes the official request for assistance or notification to appropriate state and federal agencies. The Planning Coordinator supports the management of emergency forces involved with the response to situations associated with emergency. (See Checklist 3-A).

**Types of Intelligence Reporting:**
During a disaster there are three types of intelligence reporting. These types are listed under the Planning Coordinator's Checklist and are ranked in order of priority of collection.

- **FLASH REPORTS:** This is the first series of reports submitted from the first responders and field units to the Emergency Operations Center. Generally these are verbal via portable radios.
- **SITUATION REPORTS:** These are more refined reports, which have been confirmed. These reports provide a clearer picture of the total impact and are the basis for establishing priorities. These should be submitted through channels every two hours with updates.
- **DETAILED REPORTS:** Following situation reports, the Emergency Management team at all levels will require more detailed information, particularly resulting from damage estimates and analysis. These reports may be needed for city, county and state emergency operations centers.

**Assistant Planning Coordinator**
The Assistant Planning Coordinator is responsible for assisting the Planning Coordinator with the implementation and management of the Planning Section. (See Checklist 3-A-1).

The structure of the Incident Command allows for special support staff under each section to effectively deal with the incident. The following support staff positions could be activated and supervised under the Planning Coordinator.

**Situation Status**
Situation Status is responsible for collecting, verifying and processing all information and intelligence, evaluating and disseminating information throughout the Section and the EOC, and preparing the Situation Status Report and other reports, as requested. Situation Status maintains the current status of all university buildings, facilities, operations and posts, and maintains status boards and other Command Center displays. (See Checklist 3-B).

**Structural Damage Assessment**
Structural Damage Assessment is responsible for coordinating with the Operations Section and the Building and Utility teams to make initial damage inspections, assess and document damage to buildings and facilities, prepare structural damage assessment reports, post and secure unsafe buildings, mark hazardous areas, and recommend building emergency repairs. (See Checklist 3-C).

**Infrastructure Damage Assessment**
Infrastructure Damage Assessment is responsible for coordinating with the Operations Section and the Building and Utility teams to make initial damage inspections, assess and document damage to telephone and computer systems, prepare infrastructure damage assessment reports, and recommend emergency repairs or replacement. Make plans for ongoing operations to include the expected duration and extent of the response effort and initiation of recovery activities and programs. (See Checklist 3-D).

## 3.4 Logistics

The Logistics Section is responsible for providing support to the Operations Section. Logistics orders all resources from off-site locations and provides facilities, services, personnel, equipment and materials. The Logistics section is supervised by the Logistics Coordinator. The functions under Logistics are Food Services, Facilities, Human Resources and Transportation.

An additional responsibility of the Logistics Section is to develop sources for obtaining material support from resources outside of the jurisdiction involved.

### 3.4.1 Assignments

**Logistics Coordinator**
The Logistics Coordinator provides all resources and support for the response operation, including procurement, delivery arrangements, and deployment of the resources. Resources may include facilities, transportation supplies, equipment maintenance, food /water /shelter, staffing support, and any services and material in support of the incident.

The Logistics Coordinator ensures that all emergency expenses are tracked, by site, and that complete and accurate records are provided for Insurance/FEMA Documentation, using the accounting system specified by the Finance Coordinator. In smaller incidents the Logistics Coordinator may also be responsible for financial and cost analysis aspects of the incident. (See Checklist 4-A).

**Assistant Logistics Coordinator**
The Assistant Logistics Coordinator is responsible for assisting the Logistics Coordinator with the implementation and management of the Logistics Section. (See Checklist 4-A-1).

The structure of Incident Command allows for special units under a section to be established to effectively deal with the incident. For the campus setting, the following units could be activated and supervised under the Logistics Coordinator.

**Food Services/Shelter**
The Food Services Officer provides food, water and other support for on-site workers and any shelters under the control of campus. Provides for the support of the Emergency Operations Center (EOC); sets up and manages a Rest Station for ISU staff and emergency workers. (See Checklist 4-B).

**Facilities**
The Facility Officer is responsible for assisting the campus in finding facilities for use as student residences, classrooms or administrative space, if necessary, and for setting up and maintaining campus operational facilities. In addition, Facilities assists Food Services and Transportation with sites for rest and shelter areas. (See Checklist 4-C).

**Human Resources**
The Human Resource Officer maintains and provides information to the Incident Commander regarding the status, location and availability of on- and off-duty personnel. The HR officer coordinates with the EOC command to determine staff recall needs, arranges for the recruitment and orientation of any temporary employees, registers and assigns all volunteer workers and technical experts and specialists, initiates and maintains records on use of volunteers. Receives and processes injury reports, compensation claims and other personnel-related matters. (See Checklist 4-D).

**Transportation**
The Transportation Officer provides transportation for emergency personnel, medical operations, and evacuation of the impaired. Also provides for the support of the Emergency Operations Center (EOC). (See Checklist 4-E).

## 3.5 Finance

The Finance Section is responsible for all accounting and financial aspects of the disaster and any other administrative requirements. The Finance Section is supervised by the Finance Coordinator. The functions under this section are Accounting, Insurance/FEMA Documentation and Procurement.

### 3.5.1 Assignments

**Finance Coordinator**
The Finance Coordinator sets up the accounting system to be used for the emergency and oversees all accounting and financial aspects of the disaster. The Finance Coordinator is responsible for supervising Insurance/FEMA documentation as well as documenting the process for the disaster assistance application. (See Checklist 5-A).

**Assistant Finance Coordinator**
The Assistant Finance Coordinator is responsible for assisting the Finance Coordinator with the implementation and management of the Finance Section. (See Checklist 5-A-1).

The structure of the Incident Command allows for special units under a section to be established to effectively deal with the incident. For the campus setting, the following units could be activated:

**Accounting Unit**
The Accounting Unit provides accounting documentation of all emergency expenses, audits all expenditures and records, and supports the Insurance/FEMA Documentation. This function keeps time records for all personnel involved in the disaster response and obtains and records all damage cost information by site. (See Checklist 5-B).

**Insurance/FEMA Documentation**
The Insurance/FEMA Documentation staff initiates, prepares and maintains a documentation package (or binder) that contains the documentation files and records supporting the disaster assistance application process. (See Checklist 5-C).

**Procurement**
The Procurement Officer orders, receives, stores, processes and allocates all disaster resources and supplies. Conducts the supply process to ensure reimbursement, keeping careful and complete records according to the specified accounting system. Assists with the deactivation process. (See Checklist 5-D).

## 3.6 University Management & Building Coordinators

**University Management**
University Management will consist of all other directors and deans on campus. (See Section 4.6 Checklists 6A-6E).

**Building Coordinators**
Every Administrator, Dean, or Department Head will appoint a specific person as Building Coordinator for every activity under their control.

Building emergency and/or evacuation information will be prepared and distributed to all employees with follow-up discussions, on-the-job training, or further explanation as required. Time will be allowed for training employees in emergency techniques such as fire extinguisher usage, fire drills and building evacuation procedures. All University employees are encouraged to obtain basic first aid and CPR training. Contact Public Safety for assistance.

The Building Coordinator will select floor monitors for each floor to assist in emergencies and building evacuations, and develop a building evacuation plan. (See checklist 6-E).

# Chapter 4 Emergency Response Organization Checklists

## 4.1 Management-Command Checklists

### 4.1.1 Checklist 1A - University President

**Assignment: EMERGENCY POLICY EXECUTIVE**

| | |
|---|---|
| Position | University President |
| Section | President's Executive Group/Management-Command |

**FOR IMMEDIATE CONSIDERATION OR ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site**. |
| ☐ | Assess situation; obtain information through the Incident Commander (Director of Public Safety or VP of Facilities Services). |
| ☐ | Consult with the Incident Commander to consider declaring a State of Emergency. (If warranted, sign Declaration of Campus Emergency.) Notify vice presidents and the Public Information Officer. |
| ☐ | Consult with the Incident Commander to consider closure of the university. (If warranted, sign Declaration of Campus Closure.) Notify vice presidents and the Public Information Officer. |
| ☐ | If the incident requires campus closure, how long will the campus be closed? What information will students and employees need? |
| ☐ | Activate Emergency Plan on recommendation of the Incident Commander or ranking Public Safety Officer on duty. |
| ☐ | Activate President's Executive Group. |
| ☐ | Inform and brief the Executive Group on the emergency situation and status as it affects their areas. |
| ☐ | Through the Incident Commander, monitor the campus condition. What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community? |
| ☐ | Issue any necessary public statements through the Public Information Officer. |
| ☐ | Confer as needed with the President's Executive Group and other local and state officials. |
| ☐ | Authorize the Incident Commander to announce the end of the State of Emergency when appropriate. |

**CONTINUING CONSIDERATIONS**

| | |
|---|---|
| ☐ | **Keep Informed:** Obtain periodic situation updates from the Incident Commander. |
| ☐ | **Share Information:** Review and approve media releases. |

**END OF EMERGENCY INCIDENT**

| | |
|---|---|
| ☐ | **State of Emergency Over:** Authorize the Incident Commander to announce the end of the State of Emergency when appropriate. |
| ☐ | **Recovery Expectations:** When will the academic process resume? |

### 4.1.2 Checklist 1A Supplement - VP University Advancement

**Assignment: PRESIDENT'S EXECUTIVE GROUP**

| | |
|---|---|
| Position | Vice President - University Advancement |
| Section: | President's Executive Group/Management-Command |

**FOR IMMEDIATE ACTION OR CONSIDERATION**

| | |
|---|---|
| ☐ | Remain Calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | Assess situation, obtain information through the President. |
| ☐ | Implement telephone tree and advise your staff. |
| ☐ | Inform and brief your staff on the emergency situation as it affects their areas. |
| ☐ | Provide resources or resource information to the President's Executive Group and Management Command. |
| ☐ | Provide volunteer resources as available. |

### 4.1.3 Checklist 1A Supplement - VP Financial Services

**Assignment: PRESIDENT'S EXECUTIVE GROUP**

| | |
|---|---|
| Position | Vice President - Financial Services |
| Section: | President's Executive Group/Management-Command |

**FOR IMMEDIATE ACTION OR CONSIDERATION**

| | |
|---|---|
| ☐ | Remain Calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | Assess situation, obtain information through the President. |
| ☐ | Implement telephone tree and advise your staff. |
| ☐ | Inform and brief your staff on the emergency situation as it affects their areas. |
| ☐ | Provide resources or resource information to the President's Executive Group and Management Command. |
| ☐ | Provide volunteer resources as available. |

### 4.1.4 Checklist 1A Supplement - VP Student Affairs

**Assignment: PRESIDENT'S EXECUTIVE GROUP**

| | |
|---|---|
| Position | Vice President - Student Affairs |
| Section | President's Executive Group/Management-Command |

**FOR IMMEDIATE ACTION OR CONSIDERATION**

| | |
|---|---|
| ☐ | Remain Calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | Assess situation, obtain information through the President. |
| ☐ | Implement telephone tree and advise your staff. |
| ☐ | Inform and brief your staff on the emergency situation as it affects their areas. |
| ☐ | Provide resources or resource information to the President's Executive Group and Management Command. |
| ☐ | Provide volunteer resources as available. |

### 4.1.5 Checklist 1A Supplement - VP Research

**Assignment: PRESIDENT'S EXECUTIVE GROUP**

| | |
|---|---|
| Position | Vice President - Research |
| Section | President's Executive Group/Management-Command |

**FOR IMMEDIATE ACTION OR CONSIDERATION**

| | |
|---|---|
| ☐ | Remain Calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | Assess situation, obtain information through the President. |
| ☐ | Implement telephone tree and advise your staff and deans. |
| ☐ | Inform and brief your staff on the emergency situation as it affects their areas. |
| ☐ | Provide resources or resource information to the President's Executive Group and Management Command. |
| ☐ | Provide volunteer resources as available. |

### 4.1.6 Checklist 1A Supplement - Provost & VP for Academic Affairs

**Assignment: PRESIDENT'S EXECUTIVE GROUP**

| | |
|---|---|
| Position | Provost and Vice President for Academic Affairs |
| Section | President's Executive Group/Management-Command |

**FOR IMMEDIATE ACTION OR CONSIDERATION**

| | |
|---|---|
| ☐ | Remain Calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | Assess situation, obtain information through the President. |
| ☐ | Implement telephone tree and advise your staff and the college deans. |
| ☐ | Inform and brief your staff on the emergency situation as it affects their areas. |
| ☐ | Provide resources or resource information to the President's Executive Group and Management Command. |
| ☐ | Provide volunteer resources as available. |

### 4.1.7 Checklist 1A Supplement - University Attorney

**Assignment: PRESIDENT'S EXECUTIVE GROUP**

| | |
|---|---|
| Position | University Attorney |
| Section | President's Executive Group/Management-Command |

**FOR IMMEDIATE ACTION OR CONSIDERATION**

| | |
|---|---|
| ☐ | Remain Calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | Assess situation, obtain information through the President. |
| ☐ | Implement telephone tree and advise your staff. |
| ☐ | Inform and brief your staff on the emergency situation as it affects their areas. |
| ☐ | Provide resources or resource information to the President's Executive Group and Management Command. |
| ☐ | Provide volunteer resources as available. |

### 4.1.8 Checklist 1A Supplement - Director, Human Resources

**Assignment: PRESIDENT'S EXECUTIVE GROUP**

| | |
|---|---|
| Position | Director - Human Resources |
| Section | President's Executive Group/Management-Command |

**FOR IMMEDIATE ACTION OR CONSIDERATION**

| | |
|---|---|
| ☐ | Remain Calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | Assess situation, obtain information through the President. |
| ☐ | Implement telephone tree and advise your staff. |
| ☐ | Inform and brief your staff on the emergency situation as it affects their areas. |
| ☐ | Provide resources or resource information to the President's Executive Group and Management Command. |
| ☐ | Provide volunteer resources as available. |

### 4.1.9 Checklist 1B - Incident Commander

**Assignment: INCIDENT COMMANDER**

| | |
|---|---|
| Position | Director of Public Safety/Director of Facilities Services |
| Section | Management-Command |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to the EOC, call Dispatch at 208-282-2515.) |
| ☐ | Obtain authorization from President to activate Emergency Plan. |
| ☐ | Consult with President to consider declaration of emergency and/or closure. If an emergency is declared notify the local Idaho BHS Field Officer (Ken Fagnant 208-238-9113 or (208) 251-0815 (kfagnant@bhs.idaho.gov) or BHS Duty Officer via State Communications (1-800-632-8000). |
| ☐ | If the incident requires campus closure, how long will the campus be closed? What information will students and employees need? |
| ☐ | Authorize emergency alert messages and dissemination of public education/information to the campus community by the Public Information Officer. Through the PIO, communicate to students, faculty and staff who will want to know what they should do, when, where and how they can help. |
| ☐ | Activate the EOC. |
| ☐ | Establish a communication protocol with EOC staff and a communication link with the Public Safety Dispatch Center. |
| ☐ | Appoint a scribe to keep a written log of phone messages, actions taken, etc. |
| ☐ | Conduct an initial briefing with EOC staff and issue directives to EOC staff as required. Establish a communication protocol with the President and EOC staff. |
| ☐ | Assign personnel to staff ICS functions: |
| | ☐ Operations |
| | ☐ Planning |
| | ☐ Logistics |
| | ☐ Finance |
| ☐ | Conduct an initial situation assessment to determine: |
| | ☐ Type of emergency. |
| | ☐ Location of emergency. |

| | |
|---|---|
| | ☐ Initial damage to campus and infrastructure. |
| | ☐ Size of area involved. |
| | ☐ Human resources immediately available and number of additional people required. |
| | ☐ Field Command Post location(s): Evaluate need for and use of field command posts; assign as appropriate. |
| | ☐ Staging Area locations. |
| | ☐ Access routes for emergency vehicles. |
| | ☐ Immediate assistance required (medical, fire, Facilities Services, environmental safety). |
| | ☐ Number and type of injuries/casualties |
| | ☐ Resources needed for night operation. |
| ☐ | Develop and implement control plans which may include: |
| | ☐ Perimeter control provisions/interior patrol provisions. |
| | ☐ Building/area evacuation procedures. |
| | ☐ Liaison with other emergency agencies. |
| | ☐ Traffic control plans. |
| | ☐ Mobilization of on-duty personnel. |
| | ☐ Mutual aid contingencies. |
| ☐ | Direct situation analysis staff to prepare detailed assessment of damages, injuries, casualties, etc. |
| ☐ | Request personnel and equipment as needed for control of the incident. |
| ☐ | Establish contact with local (city, county) emergency operations centers. |
| ☐ | Determine the impact of the incident beyond the immediate campus. Advise the President. |
| ☐ | Obtain the weather forecast. |

**CONTINUING OPERATIONS**

| | |
|---|---|
| ☐ | Identify staging areas for incoming resources. |
| ☐ | Obtain periodic updates from the Field Command Post(s) and brief the President and other Executive Group members. Keep them all informed about changes and conditions. |
| ☐ | Provide, via the PIO, periodic updates to the media. |
| ☐ | Request from section heads ongoing status reports regarding their activities and resources. |
| ☐ | Remind section heads concerning documentation of their activity for recovery records. |

| | |
|---|---|
| ☐ | Evaluate the continuing need for and use of field command post(s). |
| ☐ | Advise EOC staff to begin recovery efforts and contingency plans when appropriate (may be concurrent with response efforts). |
| ☐ | Will the campus become a reception point for outside victims? |
| ☐ | Request recommended sites, as needed, for casualty collection point and/or coroner operations. |
| ☐ | Develop plans for replacing human and physical resources. |
| ☐ | **Monitor Stress:** |
| | ☐ Observe staff for signs of stress or inappropriate behavior and conduct stress debriefing sessions, if appropriate. Refer anyone exhibiting symptoms to the Trauma Unit or EMS. |
| | ☐ Provide periodic rest periods for staff and relief when indicated. |
| | ☐ Transfer command if the emergency exceeds 12 hours, or if stress indicates a transfer. |
| ☐ | Estimate duration of the response, if possible. |

**END OF EMERGENCY INCIDENT**

| | |
|---|---|
| ☐ | **State of Emergency Over:** Confer with President for authorization to announce end of the state of emergency when appropriate. |
| ☐ | De-escalate and de-mobilize, when appropriate, and provide this fact to the President, EOC staff and PIO. |
| ☐ | Establish a time for debriefing before closing the EOC and President's Executive Group. |
| ☐ | **Recovery Expectations:** |
| ☐ | When will the academic process resume? |

### 4.1.10 Checklist 1C - Public Information Officer

**Assignment: PUBLIC INFORMATION OFFICER**

| | |
|---|---|
| Position | Director, University Relations |
| Section | Management-Command Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your building or office is not affected, go to the Emergency Operations Center. (If unable to report to EOC, call Dispatch at 208-282-2515.) |
| ☐ | Open Media Center. |
| ☐ | Ensure that all information is clear, concise, confirmed and approved by appropriate authority before release to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency, despite urging by reporters to do so. |
| ☐ | Gather information on the emergency situation and response actions. |
| ☐ | Assign a Public Information Representative, if appropriate, to: |
| | ☐ Establish a Media Control Point near incident site. |
| | ☐ Keep EOC staff informed of the media situation at the incident site. |
| ☐ | Establish and release “media only” telephone number(s). |
| ☐ | Monitor published and broadcast Emergency Public Information for accuracy. Correct serious misinformation when possible. |
| ☐ | Maintain Emergency Public Information status boards and maps. Post hard copy of news releases. |
| ☐ | Attend periodic EOC briefings and policy meetings. |
| ☐ | Consider additional methods for distributing emergency instructions as required. |
| ☐ | Schedule media briefings/press conferences and tours as conditions permit. |
| ☐ | Arrange for media access to the EOC, command staff and incident site when appropriate. |
| ☐ | Establish a center for rumor control. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Release emergency instructions/information to faculty, staff and students about the emergency and what steps individuals should take. |
| ☐ | Release emergency instructions/information to the electronic and print media. |
| ☐ | Produce news releases as required. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | **Communicating the problem to the campus community:** |
| | ☐ Members of the campus community need to know the problem is being handled and what they (students, faculty and staff) should do. When can they help and how can they help? |
| ☐ | **Closure:** |
| | ☐ Will the incident require the closure of campus? What is the best process to communicate this information? When will the academic process resume? |

### 4.1.11 Checklist 1D - Liaison Officer

**Assignment: LIAISON OFFICER**

| | |
|---|---|
| Position | Space and Energy Manager, Facilities Services |
| Section | Management-Command Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go the Emergency Operations Center. (If unable to report to EOC, call Dispatch at 208-282-2515.) |
| ☐ | Communicate with the Incident Commander and other section officers to determine: |
| ☐ | ☐ The extent and nature of the emergency. |
| ☐ | ☐ Are outside agencies responding (e.g., fire, medical)? |
| ☐ | ☐ What location will be used for receiving and staging responding agencies? |
| ☐ | ☐ What will be the communication and coordination frequency used? |
| ☐ | ☐ Will mutual aid be requested? |
| ☐ | Notify responding outside agencies where to check in and the staging location. |
| ☐ | Identify agency representatives from each agency including the Communications link and their location. |
| ☐ | Monitor the incident operations to identify what might be potential interorganizational problems. |
| ☐ | Provide the Incident Commander with status reports concerning the arrival times of responding agencies, number of personnel responding, and the type of resources expected. |
| ☐ | Maintain a unit log. |
| ☐ | Provide information to other Section officers on the number and type of resources coming to the campus to assist with the emergency. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Provide a point of contact for assisting mutual aid agency representatives. |
| ☐ | Provide information and maintain a liaison with other public and private agencies. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | Outside agency issues: |
| | ☐ Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts are not going at cross-purposes. |
| ☐ | Extended operations: |
| | ☐ Some incidents could extend for several hours or days. The Liaison Officer must determine the continued availability of the resources and arrange for long-term stays. |

### 4.1.12 Checklist 1E - Safety Officer

**Assignment: SAFETY OFFICER**

| | |
|---|---|
| Position | Environmental Specialist, Facilities Services |
| Section | Management-Command Support |

Activation of this position is at the option of the Incident Commander unless it is a hazardous materials incident. OSHA mandates the Safety Officer position for all hazardous materials incidents.

For other incidents, the Safety Officer has the authority to stop all unsafe activity deemed to be outside the scope of the incident action plan.

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) |
| ☐ | Communicate with the Incident Commander and other section coordinators to determine the extent and nature of the emergency. |
| ☐ | Monitor and assess hazardous and unsafe situations and develop measures for assuring personnel safety. |
| ☐ | Maintain a log of activities. |

## 4.2 Operations Checklists

### 4.2.1 Checklist 2A - Operations Coordinator

**Assignment: OPERATIONS COORDINATOR**

| | |
|---|---|
| Position | Associate VP, Facilities Services |
| Section | Operations |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the EOC. (If unable to report to EOC, call Dispatch at 208-282-2515.) |
| ☐ | Once at the EOC, get briefed and then organize and activate the Operations Section. |
| ☐ | Establish a journal/log for recording activities. |
| ☐ | Establish a communication link with the Public Safety Dispatcher. |
| ☐ | Evaluate operational needs and response based on:<br>• The type of emergency.<br>• Location of emergency and types of facilities involved.<br>• Size of area involved (limited area or campus wide).<br>• Number and type of injuries/casualties.<br>• Access routes for emergency vehicles.<br>• Assistance required (e.g., medical, fire, Facilities Services, environnmental health and safety). |
| ☐ | In coordination with the Incident Commander and the Planning Coordinator, develop a tactical plan. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assume operational command of the response. |
| ☐ | Manage the Operations section of the EOC, including the following Response Teams:<br>• Public Safety<br>• Communications Dispatcher<br>• Search & Rescue<br>• Medical<br>• Health & Safety<br>• Buildings & Utilities<br>• IT/Telecommunications |

| | |
|---|---|
| ☐ | Keep the Incident Commander informed of response team activities. |
| ☐ | Evaluate operational information and determine priorities. |
| ☐ | Deploy teams to address problems. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Recommend Mutual Aid needs and resources. |
| ☐ | Provide information to Situation Status. |

**FIRST PRIORITY/CONSIDERATION**

| | |
|---|---|
| ☐ | Number one priority is Life Safety. Determine if the following branches need to be activated:<br>• Medical for emergency triage or first aid.<br>• Search & Rescue to find and rescue injured and trapped students and staff.<br>• Public Safety to evacuate people away from a danger zone.<br>• Health & Safety to assist with control and containment of a hazardous material. |
| ☐ | Authorize immediate actions according to safety and emergency operation procedures including on-site treatment of the injured, occupancy status of the buildings, and procedures for relocating students, employees, and visitors away from dangers and hazards. |

**STAFFING ACTIONS**

| | |
|---|---|
| ☐ | Determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for control of the incident. |
| ☐ | Make requests to Logistics Coordinator for resources, which are needed or will be needed soon. Determine if public agency mutual aid is required for any operations on campus. Upon concurrence with the Incident Commander, determine if outside assistance will be responding; establish procedures and staffing for the incoming assistance. |

**MEDICAL ACTIONS**

| | |
|---|---|
| ☐ | Direct the establishment of the Medical Staging and Treatment Area. Ensure that supplies are available. Establish and implement procedures and priorities for medical treatment, first aid, etc. Verify that emergency transportation has been called for severe cases; transport to the closest emergency facility. |

**ACCESS CONTROL ACTIONS**

| | |
|---|---|
| ☐ | Direct staff to cordon off unsafe areas, secure facilities, and control access where there is damage. Have utilities shut down, if presenting a possible hazard. |
| ☐ | Ensure traffic control is established to provide access for emergency vehicles. |
| ☐ | Direct the establishment and control of on-campus evacuation reception areas. |
| ☐ | Deal with requests to re-enter buildings; coordinate with the Incident Commander. |

**PLANNING AND SITUATION STATUS ACTIONS**

| | |
|---|---|
| ☐ | Coordinate with Structural Damage Assessment regarding safety and initial damage inspections; support structural damage assessment with Building and Utility Teams, as required. Following damage assessment, continue to have Public Safety inspect and ensure people are kept out of damaged and/or dangerous areas. |
| ☐ | Coordinate with Planning Coordinator and Structural Damage Assessment to identify priorities for further inspections, repairs, service restoration, and facility restoration. |
| ☐ | Forward information to Situation Status Officer and others in the EOC. Keep the Incident Commander informed of events and actions. Work closely with Situation Status to keep track of site operations. |

**RESOURCE LOGISTICS ACTIONS**

| | |
|---|---|
| ☐ | Request site food/water and other personnel support for response teams from the Logistics Coordinator. Request arrangements for a secure site away from public access (THE EOC IS NOT A SHELTER OPERATION). |
| ☐ | Plan for ongoing operations if damage is severe or field activities appear to be extensive. Coordinate with Logistics Coordinator, Human Resource Officer and the Incident Commander to plan for extended operations, especially during non-business hours. |
| ☐ | Helicopter requests: determine landing zone(s) as necessary. |

**RECOVERY ACTIONS**

| | |
|---|---|
| ☐ | Coordinate and direct the cleanup, salvage, and repair efforts for all facilities. |
| ☐ | Provide lists of personnel on duty and any preliminary information on personnel matters or claims to Human Resources. |
| ☐ | Provide information and recommendations to Planning Coordinator for the After Action Report. |
| ☐ | Support Insurance/FEMA Documentation files with photographs and source documents; time records, field notes, etc. |

**ADDITIONAL CONSIDERATIONS**

| | |
|---|---|
| ☐ | **Continued Operations and Resources** |
| | ☐ Estimate the duration of the response and develop plans for replacing human and physical resources. |
| ☐ | **Extended Operations** |
| | ☐ Some incidents could extend for several hours or days. |
| ☐ | **Security and Access Control** |
| | ☐ Perimeter security needs and resources for night operation. |
| | ☐ Will the campus become a reception point for outside victims? |

### 4.2.2 Checklist 2A-1 - Assistant Operations Coordinator

**Assignment: ASSISTANT OPERATIONS COORDINATOR**

| | |
|---|---|
| Position | M & O Supervisor, Facilities Services |
| Section | Operations |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the EOC. (If unable to report to EOC, call Dispatch at 208-282-2515.) |
| ☐ | Once at the EOC, get briefed to help organize and activate the Operations Section. |
| ☐ | Establish a journal/log for recording activities. |
| ☐ | Assist in establishing a communication link with the Public Safety Dispatcher. |
| ☐ | Assist in evaluating operational needs and response based on:<br>• The type of emergency.<br>• Location of emergency and types of facilities involved.<br>• Size of area involved (limited area or campus wide).<br>• Number and type of injuries/casualties.<br>• Access routes for emergency vehicles.<br>• Assistance required (e.g., medical, fire, Facilities Services, EH&S). |
| ☐ | In coordination with the Incident Commander and the Planning Coordinator, assist the Operations Coordinator to develop a tactical plan. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist Operations Coordinator in assuming operational command of the response. |
| ☐ | Assist in managing the Operations section of the EOC, including the following response teams:<br>• Public Safety<br>• Communications Dispatcher<br>• Search & Rescue<br>• Medical<br>• Health & Safety<br>• Buildings & Utilities<br>• IT/Telecommunications |
| ☐ | Help keep the Incident Commander informed of response team activities. |
| ☐ | Help evaluate operational information and determine priorities. |

| | |
|---|---|
| ☐ | Help to deploy teams to address problems. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Help Operations Coordinator recommend Mutual Aid needs and resources. |
| ☐ | Help Operations Coordinator provide information to Situation Status. |

**FIRST PRIORITY/CONSIDERATION**

| | |
|---|---|
| ☐ | Number one priority is LIFE SAFETY. Help Operations Coordinator determine if the following branches need to be activated:<br><br>* Medical for emergency triage or first aid.<br>* Search & Rescue to find and rescue injured and trapped students and staff.<br>* Public Safety to evacuate people away from a danger zone.<br>* Health & Safety to assist with control and containment of a hazardous material. |
| ☐ | With Operations Coordinator, authorize immediate actions according to safety and emergency operation procedures including on-site treatment of the injured, occupancy status of the buildings, and procedures for relocating students, employees, and visitors away from dangers and hazards. |

**STAFFING ACTIONS**

| | |
|---|---|
| ☐ | Help Operations Coordinator determine what staff resources are immediately available and make requests for appropriate personnel and equipment resources needed for control of the incident. |
| ☐ | Help Operations Coordinator make requests to Logistics for resources, which are needed or will be needed soon. Determine if public agency mutual aid is required for any operations on campus. Upon concurrence with the Incident Commander, determine if outside assistance will be responding; establish procedures and staffing for the incoming assistance. |

**MEDICAL ACTIONS**

| | |
|---|---|
| ☐ | Help Operations Coordinator direct the establishment of the Medical Staging and Treatment Area. Ensure that supplies are available. Establish and implement procedures and priorities for medical treatment, first aid, etc. Verify that emergency transportation has been called for severe cases; transport to the closest emergency facility. |

**ACCESS CONTROL ACTIONS**

| | |
|---|---|
| ☐ | Help Operations Coordinator direct staff to cordon off unsafe areas, secure facilities, and control access where there is damage. Have utilities shut down, if presenting a possible hazard. |
| ☐ | Ensure traffic control is established to provide access for emergency vehicles. |
| ☐ | Help Operations Coordinator direct the establishment and control of on-campus evacuation reception areas. |
| ☐ | Deal with requests to re-enter buildings, coordinate with the Incident Commander. |

**PLANNING AND SITUATION STATUS ACTIONS**

| | |
|---|---|
| ☐ | Assist Operations Coordinator to coordinate with Structural Damage Assessment regarding safety and initial damage inspections, support damage assessment with Building and Utility teams, as required. Following Damage Assessment, continue to have Public Safety inspect and ensure people are kept out of damaged and/or dangerous areas. |

| | |
|---|---|
| ☐ | Assist Operations Coordinator to coordinate with Planning and Structural Damage Assessment to identity priorities for further inspections, repairs, service restoration, and facility restoration. |
| ☐ | Assist Operations Coordinator to forward information to Situation Status and others in the EOC. Keep the Incident Commander informed of events and actions. Work closely with Situation Status to keep track of site operations. |

**RESOURCE LOGISTICS ACTIONS**

| | |
|---|---|
| ☐ | With Operations Coordinator, request site food/water and other personnel support for response teams from the Logistics Coordinator. Request arrangements for a secure site away from public access (THE EOC IS NOT A SHELTER OPERATION). |
| ☐ | Plan for ongoing operations if damage is severe or field activities appear to be extensive. Assist Operations Coordinator to coordinate with Logistics Coordinator, Human Resources Officer and the Incident Commander to plan for extended operations, especially during non-business hours. |
| ☐ | Helicopter requests: determine landing zone(s) as necessary. |

**RECOVERY ACTIONS**

| | |
|---|---|
| ☐ | Assist Operations Coordinator to coordinate and direct the cleanup, salvage, and repair efforts for all facilities. |
| ☐ | Provide lists of personnel on duty and any preliminary information on personnel matters or claims to Human Resources. |
| ☐ | Provide information and recommendations to Planning for the After Action Report. |
| ☐ | Support the Insurance/FEMA Documentation files with photographs and source documents; time records, field notes, etc. |

**ADDITIONAL CONSIDERATIONS**

| | |
|---|---|
| ☐ | **Continued Operations and Resources** |
| | ☐ Estimate the duration of the response and develop plans for replacing human and physical resources. |
| ☐ | **Extended Operations** |
| | ☐ Some incidents could extend for several hours or days. |
| ☐ | **Security and Access Control** |
| | ☐ Perimeter security needs and resources for night operation. |
| | ☐ Will the campus become a reception point for outside victims? |

### 4.2.3 Checklist 2B - Public Safety

**Assignment: Public Safety**

| | |
|---|---|
| Position | Captain, Public Safety |
| Section | Operations |

**FOR IMMEDIATE ACTIONS**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, report to the EOC. (If unable to report to EOC, call Dispatch at 208-282-2515.) |
| ☐ | Contact the Operations Coordinator with the list of team members and obtain equipment and assignments. |
| ☐ | Determine the number of personnel available to respond. |
| ☐ | Keep the Operations Coordinator briefed. |
| ☐ | Develop an Action Plan for your assignment. |
| ☐ | Advise Situation Status Officer of the Public Safety mission and assignment. |
| ☐ | Keep a log of your activities. |
| ☐ | Keep local law enforcement informed and coordinate actions. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Provide a rapid warning to the campus community of hazards or dangers. |
| ☐ | Assist with clearing and closing buildings following an earthquake. |
| ☐ | Evacuate people from potential or existing danger. |
| ☐ | Close off areas and control access (limited or no access). |
| ☐ | Traffic control. |
| ☐ | Protect property. |

**IF ASSIGNED TO WARN THE CAMPUS OF A DANGER**

| | |
|---|---|
| ☐ | Determine who needs to be warned. |
| ☐ | Clarify the message that will be given out. If the message deals with evacuation from an area, be specific where you want people to go. |
| ☐ | Determine the method for giving the warning: in person, by going to specific locations, via public address system on police vehicle, etc. |

**IF ASSIGNED TO CLEAR & CLOSE BUILDINGS FOLLOWING AN EARTHQUAKE**

| | |
|---|---|
| ☐ | Make sure the plan identifies all building(s) to be searched and closed. |
| ☐ | Obtain safety instructions for damaged buildings: |
| | ☐ How to recognize hazards. |
| | ☐ Conditions that would prevent entering a damaged building. |
| | ☐ Protective clothing, etc. |
| ☐ | Establish a procedure for clearing injured persons from the building. |
| ☐ | Provide each team with materials to post "Building Closed" signs. |

**IF ASSIGNED TO EVACUATE AN AREA ON CAMPUS OR THE WHOLE CAMPUS**

| | |
|---|---|
| ☐ | Plan should include: |
| | ☐ Assembly areas and safe exit routes. |
| | ☐ Traffic control devices, barricades, and signs. |
| | ☐ Accommodations for relocating the physically impaired. |
| ☐ | Review the Closure Plan. |
| ☐ | Determine if special transportation is needed. |
| ☐ | Assign staff to the reception area. |

**IF ASSIGNED TO SEARCH OR ASSIST PERSON(S) INJURED OR TRAPPED**

| | |
|---|---|
| ☐ | Obtain safety instructions for damaged buildings: |
| | ☐ How to recognize hazards. |
| | ☐ Conditions that would prevent entering a damaged building. |
| | ☐ Protective clothing, etc. |
| ☐ | Search assigned areas, according to the established pattern. |
| ☐ | Check each building ensuring complete evacuation. Make a note of unsafe conditions and areas. |
| ☐ | Remove any trapped or injured persons, according to established procedures. Assist the injured to the First Aid Center. Send for help if the person cannot be safely moved. |
| | **NOTE:** If there is structural damage to the building or severe hazard (electrical, fire, hazardous materials, etc.) to officers, advise the Operations Coordinator before proceeding. You may need to call the Fire Department and other experts to successfully rescue a victim without further harm to yourself and/or the victim. This is especially important for earthquake damaged buildings which may fully collapse during aftershocks. |

**IF ASSIGNED TO CLOSE OFF AREAS AND/OR CONTROL ACCESS**

| | |
|---|---|
| ☐ | Determine the type of control of persons and vehicles into and out of the area:<br>• **NO ACCESS:** All people will be prohibited from entering the closed area. Authorized personnel, i.e., campus, local, state, or federal personnel performing emergency work will be permitted entry. Media representatives will be allowed access on a controlled basis.<br>• **LIMITED ACCESS:** Allows persons into closed area according to criteria established by the Incident Commander. Persons entering must abide by the policies established in order to gain entry. |
| ☐ | Direct the placement of barricades, traffic control devices, and signs. |
| ☐ | Establish an entry system. |
| ☐ | Establish and staff control points. |
| ☐ | Determine the pass system for entry and exit for the area secured. |

**PUBLIC SAFETY ALERT AND WARNING RESPONSE - ALL HAZARDS**

One aspect of emergency management is the process of issuing an effective warning of danger or hazard to the community. Depending upon the nature of the emergency, there may be time to plan and organize or it may only permit a spontaneous reaction. Alert & Warning is a function of the Emergency Management Operation that deals with the process of notifying the campus community of impending or existing hazards.

- **OBJECTIVES**
  The overall objectives of Alert and Warning are:
  - Providing a process where the community is advised of potential or existing hazards.
  - Protecting lives by issuing alerts that will reduce the potential of risk.
  - Providing a rapid notification on short notice to the community.

- **CONCEPT OF OPERATION**
  During an emergency the Alert and Warning will be coordinated by Management/Command and carried out by Operations. Performance of this function shall be in accordance with established procedures and will involve two distinct modes:
  - **Mode 1:** During the first few hours of the emergency, Public Safety staff will provide rapid warnings to people in the area with the greatest risk.
  - **Mode 2:** Once the immediate threat of the emergency has been contained; the alert and warning will involve planned information concerning evacuation and closure of areas.
- **GENERAL PROCEDURES**
  - **Short-Notice Warnings:** This process usually does not allow time to develop specific plans and the objective will be to quickly warn personnel to move from a high risk area to a low risk assembly area. Methods for this process will generally involve one or all of the following:
    - Public Safety and/or Police vehicles with messages broadcast over public address systems.
    - Staff with portable public address systems walking through the area.
    - Telephone calls, if the system is operational and time permits.
  - **Advance Notice Warnings:** When time permits, other appropriate methods may be used to get the message disseminated to the public.

**PUBLIC SAFETY FIELD COMMAND POST**

**RESPONSE - ALL HAZARDS**

A Field Command Post (FCP) is a designated, secure area, wherein those responsible for the incident direction and control can function. Key considerations include security, access and a staging area of all necessary command personnel, regardless of what agency they each represent. The department may establish a FCP for a variety of daily routine operations. This concept is not restricted only to major disasters.

- **CONCEPT OF OPERATION**

  The ranking public safety officer on duty shall evaluate the need for establishing a field command post based on the criteria listed below for an unusual occurrence or major incident:

  ☐ Will direction and command be improved by establishing a secure area close to the incident in progress?

  ☐ Will other agencies both on and off campus be responding and participating?

  If the answer to either or both of the above questions is yes, then a FCP should be established during an emergency. Performance of this function shall be in accordance with established procedures and will involve two distinct modes:

  - **Mode 1:** At the beginning of the emergency, the Incident Commander will be involved with determining the location of the Field Command Post, purpose of the FCP, communications, staffing and equipment.
  - **Mode 2:** Once the Field Command Post has been established, the Incident Commander will evaluate continued operations, replenishing staff & resources, access control, security, and long range operations.

- **COMMAND POST SITE SELECTION FACTORS**

  Often the rapid pace of the incident will limit your choices. The public safety vehicle may be your only choice. Select your location with the considerations listed below:

  **Usefulness:** Selection of a site, which will provide you with most of the basic necessities, such as, restrooms, telephones, water and power.

| | |
|---|---|
| ☐ | The first preference for an FCP Site would be a building with one or all of the following: telephone, restrooms, electricity, a parking lot. You will have to make arrangements for basic needs if the event is extended over a period of time. |
| ☐ | A site choice should be made with plans to remain there through the duration of the incident. Relocating during the incident creates numerous problems. Plan wisely. |

  **Accessibility:** An important factor of site selection is the FCP's accessibility by responding personnel:

| | |
|---|---|
| ☐ | Responding personnel, especially outside agencies, should be easily directed to the location. Do not pick an obscure location. |
| ☐ | The duty dispatcher should advise responding agencies with the FCP location and the best route. |
| ☐ | There should be sufficient area for vehicle parking and staging of personnel and equipment. Consider how heavy equipment would get in, if needed. |
| ☐ | Consideration should be given for establishing a helipad. |

**Safety:** The third factor of site selection is safety. The location should be defensible from hostile action or impending hazards.

| | |
|---|---|
| ☐ | The site during HAZMAT incidents should be at least 2000 feet from the incident and not down wind. |
| ☐ | The site should have the ability to provide access control. |

- **Command Post Equipment/Supplies may include:**

| | |
|---|---|
| ☐ | Barricades, barrier tape, and signs for the scene |
| ☐ | Portable radios |
| ☐ | Portable public address system/megaphones |
| ☐ | First aid kit |
| ☐ | Flashlights/batteries |
| ☐ | Cellular phone |
| ☐ | Portable/external lighting |
| ☐ | Emergency Response Vehicle |

**PUBLIC SAFETY ACCESS CONTROL**

**RESPONSE - ALL HAZARDS**

During an extraordinary emergency, particularly following a major disaster or technological incident, it may be necessary to control the movement of persons and vehicles into and out of an area. Access control may be necessary at a vital facility, an area around an incident, or the entire campus.

- **CONCEPT OF OPERATION**

  During an emergency the access control function is the responsibility of Public Safety with the assistance of Facilities Services. Performance of this function shall be in accordance with established procedures and will involve two distinct modes:
  - **Mode 1:** During the first few hours of the emergency, Public Safety along with Facilities Services staff and university resources will be used to quickly limit the access to high hazard areas or specific emergency operations.
  - **Mode 2:** Once the immediate threat of the emergency has been stabilized, the access control operations will shift toward control and protection of specific areas, such as building(s), casualty collection sites, resource staging areas, etc., or the campus in general.

An emergency could justify the need to close all or part of the campus for a short period of time or up to several days or weeks, depending on the emergency and its severity.

**First:**

| | |
|---|---|
| ☐ | Determine what places on campus will need to be closed off. |
| ☐ | Determine what type of area or facility will be controlled. |
| ☐ | Determine how large is the area to be controlled. |
| ☐ | Determine if the closure will involve vehicles and/or pedestrians. |
| ☐ | Determine if people need to be evacuated out of the controlled area first. |

| | |
|---|---|
| ☐ | Coordinate with Command. |

**IF the area is a vital facility, THEN:**

| | |
|---|---|
| ☐ | Determine how may people will be needed. |
| ☐ | Determine if the incident requires protection and access control. |
| ☐ | Determine if the personnel need to be armed. |
| ☐ | Determine who may get access and what types of controls will allow entry. |

**IF the area is an incident or emergency operations scene, THEN:**

| | |
|---|---|
| ☐ | Determine the size of the area to be controlled and how many people will be needed. |
| ☐ | Determine if both vehicles and pedestrians are to be controlled. |
| ☐ | Determine equipment needs: radios, flares, reflective vests, lights, etc. |
| ☐ | Assign a person to provide breaks and replace equipment. |
| ☐ | Check access control needs for all pedestrian walkways through the area. |
| ☐ | Contact Logistics for staff, barricades, and signs. |
| ☐ | Arrange for transportation to move staff and equipment. |
| ☐ | Coordinate with Command for handling media requests to enter the area. |
| ☐ | Determine who and what may enter the area and advise control point staff. |
| ☐ | Determine where the media will check in and assemble. |
| ☐ | Advise the EOC when the control measures are in place. |
| ☐ | Confirm with the EOC the policy and procedure for unauthorized entry. |
| ☐ | At street control points, make provisions for emergency vehicles to enter and exit. |

**If the entire campus is to be closed, THEN:**

| | |
|---|---|
| ☐ | Follow the campus closure procedures. |

**ADDITIONAL CONSIDERATIONS**

- Weather conditions.
- Night operations.
- Wind direction change during hazardous material operations.
- Develop contingency plans for reducing or expanding the perimeter.
- Using outside security personnel or volunteers.
- What special equipment may be needed?
- Personnel to direct and staff control points.
- Signs to control or restrict traffic.
- Radios to communicate to personnel within and outside the secured area.
- Establish additional control points.
- Additional street markers indicating closure of the area.
- Markers on the surface streets leading to the secured area.
- Officer patrols within and outside the secured area.

- Establish a pass system for entry and exit for the secured area.
- Handle law enforcement duties within and outside secured area.
- Direct the placement of barricades and traffic control devices.
- Initiate the entry system.

**ACCESS POLICY**

The criteria for allowing entry into a closed area will be established by the Incident Commander for an incident. The basic options are either of the following:

- **NO ACCESS:** All people will be prohibited from entering the closed area. Authorized personnel, i.e., campus, local, state, or federal personnel performing emergency work will be permitted entry. Media representatives will be allowed access on a controlled basis.
- **LIMITED ACCESS:** Allows persons into closed area according to criteria established by the Incident Commander. Persons entering must abide by the policies established in order to gain entry.

**AUTHORITY**

- **Idaho Code 33-3716(3)**

No person shall willfully refuse or fail to leave the property of, or any building or other facility owned, operated, or controlled by the governing board of any such institution of higher education upon being requested to do so by the chief administrative officer, his designee charged with maintaining order on the campus and in its facilities, or a dean of such college or university, if such person is committing, threatens to commit, or incites others to commit, any act which would disrupt, impair, interfere with, or obstruct the lawful missions, processes, procedures, or functions of the
institution.

- **Idaho Code 33-3716(5)**

Any person who violates any of the provisions of this section shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed five hundred dollars ($500), or imprisoned in the county jail for a period not to exceed one (1) year, or by both such fine and imprisonment.

**VOLUNTEERS**

After the initial stages of the Incident, people may begin to arrive volunteering their help. Listed below are some of the uses of volunteers:

- Traffic direction and information posts.
- Assist with loading and distributing signs and barricades.

### 4.2.4 Checklist 2C - Communications Dispatcher

**Assignment: COMMUNICATIONS DISPATCHER**

| | |
|---|---|
| Position | Public Safety Dispatcher on Duty & Dispatch Supervisor (if available) |
| Section | Operations Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain Calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the EOC. (If unable to report to EOC, call Dispatch at 208-282-2515.) Make contact with the Operations Coordinator with a list of team members and obtain equipment and assignments. |
| ☐ | Immediately assess the communication capabilities (telephone, radio, CCTV, computer networks, etc.) and set up the emergency communications system. |
| ☐ | Initiate Priority Notifications: |
| | ☐ Incident Commander |
| | ☐ Key emergency managers and administrators |
| | ☐ Additional Public Safety staff |
| ☐ | Establish a priority communication network with any Field Command Post that has been established. |
| ☐ | Develop an Action Plan for operation of the Communication Center. The plan should have contingencies for: |
| | ☐ Separating radio operations and telephone operations. |
| | ☐ Maintaining status boards of staging areas, medical operations, and evacuation assembly sites. |
| | ☐ Tracking the use of radio equipment. |
| | ☐ Long-term operations. |
| ☐ | Receive and forward to the Logistics Coordinator information such as notifications, warnings, and other communications. |
| ☐ | Assist with staff recall, as needed. |
| ☐ | When advised, establish and maintain communications with other agencies, as appropriate, beginning with the Operational Area EOC (county). |
| ☐ | Assign and distribute communications equipment, as available. |
| ☐ | Assist departments and organizations with communications, as possible. |
| ☐ | Provide information and recommendations to the Planning Coordinator for the After Action Report. |

| | |
|---|---|
| ☐ | Estimate the duration of the response and develop plans for replacing human and physical resources. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Serve as the central point for receiving and sending communications. |
| ☐ | Assist with staff recall. |
| ☐ | Assess communication capabilities and make recommendations. |
| ☐ | Assign and distribute communications equipment. |
| ☐ | Provide the EOC with communications, including runners, and establish communication links with other agencies. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist the campus with communications. |

### 4.2.5 Checklist 2D - Search & Rescue

**Assignment: SEARCH AND RESCUE**

| | |
|---|---|
| Position | Public Safety Officer |
| Section | Operations Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the staging area at the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Make contact with the Operations Coordinator with a list of team members and obtain equipment and assignments. |
| ☐ | Determine the number of personnel available to respond. |
| ☐ | Keep the Operations Coordinator briefed. |
| ☐ | Develop an Action Plan for Search & Rescue operations. The plan should have contingencies for: |
| | ☐ Safety instruction for emergency team members. |
| | ☐ Protective equipment and clothing. |
| | ☐ Identifying structural damage to buildings or severe hazards that would require specialized equipment and personnel to successfully rescue a victim without further harm to team members and/or the victim. |
| | ☐ Implementing Search & Rescue mutual aid plans. |
| ☐ | Report the results of assignment operations to the Situation Status Officer under the Planning Section (deaths, injuries, etc.). |
| ☐ | Keep a log of your activities. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Search the campus. |
| ☐ | Assist and rescue victims. |
| ☐ | Evacuate and remove persons trapped or injured. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Damage Assessment: Collect and report information concerning damaged facilities searched. |

## ADDITIONAL ITEMS

- **Outside Agency Issues**
  - Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.
- **Extended Operations**
  - Some incidents could extend for several hours or days. Search & Rescue must determine continued availability of staff and resources and arrange for replacements.
- **Deployment and Release**
  - It is important that Search & Rescue closely monitor the use and release of outside resources. Outside agencies are not familiar with the campus and should be either thoroughly briefed or assisted by a member of the campus.

## SEARCH & RESCUE SUPPORT

## SUPPORTING ORGANIZATIONS & RESPONSIBILITIES

- Public Safety has overall responsibility for rescue operations.
- Facilities Services will assist with heavy equipment, trucks, forklifts and personnel.
- Technical faculty and staff, when available, will provide expert advice on buildings and structures.
- City and county fire departments will be requested for large and specialized rescue operations.

### 4.2.6 Checklist 2E - Medical

**Assignment: MEDICAL**

| | |
|---|---|
| Position | Assistant Director, Student Health Services |
| Section | Operations Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your building or office is not affected, report to the staging area at the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Make contact with the Operations Coordinator with a list of team members and obtain equipment and assignments. |
| ☐ | Determine the number of personnel available to respond. |
| ☐ | Keep the Operations Coordinator briefed. |
| ☐ | Develop an Action Plan for Medical operations. The plan should have contingencies for: |
| | ☐ An emergency First Aid Station for the campus community and emergency workers. |
| | ☐ Transporting the critically injured to medical facilities. |
| | ☐ Setting up a triage operation at specific location for mass injuries. |
| | ☐ Implementing medical mutual aid. |
| | ☐ Implementing a coroner operation and a temporary morgue. |
| ☐ | Report the results of assignment operations to the Situation Status Officer under the Planning Section (injuries, deaths, etc.) |
| ☐ | Keep a log of your activities. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Activate and staff a First Aid Center. |
| ☐ | Provide first aid to injured persons. |
| ☐ | Arrange for and coordinate hospital transportation. |
| ☐ | Establish a temporary morgue, if necessary. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Rescue Operations. |

**ADDITIONAL ITEMS**

- **Outside Agency Issues**
  - Responding medical agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.
- **Extended Operations**
  - Some incidents could extend for several hours or days. Medical must determine continued availability of staff and resources and arrange for replacements.

**MEDICAL SUPPORT: OPERATIONS**

**RESPONSE - ALL HAZARDS**

| | |
|---|---|
| ☐ | Request that field teams report persons needing medical assistance. |
| ☐ | Determine number and location of persons requiring medical attention. |
| ☐ | Report information to the EOC. |
| ☐ | Request assistance with incoming ambulance and medical personnel. |
| ☐ | Assign staff until county responders arrive. |
| ☐ | Request Medical staff be sent to the site or transport victims to Health Center. |
| ☐ | Provide assistance to the EOC in accordance with the County Medical Casualty Incident Procedures. |
| ☐ | Obtain and record information on identity of victims and destination of transported casualties. |

**If county medical units cannot respond sufficiently under extreme emergency situation, consider the following actions as appropriate:**

| | |
|---|---|
| ☐ | Establish contact with the EOC and determine condition of the local hospitals. |
| ☐ | Request the EOC contact outside public and private medical organizations to determine the availability of personnel and services. |
| ☐ | Contact the EOC and determine which facilities will be used to support the MEDICAL operation. |
| ☐ | Allocate staff to the following locations or activities as required: |
| | ☐ Casualty Collection Point |
| | ☐ Student Health Services: In the event that the Student Health Services building is compromised, the primary alternative site will be the Pond Student Union Building. The secondary alternative site will be the Rendevous Building. |
| | ☐ Transport of injured |
| | ☐ Staging location of medical support |
| | ☐ Location of temporary morgue |
| ☐ | Mobilize and brief volunteer medical personnel. Assign volunteer medical staff to medical care sites. Ensure that briefings for staff and volunteers include: |
| | ☐ Triage |

| | |
|---|---|
| | ☐ Arrest of significant bleeding |
| | ☐ Use of intravenous solution |
| | ☐ Pain relief |
| | ☐ Tagging injured |
| | ☐ Patient tracking |
| | ☐ Identification and handling of facilities |
| ☐ | Ensure that injured requiring supplemental treatment are taken to the Casualty Collection Point site. |
| ☐ | Determine the following support needs and request from the EOC: |
| | ☐ Medical Supplies |
| | ☐ Portable generators |
| | ☐ Emergency radio net |
| | ☐ Transportation for victims to other medical facilities |
| | ☐ Food and water |
| ☐ | Conduct a periodic poll of injured and casualties to determine additional support requirements. |

**MEDICAL SUPPORT: DISASTER TRIAGE PROCEDURES**

During disaster situations that produce mass casualties and tax or overwhelm available campus medical resources, it may be necessary to use unusual techniques to provide the most effective aid. Under such conditions, the rule of "the greatest good for the greatest number" will be the guiding principle.

The disaster medical-care triage procedure initiated at campus disaster sites and disaster medical care facilities should be in accordance with the following guidelines:

> **Priority I** - Immediate transport. First priority casualties are those that have life threatening injuries that are readily correctable. For purposes of priority for transport to a hospital, a second sorting or review may be necessary so only those "transportable" cases are taken first. Some may require extensive stabilization at the scene before transport.
>
> **Priority II** - Delayed transport of casualties are all those whose therapy may be delayed without significant threat to life or limb and those for whom extensive or highly sophisticated procedures are necessary to sustain life.

Casualties requiring minimal care will not be tagged or registered. They will not be given professional level care and will not be admitted to hospitals. They will be sent from the incident scene in order to reduce confusion unless they are needed to assist as litter bearers or first aid staff.

The dead will be identified by an "X" on the forehead or covered with marked material. Professional opinion will be sought where needed. They will be completely covered with a sheet, blanket or other available opaque material. They should be moved out of the immediate casualty sorting area by the Coroner team as soon as practicable.

Panic-stricken or psychologically disturbed persons, who might interfere with casualty handling, should be isolated from the incident scene as soon as possible.

**MEDICAL SUPPORT: MULTIPLE CASUALTY INCIDENT PLAN**

Emergency Medical Services (EMS) are normally provided to the campus through an EMS system administered by the county. The EMS system has detailed procedures for responding to multiple casualty incidents.

Multiple casualty incidents may occur on campus as a result of events such as fire, explosion, vehicle accident, or hazardous materials release. If a major incident occurs on campus, the Local Emergency Operations Center may be activated.

The Communications Dispatcher will contact the local Police Department at 234-6100 .

In an area-wide emergency that results in casualties on campus and delays or reduces the County EMS system's ability to respond, the campus medical response will be managed by the Medical Branch under the Operations Section.

The response of campus personnel to the incident will be governed by the following guidelines:

- The Communications Dispatcher will request an EMS response through the Police Communication Center. Information will be provided on the number of casualties, conditions, and any special hazards.
- Public Safety units will escort ambulances to the site and will assist ambulance personnel in establishing an ambulance staging area.
- Public Safety personnel responding to the scene will establish a perimeter and, as feasible, initiate rescue and provide first aid to the victims.
- Student Health Services will be notified and placed on standby. A campus medical team will respond to the scene if the incident is a major medical emergency or larger incident, or if ambulance response is unduly delayed. Any medical personnel on scene will identify themselves to the incident commander or medical supervisor and provide assistance as requested.

**CORONER OPERATION: SUPPORT**

**SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES**

- Student Health Services is the primary unit for supporting coroner operations on campus.
- The County Coroner has support responsibility for coroner operations countywide including the campus.
- Local mortuaries and morticians will provide personnel and facilities for handling fatalities.

**CORONER OPERATION: RESPONSE**

**RESPONSE - ALL HAZARDS**

| | |
|---|---|
| ☐ | Determine the impact of the incident and have the EOC contact the County Coroner. |
| ☐ | Make recommendations to the EOC for sites that would be suitable as a temporary morgue. |
| ☐ | Refer all inquiries concerning number of the deceased to the EOC. |
| ☐ | Determine the number of personnel immediately available for assistance. |
| ☐ | Ensure personnel assisting the recovery teams understand the County Coroner policies and procedures. |

**If the county coroner/medical examiner cannot be contacted under extreme emergencies, consider the following actions as appropriate:**

| | |
|---|---|
| ☐ | Designate Fatality Recovery Teams and prioritize assignments. |
| ☐ | Check condition of critical equipment and supplies. Obtain body bags, tags, gloves, masks and other support items. |
| ☐ | Assign staff for the following functions as needed: |
| | ☐ Recovery teams |
| | ☐ Identification records |
| | ☐ Morgue |
| ☐ | Assign a person to handle records and personal effects. |
| ☐ | Establish a communication system between the temporary morgue and EOC. |
| ☐ | Check with Operations before using or entering a damaged facility. Ensure staff have adequate protective clothing and equipment. |
| ☐ | Coordinate activities with Law Enforcement, Fire, Medical, and Search & Rescue operations. |
| ☐ | Observe assigned staff carefully for indications of stress. |
| ☐ | Evaluate the need for security of the temporary morgue. |
| ☐ | Advise Transportation of the coroner transport needs. |

### 4.2.7 Checklist 2F - Health & Safety

**Assignment: HEALTH AND SAFETY**

| | |
|---|---|
| Position | Safety Officer, Facilities Services & Director, Health Physics |
| Section | Operations Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Make contact with the Operations Coordinator with a list of team members and to obtain equipment and assignments. |
| ☐ | Determine the number of personnel available to respond. |
| ☐ | Keep the Operations Coordinator briefed. |
| ☐ | Develop an Action Plan for Health & Safety operations. The plan should have contingencies for: |
| | ☐ Safety instruction for emergency workers. |
| | ☐ Providing protective equipment and clothing. |
| | ☐ Providing critical information to fire fighters concerning hazardous materials contained inside buildings. |
| | ☐ Analyzing building HazMat conditions for rescue work, repair operations, and building inspection. |
| | ☐ Preparing a sanitation plan. |
| | ☐ Implementing the Health & Safety mutual aid. |
| ☐ | Report the results of assignment operations to the Situation Status Officer under the Planning Section (injuries, deaths, etc.) |
| ☐ | Keep a log of your activities. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Identify, control, and contain chemical, biological, and radiological hazards that impact the emergency response. |
| ☐ | Provide emergency workers with appropriate safety instructions and protective clothing to safely carry out their mission. |
| ☐ | Provide and implement a sanitation plan for emergency operations. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist Search & Rescue Officer and Building & Utilities Officer with identifying chemical, biological, and radiological hazards. |

**ADDITIONAL ITEMS**

- **Outside Agency Issues**
  - Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.

### 4.2.8 Checklist 2G - Building & Utility

**Assignment: BUILDING AND UTILITY**

| | |
|---|---|
| Position | M&O Supervisor and Shops Supervisor, Facilities Services |
| Section | Operations Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, report to the staging area at the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Make contact with the Operations Coordinator with the list of team members and to obtain equipment and assignments. |
| ☐ | Determine the number of personnel available to respond. |
| ☐ | Keep the Operations Coordinator briefed. |
| ☐ | Develop an Action Plan for Building & Utility operations. The plan should have contingencies for: |
| | ☐ Shutting off gas, power and broken water lines. |
| | ☐ Restoring utilities to emergency operations. |
| | ☐ Providing protective equipment and clothing. |
| | ☐ Clearing streets and areas for emergency vehicles and equipment. |
| | ☐ Inspection of buildings. |
| | ☐ Installing lighting for night operations. |
| | ☐ Emergency construction to sustain the emergency operation. |
| | ☐ Implementing construction and engineering mutual aid. |
| ☐ | Report the results of assignment operations to the Situation Status Officer under the Planning Section (injuries, deaths, etc.) |
| ☐ | Keep a log of your activities. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Inspect and document damage to facilities, in accordance with Structural Damage Assessment. |
| ☐ | Inspect utility systems and turn off utilities, when necessary. |
| ☐ | Assist with closing off areas and streets, debris clearance for emergency equipment, and building inspection. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist Search & Rescue Officer with the securing of utilities and initial inspection for structural integrity. |

**ADDITIONAL ITEMS**

- **Outside Agency Issues**
  Responding agencies have protocols that are specific to their agency and communication must be established and maintained to ensure that efforts do not conflict.
- **Extended Operations**
  Some incidents could extend for several hours or days. Building & Utility must determine continued availability of these resources and arrange for long-term operations.

**BUILDING & UTILITY: SUPPORT**
**SUPPORT ORGANIZATIONS & RESPONSIBILITIES**

- Facilities Services Operations has the overall responsibility for construction and engineering operations on campus.
- Procurement will procure goods, services and equipment.
- The Finance Section will arrange for financing and will maintain financial records.
- The Facilities Services Facilities Planning will provide expert advice on structural problems.
- Maintenance and Operations will assist in turning off utilities, repair and debris clearance.
- Technical Safety will provide expert advice as requested.
- Public Safety will provide facility security and check electrical hazards and damage.

**BUILDING & UTILITY: GENERAL RESPONSE**
**RESPONSE - ALL HAZARDS**

| | |
|---|---|
| ☐ | Review initial reports on facility damage and recommend action required to the EOC to evacuate severely damaged areas. Report what repairs are necessary to remaining facilities. |
| ☐ | Report: |
| | ☐ Any damage/hazards and general conditions on campus to the EOC. |
| | ☐ Roads that are impassable. |
| | ☐ Alternate routes that are available. |
| | ☐ Buildings that are safe for usage. |
| | ☐ Buildings that are unsafe for usage. |
| | ☐ Parking lots, fields that can be used as holding areas for supplies, people, etc. |
| ☐ | Request information regarding damage or debris problems. |
| ☐ | Check for chemical and electrical hazards. |
| ☐ | Report injuries to the EOC. |
| ☐ | Keep Planning advised of information reported from field personnel. |

| | |
|---|---|
| ☐ | Determine resources required for emergency repair and debris clearance: |
| | ☐ Bannock County |
| | ☐ Local contractors |
| | ☐ Local school system |
| | ☐ Other universities/colleges in the area |
| | ☐ ISU's Engineering Department |
| ☐ | Arrange for contractor assistance through Logistics Coordinator |
| ☐ | If closure is ordered, implement closure procedures. |
| ☐ | Provide Finance Coordinator with estimated damage/loss costs to facilities, roads, and other property. |

**EARTHQUAKE - SPECIFIC ACTIONS**

| | |
|---|---|
| ☐ | Check key facilities to determine extent of damage and ability to operate. |
| ☐ | Determine capacity and safety of any key roadways. |
| ☐ | Report all unsafe structures and roads. |
| ☐ | Post all hazardous structures. |
| ☐ | Post and close routes as required. |
| ☐ | Establish priorities for repair and debris clearance in conjunction with the EOC. |
| ☐ | Identify major debris problems. |
| ☐ | Determine status of available equipment for repair and for debris removal. |
| ☐ | Determine volunteer worker force needed. |
| ☐ | Identify need for barricades/cones. Procure or fabricate as necessary. |
| ☐ | Develop requisition lists for various equipment and materials needed for repair, temporary facilities, and rebuilding/replacement. Submit this information to Logistics. |
| ☐ | Determine fuel requirements for vehicles and equipment, advise Logistics. |

**HAZARDOUS MATERIALS - SPECIFIC ACTIONS**

| | |
|---|---|
| ☐ | Provide or construct barricades for hazardous areas on campus in coordination with Public Safety. |
| ☐ | Assist Public Safety in controlling on campus routes and exits to surrounding communities. |

**FLOOD - SPECIFIC ACTIONS**

Problems may develop over a few hours or a few days. Monitoring of susceptible areas should be initiated whenever torrential rains occur:

| | |
|---|---|
| ☐ | Assign personnel to monitor known flood or rain damage. |
| ☐ | Prepare a plan for sand bagging flooded areas. |
| ☐ | Assign personnel to assist in moving material and equipment from endangered areas to upper floors, as needed. |
| ☐ | Shut down systems in locations where electrical hazards are present. |
| ☐ | Assign personnel to assist law enforcement personnel in barricading flooded areas on campus. |

**BUILDING & UTILITY: UTILITY EMERGENCIES**
**RESPONSE - ALL HAZARDS**

**The following action may/will be taken under any major emergency affecting the campus:**

| | |
|---|---|
| ☐ | Review initial reports on utility outages and problems and recommend to the command center necessary action required to restore service. |
| ☐ | Report to the EOC any dangerous areas or hazards: |
| | ☐ Transformer leaks. |
| | ☐ Broken high voltage electrical lines. |
| | ☐ Electrical substation damage. |
| | ☐ Ruptured gas lines. |
| | ☐ Ruptured water lines. |
| | ☐ Ruptured sewage lines. |
| ☐ | Post danger signs and barricade as necessary. |
| ☐ | Establish contact with various utilities: |
| | ☐ Electric company |
| | ☐ Gas company |
| | ☐ Water and sanitation |
| ☐ | Coordinate telephone utility requirements with telephone services. |
| ☐ | Act as point of contact for information flow between EOC and utility companies on problems and report progress. |
| ☐ | Schedule all utility repairs as directed by the EOC. |

### 4.2.9 Checklist 2H - IT/Telecommunications

**Assignment: IT/Telecommunications**

| | |
|---|---|
| Position | Chief Information Officer, IT Services &<br>Manager, Networking & Communications |
| Section | Operations |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, report to the staging area at the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) |
| ☐ | Determine the number of personnel available to respond. |
| ☐ | Make contact with the Operations Coordinator with the list of team members and to obtain equipment and assignments. |
| ☐ | Develop an Action Plan to establish telecommunications and network connectivity. |
| ☐ | Coordinate with the Operations Coordinator and Public Safety to ensure/maintain essential computer programs/connectivity is available. Keep the Operations Coordinator briefed. |
| ☐ | Keep a log of your activities. |

## 4.3 Planning Checklists

### 4.3.1 Checklist 3A - Planning Coordinator

**Assignment: PLANNING COORDINATOR**

| | |
|---|---|
| Position | Facilities Planning Director, Facilities Services |
| Section | Planning |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, report to the EOC. (If unable to report to the EOC, call Dispatch at 208-282-2515.) |
| ☐ | Manage the Planning Section: provide and maintain current and updated information on the emergency situation. |
| ☐ | Activate Situation Status, ensuring the displays are set up and maintained and the proper reports are made. |
| ☐ | Activate Structural Damage Assessment, assuring that: |
| | ☐ Initial facility inspections are made and that proper reports and assessments are made. |
| | ☐ All damage to ISU facilities is fully documented, damage estimates are made, and damaged buildings are posted and secured. |
| ☐ | Coordinate with the Operations Section regarding facility inspections and posting; determine whether follow-up inspections are required. |
| ☐ | Advise need for structural engineers or other structural specialists. |
| ☐ | Coordinate damage assessment with other EOC functions. |
| ☐ | Make plans for ongoing operations to include the expected duration and extent of the response effort and initiation of recovery activities and programs. |
| ☐ | Identify immediate repair and construction projects, prioritizing for public and employee safety and assure containment of hazards and unsafe areas and priority use of buildings. |
| ☐ | Coordinate with the Incident Commander to begin on projects. |
| ☐ | Determine that information is verified for accuracy and consistency before it is recorded or reported. |
| ☐ | Assist with Insurance/FEMA Documentation for disaster assistance programs. |
| ☐ | Provide copies of inspection reports and photographs to substantiate damage and estimates. |

| | |
|---|---|
| ☐ | Collect information from all response staff and prepare the After Action Report for the Incident Commander's signature. |
| ☐ | Assist Finance Coordinator with the continuing application process for disaster assistance. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Oversee the management, display, and maintenance of all information about the following: |
| | ☐ Situation status |
| | ☐ Planning for ongoing operations, developing the action plan |
| | ☐ Engineering safety |
| | ☐ Damage inspections |
| | ☐ Damage assessment |
| | ☐ Recovery aspects |
| ☐ | Coordinate with the Operations Section and others in the EOC for damage inspection / assessment team operations. |
| ☐ | Manage the shutdown and restoration of damaged facilities. |
| ☐ | Ensure the survey of all structures and that posting and restricting entrance to campus is completed. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Insurance/FEMA Documentation and program. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | **Campus condition:** |
| | ☐ What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community? |
| ☐ | **Campus closure:** |
| | ☐Will the incident require the closure of campus? How long will the campus be closed? What information will students, faculty and staff need? |
| | ☐ When will the academic process resume? |

### 4.3.2 Checklist 3A-1 - Assistant Planning Coordinator

**Assignment: ASSISTANT PLANNING COORDINATOR**

| | |
|---|---|
| Position | Architect, Facilities Services |
| Section | Planning |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, report to the EOC. (If unable to report to the EOC, call Dispatch at 208-282-2515.) |
| ☐ | Activate Situation Status, ensuring the displays are set up and maintained and the proper reports are made. |
| ☐ | Assist in activating Structural Damage Assessment, assuring that: |
| | ☐Initial facility inspections are made and that proper reports and assessments are made. |
| | ☐All damage to ISU facilities is fully documented, damage estimates are made, and damaged buildings are posted and secured. |
| ☐ | Coordinate with the Operations Section regarding facility inspections and posting; determine whether follow-up inspections are required. |
| ☐ | Advise need for structural engineers or other structural specialists. |
| ☐ | Coordinate damage assessment with other EOC functions. |
| ☐ | Make plans for ongoing operations to include the expected duration and extent of the response effort and initiation of recovery activities and programs. |
| ☐ | Identify immediate repair and construction projects, prioritizing for public and employee safety and assure containment of hazards and unsafe areas and priority use of buildings. |
| ☐ | Coordinate with the Incident Commander to begin on projects. |
| ☐ | Determine that information is verified for accuracy and consistency before it is recorded or reported. |
| ☐ | Assist with Insurance/FEMA Documentation (Manager, Accounting Services) for disaster assistance programs. |
| ☐ | Provide copies of inspection reports and photographs to substantiate damage and estimates. |
| ☐ | Collect information from all response staff and prepare the After Action Report for the Incident Commander's signature. |
| ☐ | Assist Finance Coordinator with the continuing application process for disaster assistance. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist in the management, display, and maintenance of all information about the following: |
| | ☐ Situation status |
| | ☐ Planning for ongoing operations, developing the action plan |
| | ☐ Engineering safety |
| | ☐ Damage inspections |
| | ☐ Damage assessment |
| | ☐ Recovery aspects |
| ☐ | Coordinate with the Operations Section and others in the EOC for damage inspection / assessment team operations. |
| ☐ | Coordinate with the Operations Section and others in the EOC for damage inspection / assessment team operations. |
| ☐ | Ensure the survey of all structures and that posting and restricting entrance to campus is completed. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Insurance/FEMA Documentation and program. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | **Campus condition:** |
| | ☐ What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community? |
| ☐ | **Campus closure:** |
| | ☐Will the incident require the closure of campus? How long will the campus be closed? What information will students, faculty and staff need? |
| | ☐ When will the academic process resume? |

### 4.3.3 Checklist 3B - Situation Status

**Assignment: SITUATION STATUS**

| | |
|---|---|
| Position | Utility Craftsman, Facilities Services |
| Section | Planning Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, report to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Check in with the Planning Coordinator. |
| ☐ | Install and set up status boards, maps and other displays. Collect information from all available sources and post it for easy access and interpretation, keeping the displays current and updated as new information is received. |
| ☐ | Quickly collect Priority 1 information necessary to determine operational problems and immediate needs of the victims: |
| | ☐ Type of emergency (e.g., fire, earthquake) |
| | ☐ Location of emergency |
| | ☐ Types of facilities involved (student housing, classrooms, etc.) |
| | ☐ Size of area involved (limited area or campus wide) |
| | ☐ Incident Command Post location |
| | ☐ Staging Area locations |
| | ☐ Access routes for emergency vehicles |
| | ☐ Assistance required (e.g., medical, fire, Facilities Services) |
| | ☐ Number and type of casualties/injuries |
| ☐ | Identify inconsistencies or information that obviously are not correct. |
| ☐ | Refer to the appropriate EOC section to verify and clear up any problems. |
| ☐ | Refrain from posting information until it is verified. |
| ☐ | Maintain the EOC Activity Log. (Record major events, situation reports, major decisions, etc.) |
| ☐ | Provide copies to the Incident Commander and other EOC staff as needed. |
| ☐ | Evaluate information and disseminate it to EOC staff, assisting with periodic briefings. |

| | |
|---|---|
| ☐ | Provide information to Structural Damage Assessment for use in compiling damage cost estimates. |
| ☐ | Assist the Public Information Officer by providing and verifying information and assisting with rumor control. |
| ☐ | Monitor radio and television broadcasts for information that is of importance to ISU operations, including: |
| | ☐ Weather |
| | ☐ Transportation routes status |
| | ☐ Local sheltering sites |
| | ☐ Reports from other Idaho college/university campuses |
| | ☐ Major Activities from the city and county |
| ☐ | Take pictures of status boards at regular intervals as a record keeping measure to track the progress of operations. |
| ☐ | Provide information, recommendations, and assistance to the Planning Coordinator for the After Action Report. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Collect, verify and process all information and intelligence. |
| ☐ | Evaluate and disseminate information throughout the EOC. Monitor radio and television information. |
| ☐ | Maintain the current status of all ISU buildings, facilities, and operations. |
| ☐ | Post and maintain status boards and other EOC displays. |
| ☐ | Identify inconsistencies and verify information for accuracy. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist the PIO with information verification, rumor control, and event posting. |
| ☐ | Assist the Operations Coordinator with keeping track of field operations, staff, numbers and the progress of building inspections. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | **Campus condition:** |
| | ☐ What is the extent of casualties, injuries, and damage? What is the extent of the damage to the surrounding local community? |
| ☐ | **Documentation:** |
| | ☐ Remind other Section Coordinators to document their activities for recovery records. |

### 4.3.4 Checklist 3C - Structural Damage Assessment

**Assignment: STRUCTURAL DAMAGE ASSESSMENT**

| | |
|---|---|
| Position | SeniorArchitect, Facilities Services |
| Section | Planning Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Check in with the Planning Section and set up the Damage Assessment position. |
| ☐ | Coordinate with the Incident Commander and Operations Coordinator to determine their priorities for the initial building inspections and develop a priority list; also determine if it is safe for the inspectors. |
| ☐ | Coordinate with the Operations Coordinator to assign the Building and Utility teams and schedule inspections of the buildings, ensuring they are provided with safety and personal protective equipment. |
| ☐ | Receive reports and keep files on damaged buildings. |
| ☐ | Forward copies of reports and information to Insurance/FEMA Documentation. |
| ☐ | Post and secure damaged buildings and recommend emergency repairs. |
| ☐ | Follow the damaged building guidelines. If inspection operations require further inspection, contact the Operational Area EOC to request inspections. |
| ☐ | Contact utility and contracted resources as needed for special areas. |
| ☐ | Identify and categorize specific locations of damage and amounts of loss, updating as necessary; provide the reports to the Incident Commander, the Planning Coordinator and Situation Status. |
| ☐ | Obtain copies of all field inspection reports; establish files by site location; keep and maintain originals of all reports and other documentation of ISU damage and losses by site location. |
| ☐ | Assess repair and restoration costs; provide assessments to the Planning Coordinator; update as more information is received. |
| ☐ | Provide information, recommendations, and assistance to the Planning Coordinator for the After Action Report. |
| ☐ | Support Finance Coordinator with the Insurance/FEMA disaster assistance application process. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assign teams to make the initial damage inspections, coordinating with the Operations Section. |
| ☐ | Assess and document damage to buildings and facilities. |
| ☐ | Determine the occupancy status of buildings then post and secure unsafe buildings. |
| ☐ | Recommend building emergency repairs. |
| ☐ | Maintain complete records of all damage and losses, by site location. |
| ☐ | Assess repair and restoration costs. |
| ☐ | Provide contract management for all emergency repair. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist the Public Information Officer with damage assessment information. |
| ☐ | Assist the Operations Coordinator with inspections and field operations. |
| ☐ | Assist the Insurance/FEMA application process. |

### 4.3.5 Checklist 3D - Infrastructure Damage Assessment

**Assignment: INFRASTRUCTURE DAMAGE ASSESSMENT**

| | |
|---|---|
| Position | Architect, Facilities Services |
| Section | Planning Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to the EOC, call Dispatch at 208-282-2515.) Check in with the Planning Section and set up the Damage Assessment position. |
| ☐ | Coordinate with the Incident Commander and Operations Coordinator to determine their priorities for the initial building inspections and develop a priority list; also determine if it is safe for the inspectors. |
| ☐ | Coordinate with the Operations Coordinator to assign the Building and Utility teams and schedule inspections of the buildings, ensuring they are provided with safety and personal protective equipment. |
| ☐ | Receive reports and keep files on damaged infrastructure. |
| ☐ | Forward copies of reports and information to Insurance/FEMA Documentation. |
| ☐ | Post and secure damaged infrastructure and recommend emergency repairs. |
| ☐ | Contact utility and contracted resources as needed for special areas. |
| ☐ | Identify and categorize specific locations of damage and amounts of loss, updating as necessary; provide the reports to the Incident Commander, the Planning Coordinator and Situation Status. |
| ☐ | Obtain copies of all field inspection reports; establish files by site location; keep and maintain originals of all reports and other documentation of ISU damage and losses by site location. |
| ☐ | Assess repair and restoration costs; provide assessments to the Planning Coordinator; update as more information is received.. |
| ☐ | Provide information, recommendations, and assistance to the Planning Coordinator for the After Action Report. |
| ☐ | Support Finance Coordinator with the Insurance/FEMA disaster assistance application process. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assign teams to make the initial damage inspections, coordinating with the Operations Section. |
| ☐ | Recommend emergency repairs. |
| ☐ | Maintain complete records of all damage and losses, by site location. |
| ☐ | Assess repair and restoration costs. |
| ☐ | Provide contract management for all emergency repair contracts. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist the Public Information Officer with damage assessment information. |
| ☐ | Assist the Operations Coordinator with inspections and field operations. |
| ☐ | Assist the Insurance/FEMA application process. |

## 4.4 Logistics Checklists

### 4.4.1 Checklist 4A - Logistics Coordinator

**Assignment: LOGISTICS COORDINATOR**

| | |
|---|---|
| Position | Supervisor, Transportation Services |
| Section | Logistics |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) |
| ☐ | Set up and organize the Logistics Section; function as the Logistics Section head. |
| ☐ | Check with Operations Coordinator and Planning Coordinator to identify resources that will be needed. |
| ☐ | Arrange for the inventory and distribution of available resources and equipment. |
| ☐ | Prepare for the provision of all resources for the operation, including procurement and delivery arrangements for the following possibilities: |
| | ☐ Facilities |
| | ☐ Transportation vehicles and supplies |
| | ☐ Equipment maintenance |
| | ☐ Food/water/shelter supplies and facilities |
| | ☐ Communications equipment and personnel |
| | ☐ Personnel support |
| ☐ | Make all logistical arrangements for procurement, delivery, payment and site contact of resources. |
| ☐ | Contact the City/County to request mutual aid resources. |
| ☐ | Advise the City/County if any ISU resources are used for mutual aid. |
| ☐ | Support the provision of Idaho State University facilities for Red Cross Shelter sites, as directed by the Incident Commander. |
| ☐ | Prepare to order resources needed from off-site locations. |
| ☐ | Prepare to arrange emergency service contracts, as requested. |

| | |
|---|---|
| ☐ | Provide resources to the campus, as requested and approved by the Incident Commander. |
| ☐ | Ensure that information is maintained regarding the status of all ISU personnel, members of the public, visitors and contractors on ISU property; coordinate with the EOC. |
| ☐ | Track all emergency expenses, maintaining complete records and using the specified accounting system. |
| ☐ | Manage compensation claims and related matters. |
| ☐ | Manage the deactivation process, tracking the return of equipment and supplies that are borrowed or leased, the cessation of services when jobs are completed, and shutting down of temporary operations as the emergency subsides. |
| ☐ | Assist Finance Coordinator with the collection of documentation and records. |
| ☐ | Provide information and recommendations to the Planning Coordinator for the After Action Report. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Provide all resources and support for the response operations, including procurement and delivery arrangements for: |
| | ☐ Facilities |
| | ☐ Transportation vehicles and supplies |
| | ☐ Equipment maintenance |
| | ☐ Food/Water/Shelter supplies and facilities |
| | ☐ Communications equipment and personnel |
| | ☐ Personnel support |
| ☐ | Arrange emergency service contracts |
| ☐ | Ensure information is maintained regarding the status of all ISU personnel, members of the public, visitors and contractors on ISU property. Track all emergency expenses. |
| ☐ | Manage compensation claims and related matters. Manage the deactivation process. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Support Finance with collecting documentation and records. |
| ☐ | Support Operations with identifying mutual aid resources. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | **Continued Operations and Resources** |
| | ☐ Estimate the duration of the response and develop plans for replacing human and physical resources |
| ☐ | **Security and Access Control** |
| | ☐ Perimeter security needs for storage and distribution sites and resources for night operations. |
| | ☐ Will the campus become a reception point for outside victims? |
| ☐ | **Extended Operations** |
| ☐ | Some incidents could extend for several hours or days. Logistics must determine continued availability of staff and resources and arrange for replacements |

### 4.4.2 Checklist 4A-1 - Assistant Logistics Coordinator

**Assignment: ASSISTANT LOGISTICS COORDINATOR**

| | |
|---|---|
| Position | Facilities Services |
| Section | Logistics |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) |
| ☐ | Assist in setting up and organizing the Logistics Section and function as assistant to the Logistics Coordinator. |
| ☐ | Check with Operations Coordinator and Planning Coordinator to identify resources that will be needed. |
| ☐ | Arrange for the inventory and distribution of available resources and equipment. |
| ☐ | Prepare for the provision of all resources for the operation, including procurement and delivery arrangements for the following possibilities: |
| | ☐ Facilities |
| | ☐ Transportation vehicles and supplies |
| | ☐ Equipment maintenance |
| | ☐ Food/water/shelter supplies and facilities |
| | ☐ Communications equipment and personnel |
| | ☐ Personnel support |
| ☐ | Assist in making all logistical arrangements for procurement, delivery, payment and site contact of resources. |
| ☐ | Contact the City/County to request mutual aid resources. |
| ☐ | Advise the City/County if any ISU resources are used for mutual aid. |
| ☐ | Support the provision of ISU facilities for Red Cross Shelter sites, as directed by the Incident Commander. |
| ☐ | Working with Logistics Coordinator, prepare to order resources needed from off-site locations. |
| ☐ | Prepare to arrange emergency service contracts, as requested. |

| | |
|---|---|
| ☐ | Provide resources to the campus, as requested and approved by the Incident Commander. |
| ☐ | Ensure that information is maintained regarding the status of all ISU personnel, members of the public, visitors and contractors on ISU property; coordinating with the EOC. |
| ☐ | Help track all emergency expenses, maintaining complete records and using the specified accounting system. |
| ☐ | Assist the Logistics Coordinator to manage compensation claims and related matters. |
| ☐ | Manage the deactivation process, tracking the return of equipment and supplies that are borrowed or leased, the cessation of services when jobs are completed, and shutting down of temporary operations as the emergency subsides. |
| ☐ | Assist Finance Coordinator with the collection of documentation and records. |
| ☐ | Provide information and recommendations to the Planning Coordinator for the After Action Report. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Provide all resources and support for the response operation, including procurement and delivery arrangements for: |
| | ☐ Facilities |
| | ☐ Transportation vehicles and supplies |
| | ☐ Equipment maintenance |
| | ☐ Food/Water/Shelter supplies and facilities |
| | ☐ Communications equipment |
| | ☐ Personnel support |
| ☐ | Help arrange emergency service contracts. |
| ☐ | Ensure information is maintained regarding the status of all ISU personnel, members of the public, visitors and contractors on ISU property. Track all emergency expenses. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Support Finance with collecting documentation and records. |
| ☐ | Support Operations with identifying mutual aid resources. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | **Continued Operations and Resources** |
| | ☐ Estimate the duration of the response and develop plans for replacing human and physical resources. |
| ☐ | **Security and Access Control** |
| | ☐ Perimeter security needs for storage and distribution sites and resources for night operations. |
| | ☐ Will the campus become a reception point for outside victims? |
| ☐ | **Extended Operations** |
| ☐ | Some incidents could extend for several hours or days. Logistics must determine continued availability of staff and resources and arrange for replacements. |

### 4.4.3 Checklist 4B - Food Services/Shelter

**Assignment: FOOD SERVICES/SHELTER**

| | |
|---|---|
| Position | Director, Pond SUB & Director, University Housing |
| Section | Logistics Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to the EOC, call Dispatch at 208-282-2515.) |
| ☐ | Check in with the Logistics Coordinator. Determine the needs of the EOC staff and field staff. |
| ☐ | Set up a Rest Area for ISU workers that is secure from public view and access. |
| ☐ | Advise Operations Coordinator of the Rest Area location and services. |
| ☐ | Coordinate with Procurement Officer to obtain and arrange for delivery and distribution of the needed resources. |
| ☐ | Coordinate with Planning Coordinator to determine the expected duration of the emergency response and the need for food and water. |
| ☐ | Provide information and recommendations to the Planning Coordinator. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Provide emergency food and water for the site. |
| ☐ | Arrange support for on-site shelter, if needed. |
| ☐ | Prove support for the EOC. |
| ☐ | Set up and manage a Rest Station for ISU employees and emergency workers. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist with FEMA Documentation. |
| ☐ | Assist with de-activation process. |

**The following action may/will be taken under any major emergency affecting the campus:**

| | |
|---|---|
| ☐ | Determine what numbers of campus community members (students, faculty, and staff) will require food services. |
| ☐ | Determine which designated campus facilities will be needed for emergency food services. Contact the Facility Officer for this information. |

| | |
|---|---|
| ☐ | Coordinate actions with following campus organizations: Housing, Purchasing, Financial Services and ISU Foundation. |
| ☐ | Contact Human Resources for volunteer staff. |
| ☐ | Request assistance from the Red Cross (through the EOC), if necessary. |
| ☐ | Activate campus care centers as needed. Activation sequence should be: |
| | ☐Have the Human Resources Officer alert basic staff (e.g., administrators, building safety coordinators) to recruit additional volunteers. |
| | ☐Have the Facility Officer arrange building for operations, place signs, etc. |
| | ☐Obtain required supplies. |
| | ☐Arrange for food service for shelters. |
| | ☐Set up Registration & Inquiry desk. |
| ☐ | Use the following as emergency food service planning guidelines when normal water and sanitation are not available: |
| | ☐1 toilet per 40 persons, 40 square feet sleeping space (5'x 8') per person, 1 quart of drinking water (minimum per person, per day). |
| | ☐5 gallons of water per person per day (all uses), 2500 calories per person per day (approx. 3 ½ lb. unprepared food). |
| ☐ | Provide communications, where needed, to link mass care centers to the EOC. |
| ☐ | Request necessary food supplies, equipment and supplies to operate care facilities. |
| ☐ | Coordinate with neighboring jurisdictions for care of students if evacuation is required. |
| ☐ | Evacuate and relocate any mass care facilities, which become endangered by any hazardous conditions. |
| ☐ | Coordinate efforts with Red Cross, Salvation Army, campus religious centers and other emergency welfare agencies. |
| ☐ | Ensure procedures are in effect to link Registration & Inquiry operations at different care centers with the EOC. |
| ☐ | Develop plans to close down the care centers as the emergency stabilizes or other temporary housing becomes available. |

### 4.4.4 Checklist 4C - Facilities

**Assignment: FACILITIES**

| | |
|---|---|
| Position | Shops Construction Supervisor, Facilities Services |
| Section | Logistics Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Check in with the Logistics Coordinator. |
| ☐ | Provide information and recommendations to the Planning Coordinator for facilities and locations (playing fields, parking lots) that can be used for emergency operations. |
| ☐ | Coordinate with the EOC to determine the facility needs of the campus. |
| ☐ | Set up any emergency operations facilities, as requested. These might include: |
| | ☐An alternate Emergency Operations Center |
| | ☐First Aid Station |
| | ☐An alternate Communications dispatch center |
| | ☐Assembly locations for evacuations |
| | ☐ Rest areas for emergency workers |
| ☐ | Coordinate with Building & Utilities Officer to verify sites are safe for occupancy. |
| ☐ | Assist Care/Shelter Officer with establishing temporary campus rest areas and shelter sites as needed. Provide information on available locations. |
| ☐ | Provide information and recommendations to the Planning Coordinator for the After Action Report. |
| ☐ | Coordinate with the EOC to determine if there is an anticipated need for temporary shelter to be provided at the campus. |
| ☐ | Check with the Incident Commander for sheltering requests. Remember that if the Red Cross selects ISU for shelter use, they are responsible for all shelter support. |
| ☐ | If shelter needs are anticipated, make arrangements for the resources, beginning with contacting the Red Cross. It is expected these resources will only be needed on a short-term basis, as every effort will be made to remove everyone to more suitable sites. |
| ☐ | Provide temporary lodging and other support for responding outside agencies and others as requested by the Incident Commander. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist with finding temporary facilities. |
| ☐ | Set up and maintain emergency facilities. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist the Care/Shelter Coordinator with establishing temporary campus rest areas and shelter sites as needed. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | **Security and Access Control** |
| | ☐ Perimeter security needs and resources for night operations. |
| | ☐ Will the campus become a reception point for outside victims? |
| ☐ | **Extended Operations** |
| | ☐ Some incidents could extend for several hours or days. The Facility Officer must determine continued availability of staff and resources and arrange for replacements. |

### 4.4.5 Checklist 4D - Human Resource Officer

**Assignment: HUMAN RESOURCE OFFICER**

| | |
|---|---|
| Position | Associate Director, Human Resources |
| Section | Logistics Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the EOC. (If unable to report to the EOC, call Dispatch at 208-282-2515.) Check in with the Logistics Coordinator. |
| ☐ | Coordinate the EOC and other staff to determine the status of all ISU faculty, staff and students. |
| ☐ | Provide information to the Logistics Coordinator concerning available staff. |
| ☐ | Coordinate with EOC staff to determine staffing needs and provide staff as available. |
| ☐ | Assist Operations Coordinator with determining policy for overtime hours, extended workdays and special duty assignments. |
| ☐ | Compile overtime costs and provide, along with other personnel information, for FEMA Documentation. |
| ☐ | Receive (from Medical Officer) and keep on file, records of all injuries and casualties. Handle notifications and family messages for employees. |
| ☐ | Arrange for the recruitment and orientation of any temporary employees. |
| ☐ | Register and maintain records on any volunteers that are used. |
| ☐ | Provide information and recommendations to the Planning Coordinator for the After Action Report. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Determine the status and location of all personnel. |
| ☐ | Provide information about available staff. |
| ☐ | Register and assign all volunteer workers. |
| ☐ | Assist in determination of staff recall needs. |
| ☐ | Receive and process injury reports, compensation claims and other personnel related matters. |
| ☐ | Make family notifications, as needed. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Compile personnel information for FEMA documentation. |
| ☐ | Assist the Operations Coordinator with policy decisions regarding extended work hours and duties. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | **Continued operations and resources:** |
| | ☐Estimate the duration of the response and develop plans for replacing human and physical resources. |
| ☐ | **Security and access control:** |
| | ☐ Perimeter security needs for storage and distribution sites and resources for night operations. |

**VOLUNTEER WORK OPERATIONS**
**RESPONSE - ALL HAZARDS**

**The following actions may/will be taken under any major emergency affecting the campus:**

| | |
|---|---|
| ☐ | **FIRST PRIORITIES:** |
| | ☐ Identify personnel resources that are on duty and available. |
| | ☐ Determine the number of additional personnel needed and skills required. |
| | ☐ Establish a pool of available personnel. |
| | ☐ Activate community resource plans. |
| | ☐ Provide the Incident Commander with current status of staff. |
| | ☐ Establish a clearinghouse for employee information. |
| | ☐ Maintain employee records for payroll or claims purposes. |
| | ☐ Contact functional coordinators and determine staffing needs. |
| | ☐ Establish a process to register all volunteers and issue ID cards. |
| | ☐ Set up volunteer assignments and schedules. |
| | ☐ Establish schedules for work crews and arrange for relief. |
| ☐ | **EARTHQUAKE CONSIDERATIONS:** |
| | ☐ Coordinate with the Situation Status Officer to determine structural status of buildings before assigning volunteer workers. |
| | ☐ Plan for the possibility that prior established routes will be blocked and impassable. |
| | ☐ Coordinate with medical staff the use of volunteer personnel for rescue of injured. |
| | ☐ Determine specialized equipment and personnel needed. |

| | |
|---|---|
| ☐ | **HAZARDOUS MATERIAL INCIDENT/FIRE CONSIDERATIONS:** |
| | ☐ Develop a staging area away from hazard for volunteers. |
| | ☐ Ensure personnel have adequate protective clothing and equipment. |
| | ☐ Ensure the operational area has been evaluated by Health & Safety personnel. |
| ☐ | **ADDITIONAL CONSIDERATIONS**: |
| | ☐ Identification of staff, equipment and supplies needed for long term operations. |
| | ☐ Special equipment needed for night operations. |
| | ☐ Staging areas and requirements for incoming assistance. |

### 4.4.6 Checklist 4E - Transportation

**Assignment: TRANSPORTATION**

| | |
|---|---|
| Position | Shop Foreman, Transportation Services |
| Section | Logistics Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go the EOC. (If unable to report to EOC, call Dispatch at 208-282-2515.) Check in with the Logistics Coordinator. |
| ☐ | Determine the needs of the EOC staff and field staff. |
| ☐ | Coordinate with the Purchasing Officer to obtain and arrange for delivery and distribution of the needed resources. |
| ☐ | Provide information and recommendations to the Planning Coordinator. |
| ☐ | Take an inventory of ISU vehicle resources and fuel supplies. |
| ☐ | Be prepared to provide transportation, resources as requested. Be sure to include a licensed driver with buses and trucks. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Provide for support for the EOC. |
| ☐ | Arrange for the use of ISU transportation vehicles and drivers. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist with FEMA documentation. |
| ☐ | Assist with de-activation process. |

**TRANSPORTATION**

**The following action may/will be taken under any major emergency affecting the campus:**

| | |
|---|---|
| ☐ | Determine status and location of all campus owned vehicles and drivers. |
| ☐ | Determine status of fuel storage pumps and determine if they are operable. If not, proceed to make necessary repairs, supply emergency power, etc. |
| ☐ | Determine spare parts inventory and establish repair schedule for damaged vehicles. |
| ☐ | Stage all available vehicles at a designated location. |
| ☐ | Determine probable requirement for vehicle use during the anticipated duration of the emergency. |
| ☐ | When directed by EOC, request additional transportation resources as necessary through city, county or private rental agencies. |
| ☐ | When directed by EOC, request through city, county or private concerns heavy-duty equipment as necessary, e.g.: earth movers, forklifts, tractor trailers, cranes. |
| ☐ | Provide equipment operators as needed. |
| ☐ | Have the Facility Officer arrange building for operations, place signs, etc. |
| ☐ | Dispatch vehicles and equipment as requested by the EOC. Ensure the Finance Coordinator is aware of any direct arrangements made with off campus vehicles and/or equipment providers. |

## 4.5 Finance Checklists

### 4.5.1 Checklist 5A - Finance Coordinator

**Assignment: FINANCE COORDINATOR**

| | |
|---|---|
| Position | Budget Officer, Financial Services |
| Section | Finance |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Activate and organize the Finance Section; activate the Accounting and Insurance/FEMA Documentation functions. |
| ☐ | Establish a journal/log for recording major activities. |
| ☐ | Set up the accounting system for the emergency, including labor procurement contracts and all other accounts. |
| ☐ | Oversee all accounting and financial aspects of the disaster. |
| ☐ | Prepare periodic budget reports for the Incident Commander containing estimated damage amounts (coordinated with Structural and Infrastructure Damage Assessment) and estimated emergency expenditures (coordinated with Planning and Logistics). |
| ☐ | Ensure that Insurance/FEMA documentation files for each major facility are initiated and expenses tracked by site, in preparation for state and federal disaster assistance eligibility requirements. |
| ☐ | Compile the overtime costs and provide other personnel information for Insurance/FEMA documentation. |
| ☐ | Assist the Structural Damage Assessment Officer with the preparation of reports and damage estimates. |
| ☐ | Provide information and recommendations to the Planning Coordinator for the After Action Report. Continue to follow through with the Insurance/FEMA disaster assistance application process. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Function as the head of the Finance Section. |
| ☐ | Set up the accounting system to be used for the emergency. |
| ☐ | Oversee all accounting and financial aspects of the disaster. |

| | |
|---|---|
| ☐ | Prepare periodic budget reports for the Incident Commander and university files for each major site, for tracking expenses for the InsuranceFEMA disaster assistance application requirements. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist with damage estimates. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | **Continued conditions:** |
| | ☐ What is the extent of casualties, injuries and damage? What is the extent of the damage to the surrounding local community? |
| ☐ | **Recovery expectations:** |
| | ☐ When will the academic process resume? |
| ☐ | **Documentation:** |
| | ☐ Remind Emergency Section Coordinators and Officers concerning documentation of their activities for recovery records. |

### 4.5.2 Checklist 5A-1 - Assistant Finance Coordinator

**Assignment: ASSISTANT FINANCE COORDINATOR**

| | |
|---|---|
| Position | Fiscal Officer, Facilities Services |
| Section | Finance |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go the EOC. (If unable to report to EOC, call Dispatch at 208-282-2515.) Assist in activating and organizing the Finance Section including the Accounting and InsuranceFEMA Documentation functions. |
| ☐ | Establish a journal/log for recording major activities. |
| ☐ | Assist in setting up the accounting system for the emergency, including labor procurement contracts and all other accounts. |
| ☐ | Assist in oversight of all accounting and financial aspects of the disaster. |
| ☐ | Prepare periodic budget reports for the Incident Commander containing estimated damage amounts (coordinated with Structural and Infrastructure Damage Assessment) and estimated emergency expenditures (coordinated with Planning and Logistics). |
| ☐ | Ensure that Insurance/FEMA documentation files for each major facility are initiated and expenses tracked by site, in preparation for state and federal disaster assistance eligibility requirements. |
| ☐ | Compile the overtime costs and provide other personnel information for Insurance/FEMA documentation. |
| ☐ | Assist the Structural Damage Assessment Officer with the preparation of reports and damage estimates. |
| ☐ | Provide information and recommendations to the Planning Coordinator for the After Action report. Continue to follow through with the InusranceFEMA disaster assistance application process. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist the head of the Finance Section. |
| ☐ | Help set up the accounting system to be used for the emergency. |
| ☐ | Assist in overseeing all accounting and financial aspects of the disaster. |
| ☐ | Prepare periodic budget reports for the Incident Commander and university files for each major site, for tracking expenses for the Inusrance/FEMA disaster assistance application requirements. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist with damage estimates. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | **Continued conditions:** |
| | ☐What is the extent of casualties, injuries, and damage? What is the extent of damage to the surrounding local community? |
| ☐ | **Recovery expectations:** |
| | ☐When will the academic process resume? |
| ☐ | **Documentation:** |
| | ☐Remind Emergency Section Coordinators and Officers concerning documentation of their activities for recovery records. |

### 4.5.3 Checklist 5B - Accounting

**Assignment: ACCOUNTING**

| | |
|---|---|
| Position | Controller, Financial Services |
| Section | Finance Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Report to the Finance Coordinator and set up the Accounting function, by computer. If power is out, use a manual system. |
| ☐ | Assign a disaster account code for use in all emergency related transactions, to provide a tracking mechanism for calculating all disaster costs. |
| ☐ | Obtain copies of all purchase orders, contracts, labor hour reports and other expense records pertaining to the emergency response. |
| ☐ | As soon as possible, provide a disaster cost estimate to the Finance Coordinator, updating the report as requested. |
| ☐ | Set up an accounting file by facility; prepare files to provide detail on additional work force labor, individual invoices for expenses, time records, etc. |
| ☐ | Maintain the files throughout the emergency and forward to Insurance/FEMA Documentation Section. (It is helpful to organize the files as binders, with duplicates prepared for the disaster assistance program application.) |
| ☐ | Provide information and recommendations to the Planning Coordinator for the After Action Report. |
| ☐ | Assist with the Insurance/FEMA disaster assistance application process. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Provide account documentation of all emergency expenses. |
| ☐ | Audit all expenditures and records. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Support the Insurance/FEMA Documentation Position. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | **Campus conditions:** |
| ☐ | What is the extent of casualties, injuries and damage? What is the extent of the damage to the surrounding local community? |

### 4.5.4 Checklist 5C - Insurance/FEMA Documentation

**Assignment: Insurance/FEMA DOCUMENTATION**

| | |
|---|---|
| Position | HR Advisor, Human Resources |
| Section | Finance Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Report to the Finance Coordinator. |
| ☐ | Review Insurance/FEMA Documentation/Information. |
| ☐ | Coordinate with the Finance Director to obtain source documentation for every insurance and FEMA expense area. |
| ☐ | Set up and maintain a binder or other system for documentation information. |
| ☐ | Make arrangements to attend a briefing with a representative appointed by the Finance Coordinator and be prepared to submit a Notice of Interest at that time. Provide time records, etc. |
| ☐ | Make sure you have a valid document on file to substantiate every expense listed in your application. |
| ☐ | Provide information and recommendations to the Planning Coordinator for the After Action Report. |
| ☐ | Manage the FEMA disaster assistance application process. Keep a duplicate of the binder ready for inspection and review during the application and reimbursement process. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Prepare and maintain insurance and Insurance/FEMA documentation. |
| ☐ | Maintain the documentation files, supporting the disaster assistance application process. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist EOC staff with Insurance/FEMA source documentation. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | **Campus condition:** |
| | ☐ What is the extent of casualties, injuries and damage? What is the extent of the damage to the surrounding local community? |

### 4.5.5 Checklist 5D - Procurement Officer

**Assignment: PROCUREMENT OFFICER**

| | |
|---|---|
| Position | Director of Purchasing, Financial Services |
| Section | Finance Support |

**FOR IMMEDIATE ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | If your office or building is not affected, go to the Emergency Operations Center (EOC). (If unable to report to EOC, call Dispatch at 208-282-2515.) Check in with the Finance Coordinator and set up the supply and procurement operation. |
| ☐ | Determine the goods, equipment and services needed by the ISU staff. |
| ☐ | Obtain and arrange for delivery and distribution of the needed resources. |
| ☐ | Conduct the process according to the applicable guidelines for disaster reimbursement in order to maximize the financial recovery. |
| ☐ | Keep complete and accurate records for Insurance/FEMA Documentation. Provide them to the Finance Coordinator. |
| ☐ | Make all logistical arrangements for procurement, delivery, payment and site contact of resources. |
| ☐ | Assist with the de-activation process, tracking the return of equipment and supplies, the cessation of services, and shut down of temporary services. |
| ☐ | Provide information and recommendations to the Planning Coordinator for the After Action Report. |

**PRIMARY RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Order, receive, store, process and allocate emergency supplies and resources. |
| ☐ | Conduct the supply process to ensure reimbursement. |
| ☐ | Keep complete and accurate records. |

**SUPPORT RESPONSIBILITIES**

| | |
|---|---|
| ☐ | Assist with Insurance/FEMA documentation. |
| ☐ | Assist with the de-activation process. |

**ADDITIONAL ITEMS TO CONSIDER**

| | |
|---|---|
| ☐ | **Continued operations and resources:** |
| | ☐ Estimate the duration of the response and develop plans for replacing human and physical resources. |
| ☐ | **Security and access control:** |
| | ☐ Perimeter security needs for storage and distribution sites and resources for night operations. |

## 4.6 University Management Checklists

### 4.6.1 Checklist 6A - Director, Affirmative Action

**Assignment: UNIVERSITY MANAGEMENT**

| | |
|---|---|
| Position | Director, Affirmative Action |
| Section | University Management |

**FOR IMMEDIATE CONSIDERATION OR ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | Assess situation and coordinate information with VP Academic Affairs. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | Implement telephone tree and advise your staff. |
| ☐ | Inform and brief your staff on the emergency situation as it affects their areas. |
| ☐ | Provide resources or resource information to the Management/Command Group. |
| ☐ | Provide volunteer resources as available. |

### 4.6.2 Checklist 6B - Faculty Ombudsman

**Assignment: UNIVERSITY MANAGEMENT**

| | |
|---|---|
| Position | Faculty Ombudsman |
| Section | University Management |

**FOR IMMEDIATE CONSIDERATION OR ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | Assess situation and coordinate information with VP Academic Affairs. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | Implement telephone tree and advise your staff and the university deans. |
| ☐ | Inform and brief your staff on the emergency situation as it affects their areas. |
| ☐ | Provide resources or resource information to the Management/Command Group. |
| ☐ | Provide volunteer resources as available. |

### 4.6.3 Checklist 6C - Athletic Director

**Assignment: UNIVERSITY MANAGEMENT**

| | |
|---|---|
| Position | Athletic Director |
| Section | University Management |

**FOR IMMEDIATE CONSIDERATION OR ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | Assess situation and coordinate information with VP Academic Affairs. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | Implement telephone tree and advise your staff. |
| ☐ | Inform and brief your staff on the emergency situation as it affects their areas. |
| ☐ | Provide resources or resource information to the Management/Command Group. |
| ☐ | Provide volunteer resources as available. |

### 4.6.4 Checklist 6D - Deans & Directors

**Assignment: UNIVERSITY MANAGEMENT**

| | |
|---|---|
| Position | Deans and Directors |
| Section | University Management |

**FOR IMMEDIATE CONSIDERATION OR ACTION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | turn on your cellular phone. |
| ☐ | Assess situation and coordinate information with Public Safety & VP Academic Affairs. |
| ☐ | If situation warrants evacuation of your building, coordinate evacuation with Public Safety. See Section 8.2 of the Emergency Response Plan on Evacuation Procedures. **Do not go to incident site.** |
| ☐ | Implement telephone tree and advise your staff. |
| ☐ | Inform and brief your staff on the emergency situation as it affects their areas. |
| ☐ | Provide resources or resource information to the Management/Command Group. |
| ☐ | Provide volunteer resources as available. |

**If Lockdown of Your Building is Required:**

| | |
|---|---|
| ☐ | If a lockdown of your building is required, you will be notified via the Emergency Notification System. |
| ☐ | Coordinate the lockdown with other Deans/Directors in your Bldg and your Bldg. Coordinator. The lockdown procedures can also be found in the Emergency Response Plan on the Public Safety website, www.isu.edu/pubsafe , Chapter 9, Section 9.7.4. |
| | Locate and use the Lockdown Procedure Packet in your building. |
| ☐ | Ensure that all classrooms, labs, etc. are notified and instruct them to remain in classrooms until further notice. Provide them with a copy of the lockdown procedures. |
| ☐ | Students and faculty are to remain in their classrooms. Do Not answer the door. |
| ☐ | Keep back from any windows and doors, lay flat on the floor or seek protective cover for yourself and others (concrete walls, thick desks, filing cabinets. Cover may protect you from bullets). |
| ☐ | Remain calm and assist others with you in remaining calm, quiet and out of sight. |
| ☐ | Place signs in exterior windows to identify the location of injured persons. |
| ☐ | All doors, windows, and classrooms will be closed and locked or barricaded, if possible. |
| ☐ | Turn off all lights and close blinds. |
| ☐ | Silence all cell phones. |

| | |
|---|---|
| ☐ | Once in a lockdown area, building occupants should call 911 or Public Safety at 282-2515 and give the dispatchers the phone number(s) at which they can be reached for further instructions. |
| ☐ | **If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at emergenc@isu.edu.** Public Safety Dispatch will immediately receive and respond to the message. |
| ☐ | Account for everyone in the room or office. |
| ☐ | Do Not Approach Emergency Responders - let them come to you. |
| ☐ | Building occupants should remain in that area until they receive further instructions or an "all clear" is issued. |
| ☐ | No one will be allowed to enter or leave the building(s) or area(s). |
| ☐ | Parents, friends, concerned loved ones will not be allowed to pickup faculty, staff or students from the university, unless instructed to do so. |
| ☐ | Lock all exterior doors to building and post the provided Lockdown Signs on the inside and outside of each door. |
| ☐ | Once lockdown is completed notify emergency response personnel and man the main office to receive any other instructions. |
| ☐ | Once "all clear" is called, notify all classrooms, labs, etc. |
| ☐ | Unlock all exterior doors and remove Lockdown Signs. |
| ☐ | Notify Emergency Response Personnel when unlock is complete. |

Departments are encouraged to review the areas surrounding their departmental space to include public spaces in their notification procedures. Such areas should include classrooms, seminar rooms, conference rooms, lecture rooms, lounges and restrooms. During an "active threat" situation, there is no guarantee that persons occupying such space (i.e. k-12 students, teachers or staff, visitors/lecturers on campus, conference attendees, etc.) will receive a notification that an "active threat" exists. Therefore departments are encouraged to establish mechanisms to notify persons in these areas of the status of an active threat situation, as long as it is safe to do so.

In buildings where there are multiple departments the coordination of these procedures will reduce the responsibility of any single department. In this section, the department can include a listing of those spaces and an assignment of responsibility to notify persons who occupy those spaces of an existing "active threat."

Whereas local k-12 students, teachers and staff may be attending classes, conferences, field trips, etc., we have included the Superintendent of School District 25 on our Emergency Notification Phone Tree. If any department is hosting events for other school districts you will need to add them to your notification responsibilities.

### 4.6.5 Checklist 6E - Building Coordinators/Floor Monitors

**Assignment: Building Coordinator - Person Responsible for Area Evacuation Program**

| | |
|---|---|
| Position | Appointed by Dean or Director |
| Section | University Management |

**FOR IMMEDIATE ACTION OR CONSIDERATION**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | Evaluate the impact the emergency may be having on the facility and take appropriate action. This may include recommending that operations in the facility be ceased and that building evacuation procedures be initiated. |
| ☐ | Call Public Safety at 208-282-2515 and notify them you are evacuating your facility/area. Coordinate the evacuation with Public Safety and provide them with any information you have, including which areas have not been evacuated. |
| ☐ | Go to the outside of the building to meet floor monitors as they finish evacuating their areas. |
| ☐ | Keep track of which floors are evacuated and which are not. |
| ☐ | Assist in the accounting of faculty/staff/students from your facility. |
| | Maintain communications from your area (or from an alternate site if necessary) with emergency and EOC officials. Give them the location of anyone who is unable to evacuate. Inform them of anyone who refuses to evacuate. |

**If Lockdown of Your Building is Required:**

| | |
|---|---|
| ☐ | If a lockdown of your building is required, you will be notified via the Emergency Notification System. |
| ☐ | Coordinate the lockdown with Deans/Director in your Bldg. The lockdown procedures can be found in the Emergency Response Plan on the Public Safety website, www.isu.edu/pubsafe , Chapter 9, Section 9.7.4. |
| | Locate and use the Lockdown Procedure Packet in your building. |
| ☐ | Ensure that all classrooms, labs, etc. are notified and instruct them to remain in classrooms until further notice. Provide them with a copy of the lockdown procedures. |
| ☐ | Students and faculty are to remain in their classrooms. Do Not answer the door. |
| ☐ | Keep back from any windows and doors, lay flat on the floor or seek protective cover for yourself and others (concrete walls, thick desks, filing cabinets. Cover may protect you from bullets). |
| ☐ | Remain calm and assist others with you in remaining calm, quiet and out of sight. |
| ☐ | Place signs in exterior windows to identify the location of injured persons. |

| | |
|---|---|
| ☐ | All doors, windows, and classrooms will be closed and locked or barricaded, if possible. |
| ☐ | Turn off all lights and close blinds. |
| ☐ | Silence all cell phones. |
| ☐ | Once in a lockdown area, building occupants should call 911 or Public Safety at 282-2515 and give the dispatchers the phone number(s) at which they can be reached for further instructions. |
| ☐ | **If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at emergenc@isu.edu.** Public Safety Dispatch will immediately receive and respond to the message. |
| ☐ | Account for everyone in the room or office. |
| ☐ | Do Not Approach Emergency Responders - let them come to you. |
| ☐ | Building occupants should remain in that area until they receive further instructions or an "all clear" is issued. |
| ☐ | No one will be allowed to enter or leave the building(s) or area(s). |
| ☐ | Parents, friends, concerned loved ones will not be allowed to pickup faculty, staff or students from the university, unless instructed to do so. |
| ☐ | Lock all exterior doors to building and post the provided Lockdown Signs on the inside and outside of each door. |
| ☐ | Once lockdown is completed notify emergency response personnel and help man the main office to receive any other instructions. |
| ☐ | Once "all clear" is called, notify all classrooms, labs, etc. |
| ☐ | Unlock all exterior doors and remove Lockdown Signs. |
| ☐ | Notify Emergency Response Personnel when unlock is complete. |

Departments are encouraged to review the areas surrounding their departmental space to include public spaces in their notification procedures. Such areas should include classrooms, seminar rooms, conference rooms, lecture rooms, lounges and restrooms. During an "active threat" situation, there is no guarantee that persons occupying such space (i.e. k-12 students, teachers or staff, visitors/lecturers on campus, conference attendees, etc.) will receive a notification that an "active threat" exists. Therefore departments are encouraged to establish mechanisms to notify persons in these areas of the status of an active threat situation, as long as it is safe to do so.

In buildings where there are multiple departments the coordination of these procedures will reduce the responsibility of any single department. In this section, the department can include a listing of those spaces and an assignment of responsibility to notify persons who occupy those spaces of an existing "active threat."

Whereas local k-12 students, teachers and staff may be attending classes, conferences, field trips, etc., we have included the Superintendent of School District 25 on our Emergency Notification Phone Tree. If any department is hosting events for other school districts you will need to add them to your notification responsibilities.

**Floor Monitor - Person Responsible for Evacuating A Specific Area**

| | |
|---|---|
| ☐ | Remain calm. |
| ☐ | Turn on your cellular phone. |
| ☐ | Coordinate with the Building Coordinator and evaluate the impact the emergency may be having on the facility and take appropriate action. This may include recommending that operations in the facility be ceased and that building evacuation procedures be initiated. |
| ☐ | If possible, without endangering yourself, when the alarm sounds, go door-to-door and inform everyone in your area they must leave the building, and direct them to the nearest exit. |
| ☐ | Start at the furthest point from the exit and evacuate back to the exit. |
| ☐ | Identify persons with disabilities and direct/assist them to an area of rescue. |
| ☐ | After directing everyone to evacuate, report pertinent information to the Building Coordinator (e.g., evacuation status, location of persons with special needs, type and location of emergency). |
| ☐ | Proceed to your **assigned entrance** until further notice from the Building Coordinator. Do not allow personnel to re-enter the building until you have been notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal for personnel to re-enter. |
| ☐ | **If a lockdown of your building is required**, you will be notified via the Building Coordinator. Follow their instructions regarding the lockdown procedures. |

## Chapter 5 Emergency Operations Center

### 5.1 EOC Location

In accordance with standard emergency management system planning, Idaho State University has established the ISU Emergency Operations Center (EOC) in the Pond Student Union Ballroom Lounge or the Pond Student Union Salmon River Suite. ISU Public Safety (Bldg. 27) has been designated as an alternate EOC site. As outlined in this plan, the EOC will serve as the center for emergency management and response operations.

Sample EOC Equipment List:

1. Cellular Phone
2. Telephones: handsets, lines, switchboard
3. Fax Machine
4. Copy Machine
5. Public Address System
6. Television/VCR
7. Weather Radio
8. Computer Terminals
9. Typewriters/word processors
10. Surge Protectors
11. Tables and Chairs
12. Markers and Display Boards
13. Overhead with Screen
14. Flip Chart Easel & Pad
15. Bulletin Boards
16. Reference Materials (blueprints, maps, etc.)
17. AudioPack
18. Two-Way Radio Network (stationary & portable/handheld) with the ability to communicate with:
    - Public Safety
    - Facilities Services
    - Bannock County EOC
    - Pocatello Fire Department
    - Pocatello & Chubbuck Police Departments
19. First Aid Kit
20. Bottled Water
21. Materials/supplies to make identification cards., (i.e. pens, pads, tape, etc).
22. Miscellaneous Office supplies (i.e., staplers, staples, staple pullers, envelopes of various sizes, paper clips, push pins, masking/scotch tape, pencils, pens assorted colors, assorted rubber bands, binders, writing pads, note pads, etc.)

## 5.2 Field Emergency Operations Center

If the emergency involves only one building or a small part of the campus, a Public Safety vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed Public Safety officer and a dispatcher is to staff the operations center at all times or until the emergency ends. A small office with a desk, chairs, and a telephone may also be required near the scene.

Public Safety will supply the Field Emergency Operations Center with equipment to include:

1. Barricades, barrier tape, and signs for the scene.
2. Two portable hand radios.
3. Portable public address system.
4. First aid kit.
5. Campus telephone directory and local telephone directory to include Yellow Pages.

## 5.3 EOC Activation

When an emergency occurs, the President will determine if the EOC is to be activated. If activated, the President, along with the Incident Commander, will determine which positions will be staffed for the emergency response. Persons who are assigned as EOC staff should respond in person or call Public Safety at 208-282-2515 to confirm the EOC is activated. Whenever the EOC is activated the City of Pocatello will be notified at 208-234-6100, to facilitate coordination and the process for requesting resources.

The EOC Master Log (Table 1) will be maintained to provide a record of all major events, decisions and messages. Copies are to be forwarded to the Situation Status group and or the Incident Commander.

The EOC Activation List (Table 2) provides a checklist for use in the setup and activation of the EOC. It is to be used by the first person to arrive and forwarded to the Incident Commander when completed. Not all steps will be necessary in a partial activation.

## 5.4 EOC Positions and Space Assignment

This plan is designed to be flexible. The size, staffing and equipping of the EOC will depend on the magnitude and complexity of the emergency. The President, along with the Incident Commander, will determine which positions are needed and notify the appropriate staff (refer to Table 3, ISU Emergency Response Assignments, for staff assignments). All positions should be prepared to report to and operate from the EOC during a full-scale activation, even though all may not be needed. Staff should be prepared to bring their own radios, cellular phones and other items necessary to carry out emergency assignments.

## 5.5 EOC Access

Access to the EOC is only for authorized ISU personnel. All others must obtain approval for admission from the President or Incident Commander. All personnel working in the EOC are to sign in and out on the EOC Roster (Table 4), which will be located on a table at the door.

## 5.6 EOC After Action Reports

**1. Requirements and Regulations**

The completion of an After Action Report is part of the required ICS reporting process.

**2. Functions of After Action Reports**

An After Action Report serves the following important functions:

- Source for documentation of response or drill activities.
- Identification of problems/successes during emergency or training operations.
- Analysis of the effectiveness of ICS components.
- Describes and defines a plan of action for implementing improvements.

**3. Responsibility for After Action Reports**

The university office in command (or designee) of the emergency or exercise will be responsible for completing the After Action Report. Other members of the ICS organization may also be required to complete reports respective to their assignment. The university official will distribute the report as needed.

**4. Contents of After Action Reports**

**A. After Action Report Outline**

1. Introduction and Background.
2. Type/location of event/drill/exercise.
3. Description of event/drill/exercise.
4. Chronological summary of event/drill/exercise.
5. Response from outside emergency services (as appropriate): Include a summary, conclusions, the field response, and other local, operational area, regional, state or federal response.
6. Interacting Systems, Agencies and Programs: Include mutual aid systems (law enforcement, fire/rescue, medical, etc.); cooperating agencies (utilities, Red Cross, university departments, etc.); telecommunications and media interactions.
7. Improvements, Conclusions, Recommendations: As applicable, include a description of actions taken, assignments, associated costs or budget, timetable for completion or correction, and follow-up responsibility.
8. Training needs.
9. Recovery Activities (as applicable)
10. References: Maps, charts, training materials, etc.

**B. After Action Report Supporting Documents**

Many types of documentation might be included. Some recommended types include the following:

- Action plans written during operational activities or training exercises.
- ICS/EOC Forms.
- Unit activity logs and journals.
- Written messages.
- Function and position checklists.
- Public information and media reports.
- FEMA-developed forms.
- Other forms or documents used during an emergency or training exercise.

**Table 1: EOC Master Log**

Record all major events/decisions/messages. Forward copies of this log to Situation Status and/or Incident Commander.

| Date/Time | Event/Decision/Message | Staff |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Date: | Time: Page _____ Of _____ | Event |

**Table 2: EOC Activation Checklist**

Please follow this list to set up the EOC. The first person to arrive is responsible for setting up the EOC. Forward this checklist to the EOC Incident Commander when completed.

| | | | |
|---|---|---|---|
| **NAME:**<br>**TITLE:** | **DATE:** | **TIME:** | **EVENT:** |
| **EOC ACTIVATION:** | **EMERGENCY POWER:** | | **TELEPHONES** |
| **FULL:** ☐<br>**PARTIAL:** ☐ | **YES** ☐ **NO** ☐ | | **YES** ☐ **NO** ☐ |

| | |
|---|---|
| **SET UP & TEST ALL COMMUNICATIONS:**<br><br>☐ RADIO(S)<br>☐CELLULAR<br>☐FAX<br>☐ TELEPHONES | **POST EOC SIGNS:**<br><br>☐ EOC DOORS<br>☐ ELSEWHERE AS NEEDED |
| **SET UP TABLE AT DOOR WITH:**<br><br>☐ SIGN-IN SHEET<br>☐ FAX MACHINE<br>☐ TELEPHONE | **SET UP SITUATION STATUS:**<br><br>☐ CAMPUS MAPS<br>☐ MESSAGE BOARD<br>☐ POSTING BOARD<br>☐ EOC EVENT LOG<br>☐ OTHER DISPLAYS |

| | | |
|---|---|---|
| **OPEN DOORS FOR VENTILATION IF NEEDED** | **REMOVE CHAIRS AND ADD TABLES, AS NECESSARY** | **NOTIFY NEARBY STAFF WHO WILL BE AFFECTED** |

**CONTACT:**

**GIVE YOUR NAME, TELEPHONE NUMBER AND FAX NUMBER**

**NOTES:**

**Table 3: ISU Emergency Response Assignments**

| Position | Primary Staff Assigned | Alternate | Reports To |
|---|---|---|---|
| **President, Emergency Policy Executive** | University President<br>Dr. Arthur C. Vailas | To be designated by President | |
| Ofc. of Provost and Vice President for Academic Affairs | Provost and VP<br>for Academic Affairs<br>Gary Olson | Associate VP<br>Barbara Adamcik | President |
| Financial Services | VP Financial Services<br>James Fletcher | Assistant VP<br>Phil Blick<br>Lynette Mitchel | President |
| University Advancement | VP University Advancement<br>Kent Tingey | Management Assist.<br>Kaye Black | President |
| Student Affairs | InterimVP, Student Affairs-Don Paulson | Assistant Dean<br>Jim Fullerton | President |
| Research | VP<br>Pamela Crowell | Management Assist.<br>Carole Gull<br>Debra Easterly-Director | President |
| University Counsel | University Attorney<br>Brad Hall | Assoc. General Counsel<br>Darlene Gerry | President |
| Human Resources | Director, Human Resources<br>David Miller | Human Resources<br>Ray Ludwig | President |
| | | | |
| **Incident Command**<br>Incident Commander | Director, Public Safety<br>Steve Chatterton | Facilities Services<br>Jospeh Han | President |
| Public Information Officer | Director,<br>University Relations<br>Mark Levine<br>Lyle Castle - UP<br>Chris Gabettas-Meridian | Public Info Specialist<br>Andrew Taylor | Incident Commander |
| Liaison Officer | Facilities Services<br>Dennis Ketterman | Facilities Services | Incident Commander |
| Safety Officer | Facilities Services | Facilities Services | Incident Commander |

| Position | Primary Staff Assigned | Alternate | Reports to |
|---|---|---|---|
| **Operations Coordinator** | Facilities Services<br>Steve Fuger<br>Ray Hart - UP<br>Bessie Katsilometes-Meridian | Facilities Services<br>Mike Stallsmith<br><br>Robin Dodson-Meridian | Incident Commander |
| Public Safety | Captain, PublicSafety<br>Vince Likes<br>Shandra Roessler-IF | Public Safety Officer | Operations Coordinator |
| Medical | Student Health<br>Dr. Mike Doyle<br>PA/NP on duty - UP<br>Miki Goodwin-Meridian | Director, Student Health<br>Dr. Ron Solbrig<br><br>Glenda Carr-Meridian | Operations Coordinator |
| Health & Safety | Safety Officer<br><br>Annette Phillipp-Meridian | Director, Health Physics<br>Dr. Richard Brey<br>Galen Louis-Meridian | Operations Coordinator |
| Search & Rescue | Public Safety<br>Kris Bartschi | Public Safety Officer | Operations Coordinator |
| Communications | Public Safety<br>Linda Tobias | Public Safety<br>Rody Jackson<br>On-Duty Dispatchers | Operations Coordinator |
| IT/Telecommunications | IT Services<br>Randy Gaines<br>Jim Turmes<br>Charlie Anderson-Meridian | NetTel<br>Mark Norviel<br><br>Danny Sullivan-Meridian | Operations Coordinator |
| Building & Utilities | Facilities Services<br>Brad Peck<br>Robin Colling<br>Gary Rowe - UP<br>Chris Wilson-Meridian | Facilities Services<br><br><br><br>Darren Leavitt-Meridian | Operations Coordinator |
| | | | |
| Meridian-Offisite Locations | Pam Powell-Dental Residency<br>Luke Spaete-BCAL<br>Shari Fernandez-Unversity Advancement | | |

| Position | Primary Staff Assigned | Alternate | Reports to |
|---|---|---|---|
| **Planning Coordinator** | Facilities Services<br>Cheryl Hanson<br><br>Mike Mikitish-Meridian | Facilities Services<br><br><br>Ellen Jones-Meridian | Incident Commander |
| Situation Status | Facilities Services<br>Dennis Ketterman | Facilities Services | Planning Coordinator |
| Structural Damage Assessment | Sr. Architect<br>Facilities Services<br>Denton Dance | Facilities Services | Planning Coordinator |
| Infrastructure Damage Assessment | Facilities Services<br>Dawn Roland | Facilities Services | Planning Coordinator |

| Position | Primary Staff Assigned | Alternate | Reports to |
|---|---|---|---|
| **Logistics Coordinator** | Facilities Services<br>Terry French<br><br>Ali Crane - Meridian | Facilities Services<br><br>Tammi Crnich-Meridian | Incident Commander |
| Human Resources | Human Resources<br>Ray Ludwig<br><br>Patty Tryon - Meridian | Human Resources<br>Angie Tamayo-Wojcik | Logistics Coordinator |
| Food Services/<br>Shelter | Director, Pond SUB<br>Lowell Richards<br><br>Director, Housing<br>Craig Thompson<br><br>Director, Bennion SUB<br>Ches Barnes - UP | Pond SUB<br>Aref Hashem<br><br>Housing<br>Melissa Millican<br>Pete Hoeman<br><br>Bennion SUB<br>Karen Larsen | Logistics Coordinator |
| Facilities | Facilities Services<br>Paul Groesbeck<br><br>Paul Wiersma - UP<br><br>Chris Wilson - Meridian | Facilities Services<br>Scott Brunger | Logistics Coordinator |
| Transportation | Transportation Svcs.<br>Jeff Behrend | Facilities Services | Logistics Coordinator |

| Position | Primary Staff Assigned | Alternate | Reports to |
|---|---|---|---|
| **Finance Coordinator** | Financial Services<br>Leo Herrman<br><br>Patty Tryon - Meridian | Facilities Services<br>Jamie Hansen<br><br>Connie Meier-Meridian | Incident Commander |
| Accounting | Financial Services<br>Roger Egan | Assistant Controller<br>Paul Winder | Finance Coordinator |
| Insurance & FEMA Documentation | Human Resources<br>Adria Stanley<br>Risk Management<br>Susan Hengel | Human Resources<br>Denise Hopster | Finance Coordinator |
| Supply & Procurement | Purchasing<br>David Buck<br>Dan Anthony | Purchasing<br>Austin Carter | Finance Coordinator |

| Position | Primary Staff Assigned | Alternate | Reports to |
|---|---|---|---|
| Director, Affirmative Action | Kathleen Roberts | | VP, Academic Affairs |
| Faculty Ombudsman | John Gribas | | VP, Academic Affairs |
| Athletics Director | Jeff Tingey | | VP, Academic Affairs |
| Deans and Directors | | | VP, Academic Affairs |

**Table 4: EOC Roster**

**Date: _____ Time: _____ Page ___ Of ___**

| Date/Time In | Name | EOC Position | Date/Time Out |
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## Chapter 6 On/Off Campus Resources

### 6.1 On Campus Assistance

A. Public Safety dispatch may be reached by dialing 2515 from an ON CAMPUS telephone. FOR EMERGENCIES DIAL 2515. OFF CAMPUS dial 282-2515. Uniformed Public Safety Officers are on duty 24-hours a day. Additionally, emergency police help is readily available from the Pocatello Police Department by dialing 911.

B. Maintenance and Operations: Trouble/service. After 5 pm contact Public Safety at 2515.

Skilled workers are available from Maintenance at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

1. **UTILITIES:** Repairs to water, gas, electric, and sewage systems.
2. **STRUCTURES:** Repairs to structures and mechanical equipment therein, including heating and cooling systems.
3. **EQUIPMENT:** Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, fork lifts, etc.
4. **TRANSPORTATION:** Sedans, light trucks, dump trucks, and tractors.

C. Purchasing Department

Emergency procurement of materials and services can be arranged in direct support of any contingency.

D. Receiving

Emergency procurement of items needed for campus support.

E. Emergency Procedures

NOTE: In the event of a natural disaster in which major structural damage is sustained it is advisable to turn off hazardous utilities: electricity and natural gas are of primary concern. Chlorine gas systems at the pool or in laboratories should not be overlooked. Evacuate the immediate area and/or buildings. Leaking chlorine gas will form a hazy cloud which may drift from one area to another. This cloud should be avoided and any work done in its vicinity should be with the safety of an approved air-pack.

**6.2 Off Campus Assistance - DISASTER RESOURCES**

POCATELLO:
- Police emergency . . . . . 911
- Police non-emergency . . . . . 234-6100

FIRE:
- Emergency . . . . . 911
- Non-Emergency . . . . . 234-6201

MEDICAL ASSISTANCE:
- Ambulance . . . . . 911
- Portneuf Medical Center . . . . . 239-1000

BANNOCK COUNTY:
- Emergency Services . . . . . 236-7104
- Health Department . . . . . 233-9080
- Highway Department . . . . . 233-9591
- Sheriff Emergencies . . . . . 911
  - Non-emergencies . . . . . 236-7111

IDAHO STATE POLICE:
- Emergency . . . . . 236-6066
- Non-Emergency . . . . . 236-6466
- Road Conditions . . . . . 888-432-7623

FBI:
- Pocatello . . . . . 238-5000
- If no answer . . . . . 237-8815

NATIONAL GUARD: . . . . . 237-3700

NATIONAL WEATHER SERVICE:
- Forecast/Other Calls . . . . . 233-0137

POISON CONTROL CENTER:
- Portneuf Medical Center . . . . . 239-1000
- All Idaho locations . . . . . 1-800-632-8000

AMERICAN RED CROSS:
- Pocatello Chapter . . . . . 237-9445

SALVATION ARMY:
- 400 North Fourth Ave . . . . . 232-5318

## Chapter 7 Emergency Procedures Guide

### 7.1 Campus Emergency Guidelines

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

### 7.2 Reporting Emergencies

A. Campus Emergency Services: ON CAMPUS dial 2515, OFF CAMPUS dial 282-2515.

B. In a medical or police emergency in which Public Safety cannot be reached, dial 911.

C. When calling, stay calm and carefully explain the problem and location to the Dispatcher.

D. Do not hang up until told to do so.

E. Keep calm. Keep others calm.

The following should be filled in by individuals at each location of this manual.

Building Emergency Coordinator: _____

Location: _____

Telephone: _____

Building Emergency Team Members: _____

_____

_____

IMPORTANT: After any evacuation, report to your designated assembly point. Stay there until an accurate head count is taken. The Senior Building Coordinator will take attendance and assist in accounting for all building occupants.

## Chapter 8 Evacuation

Campus Emergency Services:
If calling from ON CAMPUS dial 2515, and
If calling from OFF CAMPUS dial 282-2515.

In an emergency in which Public Safety cannot be reached, dial 911.

### 8.1 Preparing For An Emergency or Evacuation

- You are responsible for your own safety. Stay calm - avoid panic and confusion.
- Know your building's floor plan. Know where the stairs and fire extinguishers are located.
- Know how to report an emergency.
- Determine in advance the nearest exit from your work location and the route you will follow to reach the exit in an emergency. Know the locations of alternate exits from your area.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.
- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.
- **Anyone who refuses to evacuate may be reported to Human Resources or the Dean of Students for failure to comply.**

### 8.2 Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by Public Safety or Building Coordinator.

- When the building evacuation alarm is activated during an emergency leave by the nearest marked exit and alert others to do the same. WALK - do not run.

- If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication(s), glasses, etc. Inform visitors of pertinent about evacuation procedures. Turn off unnecessary equipment if possible.

- Close but DO NOT LOCK doors as you leave.

- Follow instructions from emergency personnel or your Building Coordinator.

- Keep noise to a minimum so you can hear emergency instructions.

- Use handrails in stairwells, stay to the right.

- Assist people with disabilities.

- Persons needing special assistance who are not able to exit directly from the building are to proceed to and remain in a stairwell vestibule. Inform evacuating occupants to notify the Building Coordinator of your location. Emergency personnel will evacuate occupants needing special

assistance from the building.

- Remember that elevators are reserved for persons with disabilities. **Never use an elevator in a fire or earthquake.** Electric power is likely to fail in both cases leaving you trapped.

- Once outside, move quickly away from the building and watch for falling glass and debris.

- Proceed to the designated area of assembly. This should be a clear area that is at least 300 feet or further, depending on the type of incident, away from the affected building. Stay there.

- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.

- **Immediately** notify your building coordinator of any injured persons and individuals remaining in the affected building.

- Do Not Approach Emergency Responders unless absolutely necessary.

- Do Not Re-enter an evacuated building unless told to do so by emergency personnel, the building coordinator or other university officials. Emergency personnel often silence the alarm in order to communicate with each other. Silencing an alarm is NOT a signal for occupants to re-enter!

### 8.3 Evacuation of Disabled Persons

Evacuation may not be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated "Persons With Disabilities Rescue Area" on each floor of the building. **Never use an elevator in a fire or earthquake**. Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities in such rescue areas. Use buddy system if possible.

**If immediate evacuation is necessary, be aware of the following considerations:**

- Non-Ambulatory Persons:

  - Wheelchairs have many moving parts, some are not designed to withstand stress or lifting.
  - You may need to remove the chair batteries. Life support equipment may be attached.
  - In a life-threatening emergency it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.
  - If necessary, two or three individuals may carry non-ambulatory persons from the building.
  - Wheelchairs should not be used to descend stairwells, if at all possible.
  - Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
  - Ways of being removed from the wheelchair.
  - Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
  - Whether to carry forward or backward on a flight of stairs.
  - Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
  - In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/aid, or car seat?

- Is paramedic assistance necessary.

**Always consult with the person in the chair regarding how best to assist them.**

B. Visually Impaired Persons:

Most visually impaired persons will be familiar with their immediate surroundings. In an emergency situation:

- Describe the nature of the emergency and offer to act as a "sighted guide" - offer your elbow and escort him/her to a safe place.
- As you walk, describe where you are and advise of any obstacles.
- When you have reached safety, orient the person as to where you are and ask if further assistance is needed.

C. Hearing Impaired Persons:

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

- Write a note describing the emergency and the nearest evacuation route ("Fire. Go out rear door to the right and down, NOW!").
- Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.

**8.4 Campus Evacuation**

A. Evacuation of all or part of the campus grounds will be announced by Public Safety.
B. All persons (student and staff) are to vacate the site in question immediately and relocate to another part of the campus grounds as directed.

Follow the building evacuation procedures described above for individual building and affected sites.

**8.5 "Shelter-In-Place" Procedures**

During certain emergency situations, particularly chemical, biological or radioactive material releases and some weather emergencies, faculty, staff and students may be advised to remain indoors, or "shelter in place," for a period of time, rather than evacuate the building.

- Stay inside the building (or go indoors as quickly as possible).
- Do not use elevators.
- Quickly locate supplies you may need such as food, water, radio, etc.
- If possible, go a room or corridor where there are no windows and few doors.
- If there is time, shut and lock all windows and doors. (Locking them may provide a tighter seal against chemicals).
- Push a wet towel up against the crack between the door and the floor to seal it.
- In the event of a chemical release, go to an above-ground level of the building; some chemicals are heavier than air and may seep into basements even if the windows are closed.

- Turn off the heat, fans, air conditioning or ventilation system, if you have local controls for these systems. Most university buildings' ventilation systems are controlled centrally by Facilities Services.
- Drink bottled, stored water, not water from the tap.
- If possible, check for additional information via the main university Web page, http://www.isu.edu, and/or monitor radio or television for further details.
- Do not call 911 unless you are reporting a life-threatening situation.

When the "all clear" is announced:

- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Go outside and wait until the building has been vented.

## Chapter 9 Specific Emergency Procedures for Faculty, Staff and Students

### 9.1.1 Civil Disturbance or Demonstration

Unlawful conduct and interference with the conduct of institutions of higher learning are prohibited by Idaho Code 33-37(15) and 33-37(16). The provisions of these codes are printed in the staff and faculty handbook in Part 6, Section X, page 6,10,6.

Most campus demonstrations such as marches, meetings, speeches, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- INTERFERENCE with the normal operations of the University.
- PREVENTION of access to offices, buildings or other University facilities.
- THREAT of physical harm to persons or damage to University facilities.

If any of these conditions exist, Public Safety should be notified and will be responsible for contacting and informing the President, the Dean of Student Affairs, University Counsel, and the appropriate officials.

Depending on the nature of the demonstration the appropriate procedures listed below should be followed:

A. Peaceful, non-obstructive demonstrations.

1. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.

2. If demonstrators are asked to leave but refuse to leave by regular facility closing time:

   (a) Arrangements will be made by the Public Safety Director to monitor the situation during non-business hours.

   (b) Determination will be made whether or not to treat the violation of regular closing hours as a disruptive demonstration.

B. Non-violent, disruptive demonstrations

1. In the event that a demonstration blocks access to University facilities or interferes with the operation of the University:

   (a) Demonstrators will be asked to terminate the disruptive activity by the Public Safety Director or a designee.

   (b) The Public Safety Director will consider having a photographer or video camera available for verification/documentation purposes.

   (c) Key University personnel and student leaders will be asked by the Dean of Student Affairs or the Public Safety Director to go to the area and persuade the demonstrators to desist.

   (d) The Dean of Student Affairs or a designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activities.

   (e) If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion or possible intervention by civil authorities (see Attachment A).

   (f) Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs or video tape recordings if deemed advisable.

   (g) After consultation with the President and University University Counsel by the Public Safety Director, the need for an injunction and intervention of civil authorities will be determined.

   (h) If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the police department, the remaining demonstrators will be warned of the intention to arrest (see Attachment B).

C. Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President, University Counsel, and the Dean of Student Affairs will be notified:

1. During Business Hours

   (a) In coordination with the Dean of Student Affairs, Public Safety will contact the President of the University.

(b) The President, in consultation with the Dean of Student Affairs, the Public Safety Director, and University Counsel, will determine the possible need for an injunction and/or police participation.

(c) Public Safety will provide an officer with a radio for communication between University Administration and the site of demonstration as needed.

2. After Business Hours

(a) Public Safety should be immediately notified of the disturbance.

(b) Public Safety will investigate the disruption and notify the Public Safety Director and the Dean of Student Affairs.

(c) The Dean of Student Affairs will:
Report the circumstances to the President.
Notify key administrators.
Notify the University public information officer.

Approve Public Safety using a photographer or videotape camera person. If necessary, the President or the Dean of Student Affairs will authorize a request for police department assistance.

NOTE: The Public Safety Director may call for police assistance without counsel from others if it is deemed to be of paramount importance to the safety of persons involved.

### 9.1.2 Planned Response

The incident will be assessed for an appropriate response and activation of the EOC. If time is available, immediate requests for mutual aid will be made through approved channels. Attempts will be made to identify and meet with organizers of the event. If the riot or major civil disturbance is an instantaneous reaction, all efforts will be made to protect lives and property until resources arrive to more effectively manage the emergency.

### 9.2.1 Aircraft Incident

In the event a mishap occurs such as an explosion or a downed aircraft on campus, take the following action:

A. Immediately take cover under tables, desks and other objects which will give protection against falling glass or debris.

B. After the effects of the explosion, or aircraft fire has subsided, notify local police, fire and ambulance at 911. Notify Public Safety ON CAMPUS at 2515, OFF CAMPUS at 282-2515. Give your name and describe the location and nature of the emergency.

C. If necessary, or when directed to do so, activate the building fire alarm. Remember YOU MUST ALWAYS REPORT THE EMERGENCY BY TELEPHONE even if you have already pulled the building fire alarm. FEW ALARM SYSTEMS ARE WIRED DIRECTLY TO THE FIRE STATION.

D. When the building evacuation alarm is sounded or when told to leave by University officials walk quickly to the nearest marked exit and ask others to do the same.

E. Remember that elevators are reserved for persons with disabilities. **Never use an elevator in a fire or earthquake**. Electric power is likely to fail in both cases leaving you trapped.

F. **Evacuation of Disabled Persons**

Evacuation may not be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated "Persons With Disabilities Rescue Area" on each floor of the building. **Never use an elevator in a fire or earthquake**. Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities in such rescue areas.

**If immediate evacuation is necessary, be aware of the following considerations:**

Non-Ambulatory Persons:

- Wheelchairs have many moving parts, some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries. Life support equipment may be attached.
- In a life-threatening emergency it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.

- If necessary, two or three individuals may carry non-ambulatory persons from the building.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/aid, or car seat?
- Is paramedic assistance necessary.

  **Always consult with the person in the chair regarding how best to assist them.**

Visually Impaired Persons:
Most visually impaired persons will be familiar with their immediate surroundings. In an emergency situation:

- Describe the nature of the emergency and offer to act as a "sighted guide" - offer your elbow and escort him/her to a safe place.
- As you walk, describe where you are and advise of any obstacles.
- When you have reached safety, orient the person as to where you are and ask if further assistance is needed.

Hearing Impaired Persons:
Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

- Write a note describing the emergency and the nearest evacuation route ("Fire. Go out rear door to the right and down, NOW!").
- Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.

G. Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet away from the affected building. Stay there.

H. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.

I. Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.

J. If requested, assist emergency crews as necessary.

K. Do not return to an evacuated building unless told to do so by emergency personnel, building or University officials.

L. A campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Operations Center unless you have official business.

### 9.2.2 Planned Response

If the crash site involves major injuries or death on campus, the EOC will activate to manage the incident. Fire and rescue units will be activated and a Field Command Post will be established.

### 9.3.1 Earthquake

A. Stay calm.

B. Your greatest threat is from falling objects, electrical power lines, and gas lines. Get out from under it, away from it, or go around it.

C. IF INDOORS seek refuge in a doorway or under a desk or table. They will help protect you from falling debris. Stay away from glass windows, shelves, and heavy equipment.

D. IF OUTDOORS move quickly away from buildings, trees, bridges, utility poles, electrical power lines, gas meters, or lines and heavy machinery or equipment.

E. If in an automobile, stop in the safest place available, away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

F. After the initial shock, evaluate the situation and if emergency help is necessary, call Public Safety ON CAMPUS at 2515, OFF CAMPUS at 282-2515.

G. Be prepared for aftershocks.

H. Damaged facilities should be reported to Public Safety. Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures (section 9.9).

I. If an emergency exists, activate the building alarm. Remember you must still report the emergency by phone.

J. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

K. Remember that elevators are reserved for persons with disabilities. **Never use an elevator in a fire or earthquake.** Electric power is likely to fail in both cases leaving you trapped.

L. **Evacuation of Disabled Persons**

Evacuation may not be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated "Persons With Disabilities Rescue Area" on each floor of the building. **Never use an elevator in a fire or earthquake**. Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities in such rescue areas.

**If immediate evacuation is necessary, be aware of the following considerations:**

Non-Ambulatory Persons:

- Wheelchairs have many moving parts, some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries. Life support equipment may be attached.
- In a life-threatening emergency it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.
- If necessary, two or three individuals may carry non-ambulatory persons from the building.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/aid, or car seat?
- Is paramedic assistance necessary.

**Always consult with the person in the chair regarding how best to assist them.**

**Visually Impaired Persons:**

Most visually impaired persons will be familiar with their immediate surroundings. In an emergency situation:

- Describe the nature of the emergency and offer to act as a "sighted guide" - offer your elbow and escort him/her to a safe place.
- As you walk, describe where you are and advise of any obstacles.
- When you have reached safety, orient the person as to where you are and ask if further assistance is needed.

**Hearing Impaired Persons:**
Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

- Write a note describing the emergency and the nearest evacuation route ("Fire. Go out rear door to the right and down, NOW!").
- Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.

M. Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet away from the affected building. Stay there.

N. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.

O. Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.

P. If requested, assist emergency crews as necessary.

Q. Do not return to an evacuated building unless told to do so by emergency personnel, building or University officials.

R. A campus Emergency Operations Center may be set up near the disaster site. Keep clear of the Operations Center unless you have official business.

### 9.3.2 Planned Response

The following summarizes the major operations in response to an earthquake. When a major earthquake occurs, the campus notification system will be initiated by the Incident Commander. Full or partial activation of the ISU EOC will depend upon damage to the university and potential hazards. When the EOC is activated, a direct line to the county EOC will be maintained.

Damage assessment teams will be sent to survey the campus for injured people, building damage, chemical and electrical hazards and resource requirements. Assessment teams will continue until all campus buildings are identified as safe before re-entry.

Rescue operations may be required to assist trapped and injured persons. Emergency medical care will be provided to injured persons. Food and temporary shelter may be provided until the campus is restored to normal operations.

In the event of major damage and injuries, classes may be canceled and protective measures will be taken. Extensive damage or threats from secondary hazards (e.g., hazardous materials) may require the campus to be evacuated. Students, faculty and staff will be notified of the necessity to evacuate. Any evacuation will be coordinated with the Bannock County EOC.

If evacuation is not possible, shelter facilities will be announced and staffed. Assistance will be provided for disabled persons and children.

### 9.4.1 Medical Emergency

A. Persons administering first aid must be aware of the possible life threatening effects of pathogens as a result of exposure to bodily fluids. Life saving techniques should be administered according to current Red Cross guidelines to avoid exposure to pathogens.

B. Do not attempt procedures or techniques beyond your abilities or training.

C. In the most common case of a minor injury or illness provide first aid care only to the extent of your training (Red Cross First Aid, CPR, etc.).

D. With more serious injuries or illnesses, call Public Safety for assistance at ON-CAMPUS at 2515 or OFF-CAMPUS at 282-2515.

E. When the dispatcher answers be ready to give your name, describe the nature and severity of the injury or illness, and the location of the victim.

F. In the case of serious injury, **trained** personnel should quickly perform the following steps:

1. Do not move the victim unless imminent danger exists. Examples include: fire structural damage, chemical spills, toxic fumes, explosion danger, etc.
2. Keep the victim still and comfortable.
3. Ask the victim, "Are you okay? What is wrong?"
4. Check breathing and give artificial respiration if necessary. See current Red Cross guidelines for exposure to pathogens.
5. Control bleeding by direct pressure on the wound. See current Red Cross guidelines for exposure to pathogens.
6. Look for emergency medical ID on the victim.
7. Question witnesses and be ready to give all information to the paramedics when they arrive.
8. Stay with the victim until help arrives.

G. Every office and department on campus should have persons trained in first aid and CPR. Training is available through the local American Red Cross, and the ISU Department of Physical Education.

### 9.5.1 Hazardous Materials Incident

**(BIOLOGICAL/CHEMICAL/RADIOLOGICAL HAZARDS)**

A. The Technical Safety Office has trained personnel to deal with hazardous materials and waste. Any spillage of a hazardous chemical or radioactive material should be reported immediately to Public Safety at extension 2515 and to Technical Safety at extension 2311 or extension 2310. An incident after hours should be reported to Public Safety.

B. BEFORE AN INCIDENT INVOLVING HAZARDOUS MATERIALS OCCURS:

1. Become familiar with the hazards within your building.

   (a) Know what the hazards are and their potential for harm.

   (b) Know where and how hazardous substances are being stored.

2. Become familiar with first aid procedures essential for treating injured persons. When reporting be specific about the nature of the involved material and exact location. Public Safety will contact the necessary specialized authorities and medical personnel. Public Safety will need the following information so that they can give aid:

   (a) Name of caller

   (b) Location of caller

   (c) How and where contact can be re-established with the caller or another responsible party at the scene.

   (d) What has happened

   (e) What hazardous material is involved

   (f) Where accident happened

   (g) When accident happened

   (h) Type and condition of containers

   (i) Nature and extent of injuries to people

   (j) Nature and extent of property damage

(k) Materials in surrounding area. Public Safety will give information as to the dangers of a particular chemical, its combustibility or explosive nature, its toxicity, evacuation measures, protective equipment needed, fire fighting, first aid measures, and cleanup procedures.

C. Without endangering yourself or other personnel, contain the spill if possible. This will reduce the spread and danger of contamination. Do not walk into or touch any spilled material. Avoid inhalation of all gases, fumes, and smoke even if no hazardous materials are involved.

D. The individual in charge at the spill site should evacuate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Public Safety personnel

E. Rescue injured or trapped persons and remove them from the incident area if it is possible to do so without jeopardizing your own safety.

F. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to a Public Safety official. Administer first aid only according to the rescuer's training.

G. If, as a result of the spill, a danger of fire, explosion, spread of toxic fumes, or further contamination of personnel exists, activate the building alarm and evacuate the building. Remember you must still report the emergency by phone to Public Safety and Technical Safety.

H. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

I. **Evacuation of Disabled Persons**

Evacuation may not be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated "Persons With Disabilities Rescue Area" on each floor of the building. **Never use an elevator in a fire or earthquake**. Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities in such rescue areas.

**If immediate evacuation is necessary, be aware of the following considerations:**

Non-Ambulatory Persons:

- Wheelchairs have many moving parts, some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries. Life support equipment may be attached.
- In a life-threatening emergency it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.
- If necessary, two or three individuals may carry non-ambulatory persons from the building.
- Wheelchairs should not be used to descend stairwells, if at all possible.

- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/aid, or car seat?Is paramedic assistance necessary?

**Always consult with the person in the chair regarding how best to assist them.**

**Visually Impaired Persons:**

Most visually impaired persons will be familiar with their immediate surroundings. In an emergency situation:

- Describe the nature of the emergency and offer to act as a "sighted guide" - offer your elbow and escort him/her to a safe place.
- As you walk, describe where you are and advise of any obstacles.
- When you have reached safety, orient the person as to where you are and ask if further assistance is needed.

**Hearing Impaired Persons:**

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

- Write a note describing the emergency and the nearest evacuation route ("Fire. Go out rear door to the right and down, NOW!").
- Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.

J. Once outside, proceed to the designated gathering point. This should be a clear area, a safe distance away, that is at least 500 feet away from the affected building. Stay there.

K. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.

L. Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.

M. Do not return to an evacuated building unless told to do so by emergency personnel, building or University officials.

N. A campus Emergency Operations Center may be set up. Keep clear of the Operations Center unless you have official business.

### 9.5.2 Planned Response - Off Campus Incident

A major hazardous materials release in close proximity to the university could require sheltering or evacuation ofall or part of the campus. A sudden release of hazardous materials may allow little time for an organized response. The appropriate reaction may be advising people to go indoors; close doors and windows; shut down heating, air conditioning and exhaust systems; and seal any openings, as feasible. If circumstances permit, the campus population may be directed to designated shelters. Assistance will be provided for disabled persons and children.

If time permits, evacuation may be the most appropriate protective action to take. Evacuation would most likely occur on notification from county or city officials responsible for managing the incident. The implementation of this protective action at ISU will be closely coordinated with the county or city EOC to ensure the timely integration of the traffic flow from the university campus into the routing designated by the county/city.

The ISU Incident Commander will instruct the community to leave campus through specific routes. One or more egress routes may be considered unsafe because of proximity to the incident. Traffic will be controlled and monitored within the campus and at the access/egress control points. An estimate will be made of the number of people/cars leaving the campus. This estimate will be reported to the county/city EOC.

Priority use of available campus transportation resources will be allocated first to the disabled and children and then, to the extent available, to other persons in need. If additional transportation resources are needed, they will be requested through the county/city EOC. The ISU Incident Commander will confirm campus evacuation with the county/city during the evacuation for the purpose of judging the progress and at the end to ensure completion. Perimeter and security control of ISU will be established. The area will be checked to ensure that everyone is evacuated.

### 9.5.3 Planned Response: On-Campus Incident

An on-campus incident is unlikely to require the evacuation of more than a small area of the campus. Individuals in the hazardous area will be warned and directed to leave the area. Public Safety personnel will establish an appropriate perimeter around the incident. The ISU Environmental Health and/or Technical Safety Director will be notified and will be responsible for advising on further actions. Any injured, exposed, or ill persons will be treated at the Student Health Center or transported to a hospital.

### 9.6.1 Bomb/Bio-Terrorism Threat

A. If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT. Clear the area and immediately call Public Safety at extension 2515 ON CAMPUS or 282-2515 OFF CAMPUS.

B. Any person receiving a phone call bomb threat should obtain the following information from the caller:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does the bomb look like?
5. Why did you place the bomb?

C. Keep talking to the caller as long as possible and record the following:

1. Time of the call.
2. Age and sex of the caller.
3. Speech pattern, accent, possible nationality, etc.
4. Emotional state of the caller.
5. Background noise.

D. DO NOT activate the building alarm.

E. Immediately notify Public Safety at extension 2515 ON CAMPUS, or OFF CAMPUS at 282-2515 to report a phone threat.

F. Due to the special nature of a bomb threat, evacuation procedures, refuge points, and gathering sites for evacuees are confidential.

G. When Public Safety arrives, follow their instructions exactly.

H. Public Safety Officers will conduct a detailed bomb search.

I. Do not touch suspicious objects. Do not open cabinets, drawers, or closets. Do not turn lights or office equipment on or off.

J. **Important: Only the President of the University or the Public Safety Director have the authority to evacuate a facility or part of a facility, or to enter or remain in an evacuated facility, in the case of a bomb threat. Deans, Department Heads, faculty, or staff may not order evacuation or remain in or enter an evacuated facility.**

## Bomb Threat Checklist

**Department of the Treasury**
**Bureau of Alcohol, Tobacco & Firearms**
**BOMB THREAT CHECKLIST**

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

EXACT WORDING OF BOMB THREAT:

_____

_____

_____

_____

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Telephone number at which call is received: _____

Time call received: _____

Date call received: _____

CALLER'S VOICE

| | |
|---|---|
| ☐ Calm | ☐ Nasal |
| ☐ Soft | ☐ Angry |
| ☐ Stutter | ☐ Loud |
| ☐ Excited | ☐ Lisp |
| ☐ Laughter | ☐ Slow |
| ☐ Rasp | ☐ Crying |
| ☐ Rapid | ☐ Deep |
| ☐ Normal | ☐ Distinct |

ATF F 1613.1 (Formerly ATF F 1730.1 which still may be used) (6-97)

| | |
|---|---|
| ☐ Slurred | ☐ Whispered |
| ☐ Ragged | ☐ Clearing Throat |
| ☐ Deep Breathing | ☐ Cracking Voice |
| ☐ Disguised | ☐ Accent |

☐ Familiar *(If voice is familiar, who did it sound like?)* _____

BACKGROUND SOUNDS:

| | |
|---|---|
| ☒ Street noises | ☐ Factory machinery |
| ☐ Voices | ☐ Crockery |
| ☐ Animal noises | ☐ Clear |
| ☐ PA System | ☐ Static |
| ☐ Music | ☐ House noises |
| ☐ Long distance | ☐ Local |
| ☐ Motor | ☐ Office machinery |
| ☐ Booth | ☐ Other *(Please specify)* |

_____

BOMB THREAT LANGUAGE:

| | |
|---|---|
| ☐ Well spoken (education) | ☐ Incoherent |
| ☐ Foul | ☐ Message read by threat maker |
| ☐ Taped | ☐ Irrational |

REMARKS: _____

_____

Your name: _____

Your position: _____

Your telephone number: _____

Date checklist completed: _____

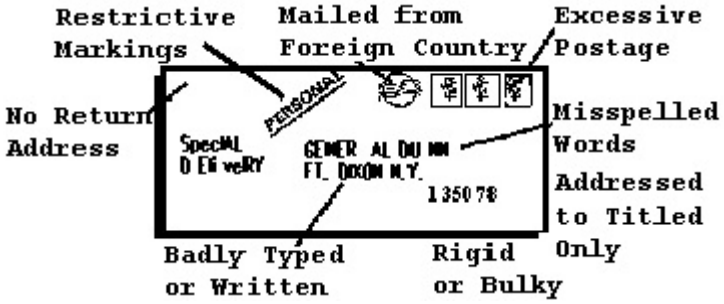
ATF F 1613.1 (Formerly ATF F 1730.1) (6-97)

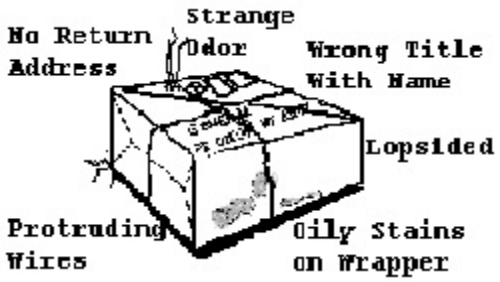
**Suspicious Letter and Package Indicators**

## PRECAUTIONS

**Never accept mail, especially packages, at your home, from a foreign country.**
**Make sure family members and clerical staff know to refuse all unexpected mail at their home or office.**
**Remember - It May Be Anthrax or a Bomb.**

# Treat It as Suspect




**Suspicious Letter & Parcel Recognition Points(Anthrax or Bomb)**

**Excessive Postage**
**Incorrect Titles**
**Titles But No Names**
**Misspellings Of Common Words**
**Oily Stains Or Discolorations**
**No Return Address**
**Excessive Weight**
**Rigid Envelope**
**Lopsided or Uneven Envelope**
**Protruding Wires or Tinfoil**
**Visual Distractions**
**Foreign Mail, Air Mail And Special Delivery**
**Restrictive Markings (i.e., Personal/Confidential)**
**Hand Written Or Poorly Typed Addresses**
**Excessive Securing Material (i.e. Masking Tape, String, etc.)**

# ANTHRAX

**Responding to the receipt of envelopes or packages suspected to contain Anthrax**

***Adopted from the State of Idaho Department of Administration***

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**The purpose of these guidelines is to recommend procedures for handling such incidents at home or at the workplace. Decisions about the need for decontamination and initiation of antibiotics should be made by health officials responsible for the jurisdiction in which the incident occurs. In most circumstances, the decision of whether to initiate antibiotics can be delayed until the presence or absence of anthrax bacteria or spores is determined by the State Public Health Laboratory. State and local health department officials should be involved in the decision-making process when a potential exposure has occurred. A risk assessment for those persons involved in the incident should also be coordinated by law enforcement personnel.**

**What You Should Know About Anthrax**

**1 Anthrax organisms can cause skin infection, gastrointestinal infection or pulmonary infection. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. All forms of this disease are generally treatable with antibiotics, if detected in a timely manner. If the exposure were real, symptoms would usually develop within two to six days.**

**2. For anthrax to be effective as a biological agent it must be aerosolized into tiny particles smaller than a red blood cell. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infections can occur, but prompt recognition and treatment are effective.**

## What To Do If You Encounter A Suspicious Letter Or Package
## DO NOT PANIC

**General Precautions for those who handle large volumes of mail:**

1. Wash your hands with warm soap and water before and after handling the mail.
2. Do not eat, drink or smoke around mail.
3. If you have open cuts or skin lesions on your hands, disposable latex gloves may be appropriate.
4. Surgical masks, eye protection or gowns are NOT necessary or recommended

**Suspicious Unopened Letter**

1. Place envelope in a plastic bag.
2. WASH hands with soap and water.
3. NOTIFY your supervisor, who will contact Public Safety who may then notify the Police and the FBI.
4. If at home, call the Police regarding the letter

**Powder Spills Out Of An Envelope**

1. DO NOT clean powder up. Keep others away (including pets, if at home).
2. GENTLY invert a container, such as an empty trash can, OVER the envelope and powder to avoid dispersal. The district health department and/or law enforcement officials may encourage sample testing to determine the contents of the powder.
3. NOTIFY your supervisor who will contact Public Safety who may contact the District Health Department epidemiologist, the Police and the FBI. If you are at home call the police.
4. Avoid the area containing the envelop but REMAIN on premises and wait for further instructions from your supervisor or emergency responders.
5. Anyone who contacted the powder should WASH their hands with soap and water immediately.
6. DO NOT brush your clothes off.
7. SHUT OFF direct air sources or notify someone who can, to avoid unnecessary dispersal (air con, central air, fans, etc....)
8. MAKE a list of all people who had contact with the powder and a list of your movements after handling the suspicious letter (ex: office cubicle, rest room, elevator, etc.) and give both lists to the emergency responders. Further medical follow-up for yourself and exposed associates and surface decontamination may be required.

**Packages Marked With Threatening Message Such As "Anthrax"**

1. DO NOT OPEN
2. DO NOT SHAKE or empty the envelope.
3. LEAVE it and EVACUATE the room.
4. NOTIFY your supervisor who will contact Public Safety who may contact the Police and the FBI. If at home contact the police.
5. Avoid the area containing the package but remain on premises and wait for further instructions from your supervisor or emergency responders.
6. WASH HANDS

**Aerosolization, Small Explosion, Or Letter Stating Anthrax In Ventilation System**

1. LEAVE room immediately and secure entry.
2. NOTIFY your supervisor, who will contact Public Safety, who may contact the Police or the FBI.
3. SHUT down air handling system or contact someone that can.
4. REMAIN on premises until responders arrive to make sure that all potentially exposed persons are accounted for.
5. MAKE a list of all people who were in your work area at the time of the threat and give the list to the emergency responders. Further medical follow-up may be required for yourself and exposed associates.

**Suspicious Mail**

It's unexpected or from someone you don't know, it's addressed to someone no longer at your address, it's handwritten or has no return address, excessive postage, misspelled words, protruding wires, strange odor, oily stains, discoloration on wrapper, lopsided or lumpy, marked with restrictive endorsements (i.e., "CONFIDENTIAL" or "PERSONAL", excessive tape or string.

**FOR ALL SUSPICIOUS UNLABELED MAIL**
**NOTIFY ISU PUBLIC SAFETY**
**282-2515**

# DO NOT OPEN!

### 9.6.2 Planned Response

The campus relies on the Homeland Security Threat Advisory to assess the threat level and response during normal circumstances. An initial response to a specific and credible threat could include (but is not limited to) cancellation of classes, suspension of services and temporary restriction of access to campus or facilities. Additionally, all faculty, staff and students may be asked to show an ID to get into buildings, living residences or access points and may be required to carry ID at all times. In the event of a terrorist incident, campus officials will coordinate with city, state and federal authorities and follow Homeland Security guidelines and response measures.

### 9.7.1 Violent or Criminal Behavior

Public Safety is located in the Central Operations Building 27 at 5th and Humbolt, and provides 24-hour protection. If calling from ON CAMPUS dial 2515, and if calling from OFF CAMPUS dial 282-2515. If you are a victim or a witness to any on campus offense avoid any risk to your safety and call Public Safety and 911 immediately.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you observe a suspicious person on campus, immediately notify Public Safety at 282-2515 and report the incident. If you observe criminal behavior on campus dial 911 and report it. Then call Public Safety and report it.

If you witness any **ARMED INDIVIDUAL OR A SHOOTER** on campus at any time, immediately call 911 and ISU Public Safety at 282-2515 with your location, if possible. **If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at emergenc@isu.edu**, providing each dispatcher with the following information:

- Your Name.
- Nature of the incident.
- Location of the incident.
- Description of person(s) involved.
- Number of persons who may be involved.
- If shots have been fired.
- Injuries to anyone, if known.

**If the shooter is outside the building:**

- If it is possible to flee the area safely and avoid danger, do so. Notify anyone you may encounter to exit the area immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives. Otherwise,
- Dial 911, then call Public Safety at 282-2515 with your location, if possible.
- **If you cannot get through by phone and have email or text messaging capability, contact Public Safety at emergenc@isu.edu.** Public Safety Dispatch will immediately receive and respond to the message.
- Go to the nearest room or office, or core area of the building, if safe to do so.
- Barricade doors and block windows.
- Turn off all the lights, close blinds and close and lock all windows and doors.

- Seek protective cover for yourself and any others (concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
- Keep occupants calm, quiet and out of sight.
- Silence cell phones.
- Do Not answer the door.
- Place signs in exterior windows to identify the location of injured persons.
- Do Not Approach Emergency Responders - let them come to you.
- Remain where you are until an "all clear" instruction is given by an authorized known voice.
- If faculty, staff or students do not recognize the voice that is giving instructions, they should not change their status (stay put). Unknown or unfamiliar voices may be false and designed to give false assurances.

**If the shooter is inside the building:**

- Try to remain calm. If it is possible to flee the area safely and avoid danger, do so. Notify anyone you may encounter to exit the building immediately. Evacuate to a safe area away from the danger and take protective cover. Stay there until assistance arrives. Otherwise,
- Call 911 and Public Safety (282-2515) with your location, if possible**.**
- **If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at emergenc@isu.edu.** Public Safety Dispatch will immediately receive and respond to the message.
- If flight is impossible, secure yourself in your space.
- Barricade doors and block windows.
- Turn off all the lights, close blinds and close and lock all windows and doors.
- Seek protective cover for yourself and any others (concrete walls, thick desks, filing cabinets (cover may protect you from bullets).
- Keep occupants calm, quiet and out of sight.
- Silence cell phones.
- Turn off radios and computer monitors.
- Do Not answer the door.
- Place signs in exterior windows to identify the location of injured persons.
- Do Not Approach Emergency Responders - let them come to you.
- Remain where you are until an "all clear" instruction is given by an authorized known voice.
- If faculty, staff or students do not recognize the voice that is giving instructions, they should not change their status (stay put). Unknown or unfamiliar voices may be false and designed to give false assurances.

**If the shooter comes into your class or office:**

- There is no one procedure the authorities can recommend in this situation.
- Try to remain calm. Attempt to get the word out to other faculty or staff, and call 911 and/or Public Safety at 282-2515 with your location, if possible. **If you can't speak, leave the line open so the dispatcher can listen to what is taking place. Normally the location of a 911 call can be determined without speaking.**
- **E-mail or text message Public Safety at emergenc@isu.edu if that seems practical**.
- Use common sense. If hiding or flight is impossible, attempt to negotiate with the individual.
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances (see Idaho Statute Title 19 Criminal Procedure, Chapter 2 Prevention of Public Offenses, Code 19-202A Legal Jeopardy in Cases of Self-defense and Defense of Other Threatened Parties).

- Remember, there may be more than one active shooter.
- In a shooting incident, the ISU Department of Public Safety is in charge until Pocatello Police are on the scene.
- Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
- In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

**In the event you are taken hostage or held against your will:**

- Avoid heroism and drastic action. In all probability, your captors do not want to harm you
- The initial 45 minutes are the most dangerous. Don't speak to your captors unless spoken to. Avoid appearing hostile, but maintain eye contact with the captor without staring.
- Do not expect the captor to behave rationally. Do nothing to aggravate your captor. Comply with instructions as best you can. Avoid speculation as to the outcome of the situation. Avoid arguments.
- Try to rest. Try to maintain a calm, composed attitude. This will help to calm other captives and insure their safety.
- Be alert. You may need to react quickly to changes in the situation or the efforts of the authorities to release you.
- You will need to give descriptions of your captors. Learn all you can about them and notice as many details about their character, clothing, voice, build, etc.
- If medications, first aid, or rest room privileges are needed by anyone, request them.
- Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire, weapons, or explosives be involved, avoid the incident. Take cover. Leave your cover, or seek first aid for the injured only when completely safe. **Call 911 and Public Safety at 282-2515 or e-mail Public Safety at emergenc@isu.edu**. Public Safety Dispatch will immediately receive and respond to the message.

### 9.7.2 Notification Procedures for Serious Incidents

Notification of any serious incident taking place on campus will be initiated by senior university officials and implemented by Public Safety using the following methods:

By the automated telephone message system
by phone tree
by e-mail
by University homepage and the Public Safety homepage
by the university closure phone line
by using staff to make physical contact at each building
by vehicle and hand held public address systems
by campus-wide Public Address System
by using KISU radio (Station 91.1fm)
by using public and private television stations
by using the ISU campus information radio station (station 1610 am)

After hours notification will be initiated by Public Safety using the above-mentioned methods.

### 9.7.3 Police Response

The Pocatello Police Department is trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident the Pocatello Police Department and ISU Department of Public Safety, in conjunction with ISU administrators, will evaluate the situation to determine the best course of action for the safety of the ISU Campus community. Once the Pocatello Police Department and other units respond to campus, they will be responsible for all tactical operations.

### 9.7.4 Lockdown Procedures

A lockdown is used when there is an immediate threat of violence in or around the university. A lockdown minimizes access and visibility and shelters students, faculty, staff and visitors in secure locations. Faculty/Staff members are responsible for students and ensuring that no one leaves the safe area.

Lockdown procedures would only be invoked in situations which constitute life-threatening events, and where a facility evacuation could be fatal. A lockdown will be called by the President or his designee, the Pocatello Police Department or other emergency responders. Public Safety and Facilities Services will secure building entrances, ensuring that no unauthorized individuals leave or enter the building.

Notification of a lockdown will be initiated senior university officials and implemented by Public Safety using the following methods:

By the automated telephone message system
by phone tree
by e-mail
by University homepage and the Public Safety homepage
by the university closure phone line
by using staff to make physical contact at each building
by vehicle and hand held public address systems
by campus-wide Public Address System (internal & external)
by using KISU radio (Station 91.1fm)
by using public and private television stations
by using the ISU campus information radio station (station 1610 am)

After hours notification will be initiated by Public Safety using the above-mentioned methods.

**During a lock-down faculty, staff and students should ensure that:**

1. Know where the Lockdown Procedure Packet is located for your building.
2. Students and faculty are to remain in their classrooms. Do Not answer the door.
3. Keep back from any windows and doors, lay flat on the floor or seek protective cover for yourself and others (concrete walls, thick desks, filing cabinets. Cover may protect you from bullets).
4. Remain calm and assist others with you in remaining calm, quiet and out of sight.
5. Place signs in exterior windows to identify the location of injured persons.
6. All doors, windows, and classrooms will be closed and locked or barricaded, if possible.
7. Turn off all lights and close blinds.

8. Silence all cell phones.
9. Once in a lockdown area, building occupants should call 911 or Public Safety at 282-2515 and give the dispatchers the phone number(s) at which they can be reached for further instructions.
10. **If you cannot get through by phone and have e-mail or text message capability, contact Public Safety at emergenc@isu.edu.** Public Safety Dispatch will immediately receive and respond to the message.
11. Account for everyone in the room or office.
12. Do Not Approach Emergency Responders - let them come to you.
13. Building occupants should remain in that area until they receive further instructions or an "all clear" is issued.
14. No one will be allowed to enter or leave the building(s) or area(s).
15. Parents, friends, concerned loved ones will not be allowed to pickup faculty, staff or students from the university, unless instructed to do so.

Public Safety officers and other emergency responders will remain near outside entrances, if possible without putting themselves in danger, to discourage others from entering the building(s) until proper authorities have issued an "all clear."

### 9.7.5 Un-Securing An Area

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses -vs- the safety of a few.
- If doubt exists for the safety of the individuals inside a room, the area should remain secured.

**Related Link:** Campus Violence Policy at www.isu.edu/pubsafe/policies/campus_violence.html

### 9.8.1 Fire

**Upon Discovering A Fire**

1. If you notice fire, smoke, or any evidence of fire, shout a warning to the occupants and activate the building fire alarm. (The alarm does not call the fire department.)
2. Call 911 to give the location and description of the fire.
3. Call 2515 to report the location to ISU Public Safety.
4. Attempt rescue efforts only if there is no immediate danger to yourself.
5. If the fire is small, and if you have had training, use the proper type of fire extinguisher to control and extinguish the fire. Do this only after the evacuation has started and the emergency number (911) has been called.
6. Close all doors and windows in the vicinity of the fire.
7. Go to the nearest exit and leave the building. The Emergency Coordinator and ISU Public Safety will assist you.

8. In buildings where no alarm systems exist, the building's Emergency Coordinator will start the evacuation.
**DO NOT USE THE ELEVATORS**.

9. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through Public Safety at extension 2515.

10. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.

11. **Never use an elevator in a fire or earthquake.** Electric power is likely to fail in both cases leaving you trapped.

12. If you become trapped in a burning building, try to remain calm. Open a window and hang a piece of clothing outside to mark your whereabouts for rescue workers.

13. If no window is available, stay near the floor. Visibility near the floor will be better and the air will be less toxic. Call loudly for help periodically to help rescue workers locate you. Avoid flammable liquids, compressed gas cylinders, etc., that may be in the room or lab with you.

14. Once outside, proceed to the designated gathering point at least 500 feet away from the affected building. Stay there.

15. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.

16. Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.

17. If requested, assist emergency crews as necessary.

18. Do not return to an evacuated building unless told to do so by emergency personnel.

**Evacuation of Disabled Persons**

Evacuation may not be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the designated "Persons With Disabilities Rescue Area" on each floor of the building. **Never use an elevator in a fire or earthquake**. Be prepared to notify rescue personnel immediately upon their arrival of the location of any persons with disabilities in such rescue areas.

**If immediate evacuation is necessary, be aware of the following considerations:**

**Non-Ambulatory Persons:**

- Wheelchairs have many moving parts, some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries. Life support equipment may be attached.
- In a life-threatening emergency it may be necessary to remove an individual from their wheelchair. Lifting a person with minimal ability to move may be dangerous.

- If necessary, two or three individuals may carry non-ambulatory persons from the building.
- Wheelchairs should not be used to descend stairwells, if at all possible.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does the person prefer a stretcher, chair with cushion/aid, or car seat?
- Is paramedic assistance necessary.

**Always consult with the person in the chair regarding how best to assist them.**

**Visually Impaired Persons:**
Most visually impaired persons will be familiar with their immediate surroundings. In an emergency situation:

- Describe the nature of the emergency and offer to act as a "sighted guide" - offer your elbow and escort him/her to a safe place.
- As you walk, describe where you are and advise of any obstacles.
- When you have reached safety, orient the person as to where you are and ask if further assistance is needed.

**Hearing Impaired Persons:**
Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

- Write a note describing the emergency and the nearest evacuation route ("Fire. Go out rear door to the right and down, NOW!").
- Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.

**USING A FIRE EXTINGUISHER**:

1. Report the fire first Call 911 to give the location and description of the fire. Call 2515 to report the location to ISU Public Safety.
2. Use the fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
3. If you have any doubt of your ability to fight the fire, exit immediately.
4. If you decide to use the fire extinguisher, place yourself between the fire and your exit from the area.
5. To use the fire extinguisher, follow the **PASS** method.

   **P** ull the pin. This will break the tamper seal if one is provided.
   **A** im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
   **S** queeze the handle to release the extinguishing agent.
   **S** weep from side to side at the base of the fire until the fire is out. What the area. If the fire re-ignites, repeat the steps above.

### 9.8.2 Planned Response

The campus relies on the Pocatello Fire Department (PFD) for primary fire services. In the event that a fire is reported on campus or in the immediate surrounding area, a Public Safety officer will be dispatched to the scene to confirm the report. Public Safety Dispatch will initiate PFD call-out. The Public Safety or Police Officer on the scene will establish an Incident Command Post and begin the process of managing the incident until relieved by PFD command. If the fire is an imminent threat to life or structure, the EOC may be activated in a Level II emergency mode

### 9.9.1 Utility Failure

A. In the event of a major utility failure occurring during regular working hours (Monday through Friday, 8 am through 5 pm), immediately notify Maintenance at extension 2694.

B. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays notify Public Safety at extension 2515.

C. ELECTRICAL/LIGHT FAILURE: Exits and all windowless rooms in campus facilities are required to have emergency egress lighting. Emergency lights contain battery packs which are continuously charged during normal building operations. In the event of a power failure, the emergency lighting systems automatically switch on. With the increased use of campus facilities during evening hours, it would be advisable to have a flashlight and portable radio with spare batteries available for emergencies. In the event of a large-scale power outage:

- Remain calm. Know how to locate the closest exit.
- Follow directions provided by Public Safety through the established campus notification systems. Check the University and Public Safety website or listen to KISU radio (Station 91.1am).
- Secure vital equipment, records, experiments, and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting
- Unplug electrical equipment, including computers, and turn off the light switches.

D. ELEVATOR FAILURE: If you are trapped in the elevator use the emergency phone to notify Public Safety. If the elevator does not have an emergency phone activate the emergency alarm, which will signal for help.

E. PLUMBING FAILURE/FLOODING: Notify Maintenance at extension 2694 during business hours or Public Safety after hours at extension 2515. If necessary, vacate the area.

F. GAS LEAK: Immediately leave the area. Do not operate or switch on or off any electrical equipment as the switch may serve as a point of ignition. Notify Maintenance at extension 2694 if during business hours or Public Safety at extension 2515 if after hours. Be prepared to give the location of the leak.

G. STEAM LINE FAILURE: Many of the buildings on lower campus are served by steam lines from the heat plant. In the event of failure of one of these lines, vacate the area if necessary and notify maintenance at extension 2694 during business hours or Public Safety at extension 2515 after hours. Be prepared to give the location of the problem.

H. VENTILATION PROBLEM: If smoke odors come from the ventilation system try to determine the source of the problem. If unable to satisfactorily determine the source of the smoke, notify the fire

department. Notify Maintenance at 2694 or Public Safety at extension 2515 and activate the building fire alarm. Be prepared to initiate established evacuation procedures for the building.

**9.9.2. Planned Response**

In the event of an electrical utility failure, the Facilities Services will take appropriate action to restore electricity. Backup generators located around campus would temporarily provide power. If the electrical failure will influence class scheduling, the university EOC may be activated to manage the emergency.

In the event of a water utility failure, the first step in the campus response will be assessment of the extent of water failure and period of time the campus will be without water. If it is determined that the campus will be without water for 12 hours or more, the university EOC may be activated. An immediate action plan will include notifications to the campus community and surrounding communities to minimize health hazards until water utilities are restored.

**9.10.1 Gas Leak**

A. BEFORE A GAS LEAK OCCURS –Things to know about gas types

1. Petroleum gases (bottled) are heavier than air and will seek the lowest levels.
2. Natural gases

(a) Natural gases are lighter than air and rise.

(b) Natural gas, for the most part, is odorless. To make it discernible, an odorant has been added. The odorant level is noticeable when there is less than 1% gas in the air, which is below the flame flash point.

(c) Natural gases become flammable and will ignite if mixed with air between 5% and 15%

(d) The ignition point of gas is about 1100º to 1200º F. Ignition sources may include:

(1) Pilot lights

(2) Flint sparks

(3) Matches

(4) Switches

(5) Static electricity

(6) Motors

(e) Never rely on odor alone. Gas which leaks through soil may have the odor removed.

3. Industrial gases

4. Sewer gases

B. DURING A GAS LEAK

1. When emergencies arise that could or do involve gas equipment within the University, or if you suspect a gas leak, always notify Public Safety at extension 2515.

2. Problems that may arise

(a) Gas escaping inside building

(1) Call Public Safety (extension 2515).

(2) Ventilate the area.

(3) Shut off open flames.

(4) Do not operate electrical equipment.

(5) Shut off the outside valve if possible and leave off until turned on by the gas company.

(6) If there are heavy concentrations of gas, evacuate the building.

(b) Gas escaping outside

(1) Call Public Safety (extension 2515).

(2) Check for gas odor.

(3) Extinguish all open flames (no smoking).

(4) Secure ignition switches.

(5) Notify others who may be involved.

(c) Gas burning inside

(1) Call Public Safety (extension 2515).

(2) Shut off gas at appliance wall valve.

(3) Shut off gas at the meter.

(4) Spray combustibles, NOT the flame, with water.

(d) Gas burning outside

(1) Call Public Safety (extension 2515).

(2) Let the gas burn, but don't try to extinguish.

(3) Burning gas will not explode.

(4) Secure the room.

(5) Reroute traffic.

(6) Never operate street gas valves.

(7) Spray combustibles, NOT the flame, with water.

(e) Non-gas fires

(1) Call Public Safety (extension 2515)

(2) If it appears that gas lines, meters, or appliances are endangered, shut off gas at the valves.

(f) Pipeline Leaks - If you suspect a pipeline leak, your first concern should be for your personal safety and the safety of the people in the surrounding area.

(1) Assess the hazard

Sight - Look for liquids that are pooling on the ground above the pipeline zone. Some are gases that cannot be seen. Look for any brown or discolored grasses or vegetation that would otherwise be green. Watch for any vapor clouds or heat waves that are rising above the pipeline area.

Sound - Listen for hissing, rumbling or roaring sounds that indicate the escape of pressurized liquids or gases from a pipeline in the area near the right-of-way corridor.

Smell - Odorants are added to cause an odd pungent odor to the gas within the pipeline. Gaseous products leaking from pipelines will generally have the odor of sulfur or “rotten eggs.” Be alert to any foul or unusual smells surrounding the area near any pipeline markers.

If you observe any of these indications, do not investigate further. Avoid all contact with any escaping liquids or gases. Leave the area immediately. Once you are in a safe area, Call Public Safety (extension 2515).

(2) Isolate the area.

(3) Control all ignition sources.

(4) With plastic pipe, wet with water–this reduces static charge–or wet cloth with plastic pipe.

### 9.10.2 Planned Response

In the event of a gas utility failure the type of disruption, planned or unplanned, will dictate the type of response. In an unplanned disruption that creates an immediate threat to life, structure or other property, Public Safety and Pocatello Fire Department will be dispatched to manage the threat.

Facilities Services will manage the process of restoring gas utilities to their normal state, unless the destruction is so great that the level of response requires EOC activation.

In the event of a pipeline accident or leak, personal safety is the first priority. Wear safety equipment suitable to protect yourself. The situation will require a professional presence to assist the public and other emergency teams.

Response Summary

A. Get detailed information about the emergency.
B. Approach the emergency site from the upwind direction and park emergency vehicles at a safe distance from the emergency site. A vapor cloud may not be visible, but vapors may be on the ground.
C. Call for emergency assistance from Pocatello Fire Department. Call for emergency assistance from Pocatello Police and EMT if necessary.
D. Evacuate people from the Hot Zone area to an upwind location.
E. Keep the Hot Zone area secure. Block off roads, and other routes around the site.
F. Eliminate ignition sources such as car engines, pilot lights, smoking materials and electronic devices. Turn off or Do Not Use cellular phones in the Hot Zone.
G. Call the pipeline company's Emergency Phone Number as indicated on the pipeline marker at the scene.
H. DO NOT attempt to close any valves without direction from pipeline company personnel.
I. DO NOT attempt to extinguish a fire on the pipeline unless instructed by company representatives.
J. Perimeter fires can be extinguished. Be careful when containing liquid spills such as building an earthen dam to prevent oil from flowing further, or setting up a boom or flume on waterways.

For more information on pipeline safety visit the links below:

Office of Pipeline Safety
http://primis.phmsa.dot.gov/comm/

Dig Safely
www.digsafely.com
1-888-258-0808

American Petroleum Institute
www.pipeline101.com

National Association of State Fire Marshals
www.firemarshals.org

Pipeline Emergency Program
www.pipelineemergencies.com

**9.11.1 Flood**

A. WHEN A FLASH FLOOD WATCH IS ISSUED IN YOUR AREA

1. Call Public Safety at 2515. If flooding is likely, and time permits, move essential items and furniture to upper floors of your building.

2. Above all, move to a safe area before access is cut off by flood water.

B. DURING A FLOOD:

1. Stay on higher ground; avoid areas subject to sudden flooding.
2. Do not attempt to cross through an area of flowing water if it is above your knees.
3. Do not attempt to drive over a flooded road; you could become stranded and trapped.
4. If your vehicle stalls while traveling through the predicted pathway of the flood, abandon it immediately and seek higher ground. Many people drown while trying to rescue their car.

C. AFTER A FLOOD:

1. Do not drink any water from the area until it has been tested by health officials.
2. Do not handle live electrical equipment in wet areas. Electrical equipment should be checked and dried thoroughly before being returned to service.
3. To examine buildings, use flashlights, not lanterns or torches; flammables from broken containers or ruptured gas lines may be inside.
4. Report broken utility lines to the Public Safety, extension 2515.

D. If the flooding is due to broken lines, plugged lines or sewer, call Maintenance at extension 2694 during regular business hours or after hours call Public Safety at extension 2515.

### 9.11.2 Planned Response

The following summarizes the major operations in response to flooding. Since advance warning of flooding conditions can usually be anticipated, the EOC will be activated if conditions warrant to determine the necessary action to be taken. When required, all faculty, staff and students except those necessary to assist in the emergency will be evacuated if time permits. Prior to this evacuation, freeway and street conditions will be ascertained and announced by campus and local radio stations. Shutdown procedures of the areas that may be affected by flooding are of primary consideration to prevent fire, explosion and electrical hazards. Pumping will begin as soon as water levels threaten. Any area flooded or evacuated will be sealed off by barricades or Public Safety personnel to prevent injury to persons, pilferage and interference with emergency operations.

Injured or ill persons will be treated at the Student Health Center or, if necessary, taken to hospitals. Under more severe conditions, outside ambulance service may be impossible to request; therefore, other means of evacuating serious cases will be considered.

Once the dangerous conditions have been reduced, immediate attention will be turned to minimizing damage or loss to property and equipment by water. Protective sand bags will be used where feasible. Teams will be organized to remove material and equipment to safety. Other personnel will be assigned to provide early warning of rising water in various areas of the university. Damage assessment will be continually reported to the EOC.

In extreme cases of flooding where outside areas are affected and travel disrupted, it may be necessary for some persons to remain at the university for an unusual length of time. Lodging, food service, and lighting will be required.

When the water has subsided and the threat of further flooding diminishes, repair operations will receive primary consideration. Priorities of work will be assigned to restore university generators at the earliest practicable time. Completion of this work may involve restoration of public utilities, electrical and machinery areas, specialized areas such as the computer areas, the switchboard area and other support facilities. Material and equipment removed must be returned to its original location. In addition to an increase in manpower, assistance required at this time may include food services, emergency procurement and provisions for emergency expenditure of funds.

**9.12.1 Weather Extremes**

A. BEFORE A SEVERE STORM

1. Types of meteorological phenomena affecting this geographical area:
   (a) Winter storm
   (b) Floods
   (c) High winds or tornado

2. Listen to the latest National Weather Service warnings and bulletins on radio and television or call Public Safety at extension 2515.

B. DURING A SEVERE STORM

1. During a cloudburst there is a possibility of flash flooding. Consult this manual's section on flooding.

2. During a tornado
   (a) When it has been determined that a tornado does exist, and that it is heading toward campus, have all occupants move to the lower areas in your building. (The areas which would be utilized as fallout shelters will also provide protection during a tornado.)

   (b) Stay away from windows.

   (c) Doors and windows on the side away from the tornado may be opened to help reduce damage to the building.

   (d) Stay near inside wall when possible.

   (e) Keep calm. Even though a warning is issued, the chance of a tornado striking your building or location is very slight.

3. During a winter storm

   (a) Should conditions worsen during the day, the administration may decide to close the University early. When such determination is made, you will be notified through the proper channels.

   (b) If roads leading to your home have been closed, do not attempt to travel home.

   (c) If you are unable to travel home, contact your supervisor, or the person who is next in line of authority. Your supervisor will notify Disaster Task Force

Personnel of the situation and arrangements for sleeping will be made.

(d) If the storm has knocked power lines to the ground and it appears that the electricity will be off for an extended period of time, it may be necessary to take appropriate action to prevent injury to people or damage to property. Contact Public Safety at extension 2515 for building shutdown instructions and assistance.

C. AFTER A SEVERE STORM

1. Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

2. Report any smoke or fire within the building to Public Safety at extension 2515.

(a) Should major damage have occurred to the campus, it is most likely that the telephone lines will be inoperative. If it can be done safely, send a messenger on foot to Public Safety, Building 27, 625 East Humbolt.

(b) Public Safety will advise you as to when and how to initiate restoration efforts.

### 9.12.2 Planned Response

When severe weather occurs, the campus notification system will be initiated by the Incident Commander or a designee. Full or partial activation of the ISU Emergency Operations Center (EOC) will depend upon damage to the university and potential hazards. When the EOC is activated, a direct line to the county- or city-wide EOC will be maintained.

Damage assessment teams will be sent to survey the campus for injured people, building damage, chemical and electrical hazards and resource requirements. Assessment teams will continue until all campus buildings are identified as safe before re-entry.

Rescue operations may be required to assist trapped and injured persons. Emergency medical care will be provided to injured persons. Food and temporary shelter may be provided until the campus is restored to normal operations.

In the event of major damage and injuries, classes may be canceled and protective measures will be taken. Extensive damage or threats from secondary hazards (e.g., hazardous materials) may require the campus to be evacuated. Students, faculty and staff will be notified of the necessity to evacuate. Any evacuation will be coordinated with the Bannock County or City Emergency Operations Centers.

If evacuation is not possible, shelter facilities will be announced and staffed. Assistance will be provided for disabled persons and children.

**9.13 Elevators**

A. BEFORE ELEVATORS STOP FUNCTIONING

1. Become familiar with problems which will affect the elevators in your building.
   (a) Earthquake
   (b) Mechanical problems
   (c) Power failure
   (d) Fire
   (e) Chemical spills
2. Become familiar with procedures involving elevators.
3. Know which elevators are on emergency power (if any).

B. DURING ELEVATOR SHUTDOWN

1. Find out if there are people stranded on the elevators.
   (a) Go to the hoist way door and call loudly into the elevator shaft asking, "Are there people stranded on the elevator?”
   (b) If there is no answer then you can assume that there is no one stranded.
   (c) Check all elevators in each building this way, making sure no one is stranded on the elevators.
2. If there are people stranded on an elevator:
   (a) Determine the floor on which they are located; and
   (b) Call to them and give them this message: "Relax. I will have someone here soon to help you get out safely. Please do not try getting out yourself."

3. Notify Public Safety which elevators are free of stranded passengers, which elevators have people stranded in them and approximately at which floor stranded elevators are located..

### 9.14.1 Nuclear Attack

A. BEFORE A NUCLEAR ATTACK

1. Become familiar with the Attack Warning Signal, which will be sounded only in case of enemy attack.

   (a) The signal is a 3-5 minute wavering sound on sirens or a series of short blasts on whistles, horns, or other devices, repeated as deemed necessary.
   (b) The Attack Warning Signal means that an actual enemy attack against the United States has been detected and that protective action should be taken immediately.

2. Become familiar with areas in your building which provide the greatest protection against blast and radiation.

3. Follow the direction of local officials in the event the President of the United States initiates Crisis Relocation

B. DURING A NUCLEAR ATTACK

1. If you should hear the Attack Warning Signal or receive notification by means of radio

(a) Remain calm.

(b) Move to a safe place.

   (1) Place people in the basement and, if necessary, central core of the building (beginning with the first floor).

   (2) Take immediate pre-attack actions–especially closing blinds throughout the building to reduce fire vulnerability.

   (3) Put shelterees in best protective posture against fallout and (in risk areas) blast.

   (4) Get under a table or desk, or stand in a doorway or in the corner of the room.

(5) Watch out for falling plaster, bricks, light fixtures, and other objects.

(6) Watch out for high bookcases, cabinets, shelves and other furniture that might slide or topple.

(7) Stay away from windows and mirrors.

(8) Do not run outside.

(9) Don't use candles, matches, or open flames. Put out all fires.

(10) Do not rush for stairways or use elevators. Exits are likely to be jammed and elevators often stop operating. Seek safety where you are.

(11) Don't be surprised if the electricity goes out or if fire and burglar alarms start ringing, or if sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls, and falling objects.

(c) Organize to operate a shelter.

(d) Determine available resources, including food, water, utility services, communication equipment, and take steps to use them effectively.

(e) Do not use the telephone except for emergency use.

(g) Turn on a radio and tune it to KSEI 93 AM/103.5 FM or turn your television to KPVI, Channel 6 (Channel 5 if you are hooked up to cable).

2. If a blast occurs without warning:

(a) Take cover instantly–especially if you are outdoors and feel warmth at the same time of a nuclear flash.

(1) Get inside or under something within a few seconds. This will protect you against being seriously burned or injured by the blast wave of the nuclear explosion.
(2) Never look at the flash of an explosion or the nuclear fireball.
(3) Stay away from windows.

(b) After taking cover you should lie on your side in a curled-up position and cover your head with your arms and hands.

(c) Move to a fallout shelter later. If you protected yourself against the blast and heat waves by instantly taking cover, you could get protection from the radioactive fallout (which would arrive later) by moving to a fallout shelter area in your building.

C. AFTER A NUCLEAR ATTACK

1. Following the directions in the Shelter Management Handbook, continue in organizing the shelter areas in your building.

(a) Following a nuclear explosion there may be a delay of 20 minutes to several hours before radioactive fallout reaches your area. This will be dependent upon such factors as the distance from the blast area, wind direction and weather conditions. Extinguish all fires and initiate rescue efforts.

(b) When fallout begins to descend, take cover immediately in a fallout shelter.

(c) Radiation will be most lethal for the first seven hours, at which time movement outdoors should be restricted to only life-threatening situations and rescue efforts as deemed necessary.

2. Follow the directions of the Disaster Task Force as to when it is safe to leave the shelter and for what length of time.

(a) Information relative to decontamination will be disseminated.

(b) Report any injuries, severe illnesses, or hazards to the Disaster Task Force.

### 9.14.2 Planned Response

When a nuclear attack occurs, the campus notification system will be initiated by the Incident Commander or a designee. Full or partial activation of the ISU Emergency Operations Center (EOC) will depend upon damage to the university and potential hazards. When the EOC is activated, a direct line to the county- or city-wide EOC will be maintained.

Damage assessment teams will be sent to survey the campus for injured people, building damage, chemical and electrical hazards and resource requirements. Assessment teams will continue until all campus buildings are identified as safe before re-entry.

Rescue operations may be required to assist trapped and injured persons. Emergency medical care will be provided to injured persons. Food and temporary shelter may be provided until the campus is restored to normal operations.

In the event of major damage and injuries, classes may be canceled and protective measures will be taken. Extensive damage or threats from secondary hazards (e.g., hazardous materials) may require the campus to be evacuated. Students, faculty and staff will be notified of the necessity to evacuate. Any evacuation will be coordinated with the Bannock County or City Emergency Operations Centers.

If evacuation is not possible, shelter facilities will be announced and staffed. Assistance will be provided for disabled persons and children.

## CHAPTER 10 PANDEMIC FLU/COMMUNICABLE DISEASE RESPONSE & RECOVERY PLAN

### 10.1 Level One - Suspected/Confirmed Cases of Human-to-Human Transmission of Any Pandemic Type Flu or Communicable Disease (i.e., plague, cholera, etc.) in Idaho or Western States

Public Safety will contact all necessary members of President's Executive Group and the Incident Command Team(see Chapter 1) and convene them for a meeting.

The Director of Student Health will coordinate with the Southeast District Health Department to determine an appropriate University response and will be responsible for notifying/educating the President's Executive Group and the Incident Command Team regarding the latest information.

The Incident Commander, Director of Public Safety, will be responsible for coordinating the implementation of the following roles:

**A. Student Health Center will be responsible for:**

- Increased disease surveillance according to CDC and State Health Directives in the following areas:
  - Student Health Center
  - Office of International Admissions
  - Athletics
  - Housing
- Identification of and care for cases per CDC Directives (http://www.cdc.gov).
- Ordering more Personal Protective Equipment or PPE (i.e., gloves, masks, etc.).
- Confirm network for obtaining antiviral medications and vaccines.
- Obtain appropriate standing orders.
- Set up different traffic flow in the Student Health Center.
- Obtain current information on any pandemic type flu or communicable disease and work with the University Relations to put out informative and preventive information on Flu to the University Community.
- Work with appropriate University personnel to prepare for possible isolation and quarantine.

  **Isolation** is used for a person suspected or diagnosed with the disease. The person should be in isolation in the hospital or at their own home. A place to isolate a person here on campus is needed if we have an on-campus resident who was unable to be immediately transported home.

  **Quarantine** will be used for healthy persons who have been exposed to the suspected or diagnosed case. The person(s) should be kept in a place where they have no contact with others for the duration of the incubation period. If no symptoms develop in that time frame they may be taken out of quarantine. If a person develops symptoms they are to be moved to isolation.
- Provide training for appropriate University Personnel (i.e., Public Safety, Housing, Physical Plant, etc.) on pandemic type flu or communicable disease that is occurring.
- The Director of Student Health will serve as liaison between the Southeast District Health Department and the Incident Commander.

- Prepare a Mental Health Plan.

**B. Public Safety:**

- Have personnel receive updated information on pandemic type flu or communicable disease that is occurring.
- Have essential personnel be fit tested for N95 respirators.
- Obtain and learn how to use appropriate Personal Protective Equipment.
- Prepare appropriate signage for isolation or quarantine.
- Consider a transportation plan.

**C. Facilities Services:**

- Work with Housing and Technical Safety to identify needed ventilation systems and to provide negative pressure areas.
- Have essential personnel be fit tested for N95 respirators.

**D. Technical Safety:**

- Assess respiratory protection plan and resources.
- Do fit testing for essential personnel.
- Prepare for additional hazardous material cleanup.

**E. University Relations:**

- Work with President's Office, Incident Commander, Director of Student Health, Tech Safety to draft internal and external bulletins and announcements for all target populations (students, faculty/staff, parents, etc.)
- Assist with the production of signs for isolation and quarantine.

**F. Office of Student Affairs:**

- Coordinate communication to students and parents.
- Coordinate implementation of the isolation, quarantine.
  Work with Chartwells, Housing and Public Safety.
  Deal with enforcement issues.
  Parent issues.

**G. Human Resources:**

- Work with Incident Commander, Logistic Section of Incident Command Team, President's Office, to create a list of mandatory employees, and a plan to pay, food and house them as necessary.
- Maintain a list of all employees and their current contact information.
- Have a system to account for absences.
- Work with Finance & Administration to ensure the continuation of compensation and health benefits for all employees, whether able to work or not (subject to available accrued paid leave).
- Coordinate and help with communication between faculty/staff, supervisors, managers, etc.
- Have a means to provide support and benefit information to employees' families other than face-to-face.
- Coordinate legal matters with General Counsel.
- Coordinate enforcement issues with Public Safety.

**H. President's Office:**

- Based on recommendations from U.S. State Department, CDC, and the Southeast District Health Department be prepared to modify athletic events, exchange programs and University related travel to and from other countries, class schedules, etc.

**I. University Housing:**

- Enact planning for isolation and quarantine of students.
- Student Health Center/Tech Safety will train essential personnel on risks and response.
- Fit test essential personnel.
- Order appropriate Personal Protective Equipment.
- Identify potential rooms and/or buildings to be used for quarantined students. Update by semester based on current occupancy.
- Notify current occupants in spaces that will be needed of the potential or need for them to move.

**J. Food Services(Director of Student Union)**:

- Ensure emergency response menu is planned for various degrees of need.
- Stockpile additional food stuffs and water.
- Ensure food delivery process is planned and delivery supplies are on hand.
- Have essential personnel receive fit test and training on respiratory protection from Technical Safety.

**K. Deans and Directors:**

- Have an alternate plan for personnel in case the designated personnel are unable to work (due to illness or family illness).
- Coordinate alternate worksite locations and teleworking, as necessary. Ensure IT resources are available for students, faculty and staff to do this.
- Have a system in place to train temporary workers.
- Have essential personnel receive fit test and training on respiratory protection from Technical Safety.

**10.2 Level Two - There is a suspected case on campus or suspected/confirmed cases in Southeast Idaho**

The President's Executive Group and the Incident Command Team will convene and be provided the latest information on pandemic type Flu or communicable disease that is occurring.

Student Health Center will be responsible for notifying/educating the President's Executive Group and the Incident Command Team.

The Incident Commander, Director of Public Safety, will be responsible for coordinating the implementation of the following roles:

**A. The Student Health Center:**

- Notify the Southeast District Health Department.
- Notify the Incident Command Team.
- Notify Housing and Food Services on number of persons who may be required to be isolated or quarantined.

- Monitor persons in quarantine.
- Ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases.
- Initiate poster, e-mail campaign on self-protection.
- Preparation for prophylactic treatment of contacts.
- Implementation of mental health plan.
- Assist Housing staff in how to deal with needs of persons in quarantine.

**B. Public Safety:**

- Have personnel receive updated information on pandemic flu or communicable disease that is occurring.
- Review use of Personal Protective Equipment and respiratory protection.
- Place signage for isolation, quarantine.
- Enforce isolation, quarantine.
- Implement policy on transporting individuals to the hospital.

**C. Facilities Services:**

- Work with Housing and Technical Safety/Student Health to identify needed ventilation systems and to provide negative pressure areas.
- Have essential personnel be fit tested for N95 respirators.

**D. Technical Safety:**

- Assess respiratory protection plan and resources.
- Do fit testing for essential personnel.
- Prepare for additional hazardous material cleanup.
- Inform essential janitorial personnel of their risk when cleaning Student Health, etc.

**E. University Relations:**

- Work with the President's Office, Incident Commander, Technical Safety, Student Health to draft internal and external bulletins and announcements for all target populations (students, faculty/staff, parents).
- Handle media coverage.
- Assist with information to families.

**F. Office of Student Affairs:**

- Coordinate communication to students and parents.
- Possible implementation of call center.
- Coordinate implementation of the isolation, quarantine.
  - Work with Food Services, Housing staff, Public Safety.
  - Deal with enforcement issues.
  - Parent issues.
- Handle parent calls, those wanting to come to campus.

**G. Human Resources:**

- Work with Incident Commander, Logistic Section of Incident Command Team, President's Office, to create a list of mandatory employees, and a plan to pay, food and house them as

necessary.
- Maintain a list of all employees and their current contact information.
- Have a system to account for absences.
- Work with Finance & Administration to ensure the continuation of compensation and health benefits for all employees, whether able to work or not (subject to available accrued paid leave).
- Coordinate and help with communication between faculty/staff, supervisors, managers, etc.
- Have a means to provide support and benefit information to employees' families other than face-to-face.
- Coordinate legal matters with General Counsel.
- Coordinate enforcement issues with Public Safety.

**H. President's Office:**
- Based on recommendations from U.S. State Department, CDC, Southeast Idaho Health Department be prepared to modify:

  Athletic and other University events
  Exchange programs and University related travel to and from other countries
  Class Schedules

**I. Housing:**
- Implement plan for isolation and quarantine.
  Prepare staff for how to deal with needs of persons in quarantine.
- Bring together essential staff for information update on pandemic type flu or communicable disease that is occurring. (include maintenance and janitorial staff).
- Review use of Personal Protective Equipment and N95 respirators.
- Work with telephone control center.
- Report any possible cases to Public Safety and/or Technical Safety.
- Work with food services on the delivery of food.

**J. Food Services (Director of Student Union):**
- Ensure emergency response menu is planned for various degrees of need.
- Stockpile additional food stuffs and water.
- Ensure food delivery process is planned and delivery supplies are on hand.
- Have essential personnel receive fit test and training on respiratory protection from Technical Safety.

**K. Deans and Directors:**
- Have an alternate plan for personnel in case the designated personnel are unable to work (due to illness or family illness).
- Coordinate alternate worksite locations and teleworking, as necessary. Ensure IT resources are available for students, faculty and staff to do this.
- Have a system in place to train temporary workers.
- Have essential personnel receive fit test and training on respiratory protection from Technical Safety.

**10.3 Level Three - Confirmed Cases On Campus (Only essential personnel required to report to campus)**

The President's Executive Group and the Incident Command Team will convene and be provided the latest information on pandemic type flu or communicable disease that is occurring.

Student Health Center will be responsible for notifying/educating the President's Executive Group and the Incident Command Team.

The Incident Commander, Director of Public Safety, will be responsible for coordinating the implementation of the following roles:

**A. Student Health Center:**

- Notify the Southeast District Health Department (http://www2.state.id.us/phd6/).
  All direction on how to proceed will be received from the Southeast District Health Department.
  The Director of Student Health will serve as liaison between the Southeast District Health Department and the Incident Commander.
- Notify the Campus Incident Command Team.
- Notify Housing and Food Services on number of persons who may be required to be isolated or quarantined.
- Prophylactic treatment of contacts.
- Continue with use of Personal Protective Equipment. Essential personnel receive N95 respirators.
- Monitor person(s) in quarantine.
- Care for person(s) in isolation.
- Ongoing communications with campus community regarding signs/symptoms, protocol for referral or suspected cases.
- Continuation of e-mail campaign on self-protection.
- Implementation of mental health plan.

**B. Public Safety:**

- Have personnel received updated information on pandemic type flu or communicable disease that is occurring.
- Essential personnel will receive N95 respirators.
- Secure buildings and place signage for isolation, quarantine.
- Enforce isolation, quarantine.
- Implement policy on transporting individuals to the hospital.

**C. Facilities Services:**

- Work with Housing and Student Health/Technical Safety to identify needed ventilation systems and to provide negative pressure areas.
- Essential personnel will receive N95 respirators.
- Stand by to shut off utilities as directed by Incident Commander.

**D. Technical Safety:**

- Assist the Student Health Center.

- Distribute N95 respirators to essential personnel.
- Coordinate disposal of hazardous material cleanup.
- Work with janitorial staff to implement appropriate cleaning measures.

**E. University Relations:**

- Work with President's Office, Incident Commander, Director of Student Health, Tech Safety to draft internal and external bulletins and announcements for all target populations (students, faculty/staff, parents, etc.).
- Handle media coverage.
- Assist with information to families.

**F. Office of Student Affairs:**

- Coordinate communication to students and parents.
- Possible implementation of call center.
- Coordinate implementation of the isolation, quarantine.
  - Work with Food Services, Housing and Public Safety
  - Deal with enforcement issues
  - Parent issues
- Handle parent calls, those wanting to come to campus.

**G. Human Resources:**

- Work with Incident Commander, Logistic Section of Incident Command Team, President's Office, to create a list of mandatory employees, and a plan to pay, food and house them as necessary.
- Maintain a list of all employees and their current contact information.
- Have a system to account for absences.
- Work with Finance & Administration to ensure the continuation of compensation and health benefits for all employees, whether able to work or not (subject to available accrued paid leave).
- Coordinate and help with communication between faculty/staff, supervisors, managers, etc. Have a means to provide support and benefit information to employees' families other than face-to-face.
- Coordinate legal matters with General Counsel.
- Coordinate enforcement issues with Public Safety.

**H. President's Office:**

- Based on recommendations from the U.S. State Department, CDC, and the Southeast District Health Department be prepared to modify or suspend:
  - Athletic and other University events
  - Classes
- Assist Dean of Student's Office with student and parent issues.
- Provide assistance in supporting University Offices in dealing with issues as they pertain to faculty and staff.

**I. Housing:**

- Implement plan for isolation and quarantine as directed by the Southeast Idaho District Health Department.

- Coordinate removal of non-contact students if directed by the Southeast Idaho District Health Department.
- Essential personnel will receive N95 respirators.
- Work with telephone control center.
- Report any possible cases to Student Health/Technical Safety.
- Work with Food Services on the delivery of food.

**J. Food Services (Director of Student Union):**

- Ensure emergency response menu is planned for various degrees of need.
- Stockpile additional food stuffs and water.
- Ensure food delivery process is planned and supplies are on hand.
- Essential personnel will receive N95 respirators.

**K. Deans and Directors:**

- Have an alternate plan for personnel in case the designated personnel are unable to work (due to illness or family illness).
- Coordinate alternate worksite locations and teleworking, as necessary. Ensure IT resources are available for students, faculty and staff to do this.
- Have a system in place to train temporary workers.
  Have essential personnel receive fit test and training on respiratory protection from Technical Safety.

### 10.4 Infection Control and Health/Safety Precautions For Handling Dead Birds

These guidelines are intended for any person handling dead birds. The risk of infection with West Nile Virus (WNV) from this type of contact is small. The risk of infection with H5N1 (any pandemic type flu or communicable disease) from handling dead birds is difficult to quantify and is likely to vary with each situation. Risk is related to the nature of the work environment, the number of birds to be collected, and the potential for aerosolization of bird feces, body fluids, or other tissues. The most important factor that will influence the degree of infection risk from handling wild birds is whether any pandemic type flu or communicable disease has been reported in the area. Local public health officials will be consulted to help in selecting the most appropriate PPE for the situation (see Sections 10.4.1 and 10.4.2 below).

When the carcass of a dead bird is found on campus, call Public Safety to respond. Public Safety Dispatch will contact Animal Control. If Animal Control cannot be contacted or cannot respond, then Public Safety will contact Grounds. If for some reason Grounds cannot be contacted or cannot respond, then Public Safety will remove the dead bird following these general precautions.

If possible, before disposing of any dead bird, you need to consult with the local Fish & Game to inquire whether dead bird reports are being tallied and if the dead bird in question might be a candidate for WNV or any pandemic type flu or communicable disease testing. If the dead bird has been dead under 24 hours, Fish & Game will do testing if someone brings the bird to them. If the bird has been dead for longer than 24 hours, it needs to be disposed of. In both cases, Animal Control will pick up the dead birds, depending on how busy their officers are.

### 10.4.1 General Precautions for Collection of Single Dead Birds

These precautions are applicable to all ISU employees as well as the general public. When collecting dead birds, the risk of infection from WNV, any pandemic type flu or communicable disease or any other pathogen may be eliminated by avoiding contamination of mucous membranes, eyes, and skin by material from birds. This can be accomplished by eliminating any direct contact with dead birds with use of the following safety precautions:

- When picking up any dead bird, wear disposable impermeable gloves and protective eyewear, and place the dead bird directly into a plastic bag. Gloves will be changed or not used if torn or otherwise damaged. If gloves are not available, use an inverted double plastic bag technique for picking up carcasses or use a shovel to scoop up the carcass into a plastic bag.
- For situations in which the bird carcass is in a wet environment or in other situations in which splashing or aerosolization of viral particles is likely to occur during disposal, safety goggles or glasses and a surgical mask will be worn to protect mucous membranes against splashed droplets or particles.
- Bird carcasses will be double bagged and placed in a trash receptacle that is secured from access by children and animals. If the carcass is to be submitted for testing, hold it in a cool location until pickup by or delivery to the appropriate authorities. Carcasses should not be held in close contact with food (e.g., not in a household refrigerator or picnic cooler).
- After handling any dead bird, avoid touching the face with gloved or unwashed hands.
- Any PPE that was used (e.g., gloves, safety glasses, mask) will be discarded or disinfected, and hands will then be washed with soap and water. Use an alcohol-based hand gel when soap and water are not available (see the CDC Clean Hands Campaign website).
- If possible, before disposing of any dead bird, you need to consult with the local animal control, health district office, wildlife or agricultural agency, or other such entity to inquire whether dead bird reports are being tallied and if the dead bird in question might be a candidate for WNV or any pandemic type flu or communicable disease testing.

### 10.4.2 Additional Precautions for Personnel Tasked With Collecting Dead Birds in Higher-Risk Settings

(e.g., when collecting large numbers or in confined indoor spaces, particularly once any pandemic type flu or communicable disease has been confirmed on or around campus):

- Minimize any work activities that generate airborne particles. For example, during the cleanup phase of the bird removal, Do Not washing surfaces with pressurized water or cleaner (i.e., pressure washing) which could theoretically aerosolize any pandemic type flu or communicable disease viral particles that could then be inhaled. The use of PPE (i.e., a filtering face-piece respirator (N95), coveralls, gloves, show covers and protective eyewear) will be authorized, particularly while repeatedly handling large quantities of dead birds as part of a regular work assignment.
- If using safety glasses, a mask, or a respirator, do not remove any of these items until after gloves have been removed and hands washed with soap and water. Use an alcohol-based hand gel when soap and water are not available. After PPE has been removed, hands will immediately be cleaned again. Personal Protective Equipment worn (e.g., gloves, mask or clothing) will be disinfected or discarded.
- Appropriate bio-safety practices and PPE use are available from Technical Safety.

### 10.4.3 Recommendations for PPE Disinfection

For machine-washable reusable PPE: Disinfect PPE in a washing machine with detergent in a normal wash cycle. Adding bleach will increase the speed of viral inactivation as will hot water, but detergent alone in cold water is also effective. Follow manufacturer instructions for drying the PPE.

Non machine-washable reusable PPE should be cleaned following the manufacturer's recommendations for cleaning.

**Related Links**
http://www.cdc.gov
http://www.sdhdidaho.org/

## Chapter 11 Disaster Response and Recovery Plan

### 11.1 When Does an Emergency Become a Disaster?

Idaho State University has had an Emergency Plan in place for some time. Response to an emergency situation includes calling 911 and ISU Public Safety so that the police, fire department, and ambulance services are activated and respond to the emergency. This condition usually affects only one building or area

In addition to an Emergency Plan, this chapter addresses a Disaster Plan. This plan would become effective in the case of a major earthquake, fire, chemical spill, or other condition which may involve multiple buildings on campus at one time. In a major disaster the phones may not be functioning and the fire department may be otherwise engaged athigh schools or hospitals and the police may be evacuating large areas of the community, etc.

In the event of a disaster, Idaho State University would like to be self-sustaining for at least 72 hours to meet our responsibility for the safety and welfare of our 12,000 students and hundreds of teachers, staff, and employees. (refer to Chapter 4 Emergency Response Organization Checklists).

The Facilities Services Department has the responsibility to immediately determine which buildings are safe to use. We have selected a number of individuals on campus whom we feel are qualified to make an initial inspection of buildings and determine whether the building is generally safe to occupy or if it should be closed until a professional inspection can be completed.

The Disaster Response Team–Building Inspectors list is a tentative list of current assignments (Attachment C. Also, refer To Chapter2( Incident Command System Organizational Charts), 3 (Emergency Response Organization Assignments & Responsibilities) The persons on this list feel that they would be willing to accept this assignment and have been offered basic information. This list will need continual updating as personnel and conditions change.

The use of forms and procedures in this chapter are intended to be used in cooperation with national, state, and local authorities as well as the Red Cross and other relief organizations as directed by the President of the University or a designee.

> The University's Purchasing Office have a procedure for the emergency authorization of funds to purchase equipment and supplies in a disaster. This is through issuing checks, p-cards and purchase orders, which are outside the normal channels and would only be used in an emergency situation.

## 11.2 Communications Plan

A. Purpose

The purpose of the Communications Plan is to establish the procedure by which emergency communications will be conducted at ISU during emergencies and disasters. During a disaster ISU will be established as a branch of the city disaster system and will establish a branch Emergency Operations Communication Center. The Center will establish and maintain communications with the Pocatello OPS Center and maintain communications on campus. (Refer to Chapter 4 Emergency Response Organization Checklists.)

B. Responsibilities

1. Public Safety: (Refer to Chapter 4 Emergency Organization Checklists.) The Public Safety Department is responsible for the general oversight of emergency communications which may include:

   (a) Establishing an Emergency Operations Center;

   (b) Identifying the total number of portable radios available at the University;

   (c) Coordinating the assignment and use of radios and radio frequencies during an emergency;

   (d) Identifying the number of cellular phones available at the University;

   (e) Coordinating with Telecommunications to establish priority phones, to return the phone system to use and to maintain a UPS (uninterrupted power supply) for the phones;

   (f) Coordinate with Facilities Services electricians to use portable generators to maintain radio and telephone systems;

   (g) Coordinate with city, county, and state agencies to establish communication links and radio frequencies to be used during emergencies/disasters.

2. Telecommunications Responsibilities (refer to Chapter 4 Emergency Organization Checklists.)

   (a) Develop a recovery plan to maintain telephone communications at ISU;

   (b) Coordinate with Public Safety to ensure essential telephone communications is maintained in an emergency.

3. Radio Communications (refer to Chapter 4 Emergency Organization Checklists.)

   (a) ISU uses three radio frequencies which are serviced and maintained by the State of Idaho Communications Bureau.

   (b) Two frequencies have repeaters which are housed in the top floor of Garrison.

   (c) The Public Safety repeater has a four-hour battery backup, the maintenance repeater does not.

   (d) Public Safety has approximately 20 hand-held radios, 6 vehicle mobile radios and a base station.

      (1) Public Safety has radio communications with the Pocatello Police on the Public Safety frequency and the PPD frequency.

      (2) Public Safety can communicate with Bannock County and the Idaho State Police.

   (e) Facilities Services has approximately 10 hand-held portable radios and a base station.

   (f) Holt Arena has 15 hand-held radios and Housing Maintenance has 7 hand-held radios. The Student Union has approximately 8 two-way radios.

   (g) Bus Operations have their own radio system that operates on 800 MHz. They have 12 mobile radios and 5 hand-helds. The hand-helds have telephone interface.

   (h) ISU has radios which have interface capability with the Pocatello Fire Department OPS Center and with the Bannock County EOC.

4. Cellular Phone

   (a) Bus Operations, Facilities Services Maintenance, and Public Safety have a total of 19 cellular phones. Public Safety has 3 satellite phones.

   (b) Telecommunications has 3 cellular "loaner" phones.

5. Mobile Emergency Operations Center

   There is no Mobile Emergency Operations Center, at this time.

6. Emergency Operations Center

An Emergency Operations Center will be established as outlined in Chapter 5.

7. Inter-Agency Communication

Public Safety will coordinate communications between ISU and the city, county, or state emergency command centers by radio and telephone (refer to Chapter 5 EOC).

## 11.3 Equipment and Supplies

Institutions have approached this problem in a variety of ways. Some, such as the University of California at San Francisco, have pre-stocked supplies in readily accessible locations. The theory being that all stores are current and may be utilized immediately.

An alternate means for identifying supplies and their location within the Facilities Services in the event of an emergency follows. In each instance the Shop, Stores, or another facility is specified.

| Item | Quantity | Location |
|---|---|---|
| Ax, pick head, fire, 6 lb with handles | 4 ea* | Stores #23 |
| Bag, plastic, 33 gallon | 45 ea | Stores #23 |
| Bar, wrecking, 30" | 5 ea | Shop #22 |
| Battery, AA | 24 ea | Stores #23 |
| Battery, 6 volt for hand-held light | 6 ea | Stores #23 |
| Battery, D cell | 24 ea | Stores #23 |
| Blankets | 500 ea | Housing |
| Bolt cutter | 2 ea | Public Safety #27 |
| Broom, 14" | 4 ea | Stores #23 |
| Bucket, plastic, 5 gallon | 4 ea | Paint Shop #22 |
| Bulb, 300 watt, incandescent | 12 ea | Stores #23 |
| Cable, wire, 1 ton, 100 feet, 5/11" | 1 ea | Shop #22 |
| Camera, Polaroid with flash, 24 exposure | 10 ea | Facilities Services |
| Chain saw, medium size w/carrying case | 1 ea | Grounds #19 |
| Chain, ratchet lever hoist/puller, 6 ton capacity | 1 ea | Welding Shop #24 |
| Chain, ratchet lever hoist/puller, 6 ton capacity | 1 ea | Bus Garage #21 |
| Day pack with straps | 10 ea* | Stores #23 |
| Dust masks | 1 ea | Shop #22 |
| Extension ladder, 12' | 1 ea | Shop #22 |
| Extension ladder, 15' | 1 ea | Shop #22 |
| Extension ladder, 25' | 1 ea | Shop #22 |
| First aid, trauma kit | 2 ea | Stores #23 |
| First aid kit, 25 people | 4 ea | Stores #23 |
| Flashlight, heavy duty, 2 D cell | 12 ea | Stores #23 |
| Gasoline, 5 gallons in sealed cans | 2 ea | Grounds #19 |
| Generator, portable, 5 KW, gasoline | 2 ea | Plumbing Shop #24 |
| Gloves, work, extra large | 6 pr* | Stores #23 |
| Gloves, work, large | 6 pr | Stores #23 |
| Goggles, safety, visor type | 4 ea | Stores #23 |
| Hammer, sledge, 10# head | 2 ea | Shop #22 |
| Hard hats, red | 10 ea | Stores #23 |
| Hose adapter, fire hydrant to ¾" | 2 ea* | Stores #23 |
| Hose, rubber, water, ¾" w/nozzle, 100' | 4 ea | Grounds #19 |
| Jack, hydraulic, 5 ton | 4 ea | Bus Garage #21 |
| Light, hand-held, 6 volt w/battery | 4 ea | Stores #23 |
| Lumber: 2 x 4 x 4' | 4 ea | Stores #23 |
| 4 x 4 x 2' | 4 ea | Stores #23 |
| 4 x 4 x 4' | 12 ea | Stores #23 |
| Nails, common, 4D, 10D, 12D, 16D, 20 lbs | 1 ea | Shop #22 |
| each | 4 ea | Stores #23 |
| Padlock with 2 keys | 4 sheets | Stores #23 |
| Plywood, ½", 4' x 8' | 4 sheets | Stores #23 |
| Plywood, ¾", 4' x 8' | 2 rolls | Stores #23 |
| Polyethylene plastic, Visqueen, 12 ft wide | 8 ea | Stores #23 |
| Portable lights, 110 V, 300 W, incandescent | 1 ea* | Stores #23 |
| Portable radio, AM/FM | 12 ea | Stores #23 & Shop #22 |
| Power cord, 50' w/adapter plugs | 12 ea | Stores #23 & Shop #22 |
| Power cord, 100' w/adapter plugs | 6 ea | Stores #23 |
| Power strip, 6 receptacles with switch | 6 ea | Stores #23 |
| Protective clothing, coveralls, extra large | 6 ea | Stores #23 |
| Protective clothing, coveralls, large | 1 ea | Stores #23 |
| Rope, nylon, ½", 100' | 4 ea | Grounds #19 |
| Saws | 6 ea | Stores #23 |
| Sturdy boxes | | |

* to be purchased in the event of a disaster

## 11.4 Emergency Vendors

The University's Purchasing Office have a procedure for the emergency authorization of funds to purchase equipment and supplies in a disaster. This is through issuing checks, p-cards and purchase orders, which are outside the normal channels and would only be used in an emergency situation.

Supply Team: The supply team should consist of Purchasing, Receiving, and Warehousing members whose primary responsibility will be to furnish other rescue and restoration teams with material and tools necessary in both the short term and long term recovery should a disaster occur.

Team members are:

| | |
|---|---|
| Purchasing Manager | x 3111 |
| Buyer | x 3111 |
| Buyer | x 3111 |
| Stores Manager | x 3766 |
| Paperwork and Tracking | x 2939 |
| Receiving | x 2560 |
| Warehousing | x 3515 |
| Property Control | x 2176 |

Idaho Code Considerations: Clear exceptions to purchasing procedures are provided for in the Idaho Code in cases in which safety, health, and life are threatened.

Primary Equipment Required:

Reporting location is the south Warehouse, with the understanding that in most conditions, other than strong wind, this building will remain safe. Tables can be set up to handle bookkeeping (paper if necessary), phone communications, and computer fiber optics are established. Back-up procedures should be made to access phone and electrical systems via Dunn Street.

Purchase orders are located only in the Administration Building. Requisitions and $300 purchase orders will be located in the Stores building as back-up.

Primary disaster vendor relations have been developed with:

**Hardware:**

Ace Hardware
222 South 5th Ave.
Pocatello, Idaho 83201
(208) 232-8722
Contact Person: Store Manager, Juan Elizarrara

**Plumbing:**

Fergusson (aka Familian)
1063 W. Alameda Road
Pocatello, Idaho 83201
(208) 238-1091
Contact Person: Robert Dean, ext. 18

**Electrical:**

Electrical Wholesale
220 W. Maple
Pocatello, Idaho 83201
(208) 233-1362
Contact Person: Store Manager, John Sargent, (cel) 241-2902, (h) 237-5246
J.J. Riesberg (h) 238-9775

**Medical:**

Idaho First Aid
2745 Poleline Road
Pocatello, Idaho
(208) 233-7093

Communications with these vendors as to their disaster planning status does not present a contractual or bid problem. A minimum inventory of some critical items have been identified and stocked in the Stores Warehouse above normal sales justification.

Should the computer be involved in the disaster, back-up not available. It will be difficult to print vendor checks and payroll. Further planning and policy should be effected at the central administrative level.

## 11.5 First Aid Team

Our main goal and plan is to help triage in emergency overflow in case of a disaster due to the probable overflow in both hospitals in the Pocatello area. It is felt that the University Student Health Center can best help in this case by taking care of patients who are either triaged by the EMS system and/or Student Health Center staff and felt stable enough for evaluation here. If not, then patients should be sent to the hospital emergency rooms. (refer to Chapter 4 Emergency Organization Checklists.)

Students and patients can either be transported here by EMS, walking, or by Public Safety. If it is appropriate, we have four beds that can be used for treatment with IV and holding areas. Also, overflow can be sent either to Reed Gym or to the Nursing Building with the help of Nursing staff. The Nursing staff plans on sending 4-5 of their staff here in the case of an emergency, and additional ones can be utilized if needed at the Nursing Building or Reed Gym. In the event of an emergency during the day, we are fully staffed here. During the night, staff will be directed to report here in case of a disaster.

A potential problem with this plan could be structural damage to the Student Health Center building. Temporary structures and alternate locations have been identified.

## 11.6 Water Supply

In the event the water distribution system serving the campus is disrupted during a disaster, the following procedures should be followed.

A. Following the disaster, conduct the first response inspection of the campus to see if broken water lines are active and causing damage.

   1. Broken water lines will be identified as belonging to Idaho State University or the City of Pocatello.
   2. Broken water lines belonging to ISU should be turned off if there is no indication of fire in or near the building or if the water line is so badly broken that it serves no useful function.

B. Report broken water lines to the campus command center as soon as they are found.

   1. The command center will attempt to establish contact with the city water department at 234-6182 or by personal contact at 306 West Pine Street.
   2. The water department will be informed of the problems. If they are able to respond, they will be asked to take care of city water line problems. If they are not able to respond, they will be asked for advice. **City water lines will not be deactivated by ISU personnel unless told to do so by the fire department or other city officials.**

C. To provide drinking water for disaster recovery first response crews, the Emergency Operations Center will request that the Bannock County Emergency Services Department provide water trailers containing a three day water supply to the Campus Emergency Operations Center.

1. The emergency water supply should be a minimum of 3,000 gallons of potable water. This will support 200 workers for three days with drinking water and personal hygiene. It does not allow for bathing.

2. Ten five gallon water cans and 1,000 paper cups will be maintained at the command center and taken to various work areas every two hours by members of the command center. Water cans may be left at work sites.

3. If Bannock County does not have a clean water supply, at least ten filled water cans will be brought to campus from Idaho Falls by members of the Transportation Office. Cans will be procured from the open market in Idaho Falls. (See emergency vendors list, section 11.4.)

D. The Emergency Operations Center will stay advised of the water system status and will provide university support to the city water department as needed.

E. As water systems are brought back into service, maintenance personnel will flush the building water lines and make sure building systems are operational.

F. If temporary educational buildings are used to put the university into operation, water trailers or other temporary water supply systems will be set up near these buildings to provide drinking water. Five gallon water cans and hand soap will be made available near all portable toilet facilities.

1. The five gallon water cans may be modified with addition of a spigot inserted in the bottom side of the can.

## 11.7 Food Supply

The food service is provided by Chartwells and operates out of two facilities on campus (refer to Chapter 4 Emergency Organization Checklists.)

Supplies located on campus are adequate for taking care of the needs of the resident student population and any authorized emergency relief workers at either location should one of the other not be available.

The supplies on hand would be sufficient for 72 hours. With several hours notice, additional supplies can be en route from any of our major contracted suppliers.

Contracted suppliers are located in Pocatello, Boise, Portland, Seattle, Kent, Spokane, Denver, Billings, or Salt Lake.

**11.8 Housing**

ISU's maximum occupancy at any one time is 878 students living in the seven residence halls and 350 students and dependents living in the four student apartment complexes. (refer to Chapter 4 Emergency Organization Checklists.)

One of the few advantages of being a regional university is that about 70% of our on campus student residents have a primary domicile within two hours of Pocatello. It is thought, that should a disaster occur, a very large number of those student will go to their homes. We estimate that even with a complete disaster where all buildings are condemned, we will have to provide shelter for 400 to 500 residents.

There are three contingencies that we should be prepared to work with:

**Contingency 1:**

**SOME RESIDENCE HALLS AND APARTMENTS CANNOT BE INHABITED.**

Should this be the case, the affected students will be moved in with students who live in buildings unaffected by the disasters.

**Contingency 2:**

**NO RESIDENCE HALLS AND APARTMENTS CANNOT BE INHABITED.**

Should this occur, residents will be relocated into the following facilities until it is safe to move back into their residences.

A. Reed Gym

B. Student Union

C. Holt Arena

We will be able to provide 400 mattresses within 24 hours; 500 blankets and linen will be available immediately.

**Contingency 3:**

**NO BUILDINGS ON CAMPUS CAN BE INHABITED.**

In this situation, we will use the ISU Commuter Bus fleet to provide shelter until buildings become inhabitable. Blankets, pillows, linen, mobile homes and tents will be used.

## 11.9 Morgue

Due to the lack of a county morgue and inadequate facilities at the hospitals, provisions must be made on an ad hoc basis. (refer to Chapter 4 Emergency Organization Checklists.)

Facilities which have been proposed include the National Guard Armory, Holt Arena at ISU, and tents could be raised and equipment located at Davis Field, adjoining the Maintenance and Operations Building.

Weather will be a prime factor: stoves for attendants if the season is cold and air conditioning units if summer is at hand. Medical supplies and communication capabilities will required as well.

Bannock Regional Medical Center can only "accommodate" two bodies at any one time. Much improvisation will be required.

## 11.10 Sanitation

Sanitation will be directed via the chain of command to provide adequate stations based on the extent of the damage to the campus in relation to the surrounding community and the campus population at the time. (refer to Chapter 4 Emergency Organization Checklists.)

On-Call Maintenance will have and maintain a current list of contacts.

## 11.11 Sweep Team

A. Purpose

To establish with Search and Rescue units outside of Bannock County an understanding that they assist ISU in a disaster when other sources are unavailable to us. (refer to Chapter 4 Emergency Organization Checklists.)

B. Responsibilities

A. Public Safety

(a) Will coordinate with the Bannock County Search and Rescue to establish a cooperative agreement with other Search and Rescue teams.

(b) Will coordinate with Bonneville and Power Counties Search and Rescue to establish a cooperative agreement to assist ISU in the event of a disaster in which the Bannock County Search and Rescue cannot assist.

(c) Will coordinate with the Pocatello Fire Department OPS Center to utilize Search and Rescue services.

2. Search and Rescue

(a) Will provide personnel to check facilities and property for injured people.

(b) Will provide personnel to help secure facilities and property.

(c) Will provide personnel to assist ISU in other agreed-upon duties.

C. Search and Rescue Teams

A. Bannock County Search and Rescue

| | | |
|---|---|---|
| (a) | Sheriff LOREN NIELSEN | 236-7111 |
| (b) | Commander PAUL NAPPER | 236-7111 |

B. Bonneville County Search and Rescue

| | | |
|---|---|---|
| (a) | Sheriff BYRON STROMMEL | 529-1200 |
| (b) | Commander STAN FENN | 524-7418 |

C. Power County Search and Rescue

| | | |
|---|---|---|
| (a) | Sheriff HOWARD SPRAGUE | 226-2311 |
| (b) | Commander PETE WILLIAMS | 226-5257 |

D. Bingham County Search and Rescue

| | | |
|---|---|---|
| (a) | Commander LARRY G. HERRES | 782-3850 |
| (b) | Vice-Commander JOHN KLUVERS | 785-5045 |
| (c) | Dispatch | 785-4440 |
| (d) | Liaison Officer ROBERT SOBIESKI | 782-3045 |

## 11.12 Initial Post-Disaster Inspection

In the event of a disaster such as an earthquake, all ISU buildings will need to be inspected for damage. Safety assessment forms will need to be completed and turned in to the Emergency Operations Center (EOC), ISU branch. Whether or not there is damage, each building should be posted with inspection stickers, available from the ISU branch EOC. (refer to Chapter 4 Emergency Organization Checklists.)

**Procedure for Building Inspection:**

A. Examine the entire outside of the structure. Check the ground in the general area of the structure for fissures, bulged ground, or signs of slope movement.

B. Ordinarily, enter a building only if the structure cannot be viewed sufficiently from the outside or when there is suspected or reported problem such as gross non-structure distress (e.g., fallen ceiling or badly damaged partitions visible from the outside). **Do not enter obviously unsafe structures.**

C. Evaluate the structure using criteria on the INITIAL (Rapid) ***Safety Assessment Form***. When a building's structure is questionable, it should be scheduled for a more detailed evaluation, using the **DETAILED *Safety Assessment Form***.

D. Post a Building Inspection Sticker. Do this even on undamaged buildings so that those who wish to enter will see that it is safe to do so. There are three types of stickers: Inspected Safe to Enter (green), Limited Entry (yellow), and Unsafe (red). **Make sure exits are clear**.

## 11.13 Utility Failure

In the event of an earthquake, walls may be damaged or collapse, power lines may collapse, and various utility lines, i.e., gas, oil, and power, may be severed or severely interrupted. This may result from the shocks, falling debris, or severe stress. In this event, personnel must be dispatched to inspect, examine, or shut off valves controlling gas, water, or power. (refer to Chapter 4 Emergency Organization Checklists.)

### 11.14 Trauma Team

The effects of earthquakes and similar disasters wreak havoc upon some personnel. The journal articles recommended a team approach in assisting individuals so affected. The Psychology Department and the Counseling Center have established a response team.

### 11.15 Liaison with Families of Emergency Response Personnel

Should a disaster occur during the working day, a team of five persons will be assigned specific families of Emergency Response Personnel to contact and keep them informed of the employee's status.

Communication between the team of five will be maintained to keep each informed of their progress.

If telephone use is limited or unavailable, the team of five will drive to the homes of their specified employee list as needed.

If one of the team is not available, their list will divided among the remaining team as determined by the Coordinator.

Should a disaster occur during other than working hours, the liaison team will respond as needed and determined by the command office.

Persons assigned to the liaison team are:

| | | | |
|---|---|---|---|
| Anna Weskerna, Coord, Region 3 | x2209 | 775-3121 | 5314 W Old Hwy 91 |
| Donna Bell, Region 1 | x4086 | 233-6691 | 1430 E Clark |
| Linda Tobias, Region 2 | x3525 | 237-2563 | 1350 Willard |
| Carol Prescott, Inkom and South | x2426 | 233-3792 | 4865 Navajo |
| Bonnie Knutson, Blackfoot & North | x3766 | 232-2136 | 242 S. 9th |

Lists will be continually updated. A map of Pocatello and surrounding area will be provided to the team members.

### 11.16 Chemical Hazards and Flammable Materials

The Pocatello Fire Department and Hazmat Team have the primary responsibility for response to these incidents. The ISU TSO will provide support and assistance at their direction, and secure the area along with ISU Public Safety until they arrive on scene. (refer to Chapter 4 Emergency Organization Checklists.)

A. Background

1. Hazards Identification

There are four basic hazard categories which are present at Idaho State University. These include:

(a) chemical hazards
(b) biological hazards
(c) radiation hazards
(d) pesticide hazards

Within each major category, there exists a number of subcategories which represent a significant potential for increasing the response level required in the event of a natural disaster. For example, chemical hazards at ISU exist as solids, liquids or gases, and can be broken down into flammables, corrosives, toxins, and reactives; some of these materials are considered human carcinogens, mutagens, or teratogens. Both acute and chronic effects in human health and the environment can be anticipated in the event of uncontrolled release during or subsequent to a natural disaster. Under the biological hazards, dangers of infection, disease, and the exposure to carcinogens, mutagens, and teratogens by pathogenic organisms clearly exist and radiation release in the event of a natural disaster would be minimal, with the possible exceptions of the engineering reactor and the radiation source vault in the physical sciences building basement. Pesticides would be present danger to human health, both acute and chronic, if they were released in the event of a fire or strong wind.

The Technical Safety Office (TSO) could, within certain limits, respond to some or all of the potential problems which might occur in the event of a natural disaster and the secondary damage it would cause. The type and level of training which personnel of the TSO possess defines them as uniquely qualified to respond in these events. The number of responders, their time of response, equipment, and training levels will be identified and discussed in the body of this report.

2. Radiation Safety Capability

Because of their inherently different nature, issues related to emergency radiation response are dealt with separately as Attachment D to the report.

B. Personnel

1. Identification

The TSO has several primary responders who work with the hazard classes identified above, and who are trained to respond in the event of an emergency. These individuals are either graduate students at ISU or are

employed by the TSO because of the expertise. Current lists are updated periodically and provided to ISU Public Safety. See Public Safety for current names and phone numbers

In addition, there are several persons associated with ISU who, by virtue of experience and training, could also respond in an emergency situation. These persons are also provided to Public Safety by TSO.

2. Limitations

Those persons identified above would suffer many limitations in their response to any natural disaster on the ISU campus. Several areas have been identified which will be addressed subsequently in this report.

(a) Experience
(b) Equipment (separate section)
(c) Training
(d) Communications

3. Experience

Most of these individuals have not had to respond to serious emergency situations with any frequency, but would be available to either provide assistance in any emergency operations under the direction of those with more experience or training. Further, because there have not been any drills to test the skills or training of these individuals, their effectiveness in a real disaster response situation could be open to question.

4. Training

The levels of training needed to adequately respond to the hazards identified above has in many cases been provided to the TSO personnel, but there have been few opportunities to practice in actual emergency response situations. For training–or a plan–to be effective, it must be utilized and revised, as more is learned through these kinds of hands-on activities than any other way.

5. Communications

Responding to an emergency situation requires access to information and data between people, computers, and equipment. In situations where loss of power is to be expected, an emergency communication system between responders and outside services has been established at Public Safety.

C. Equipment

1. What We Have

The TSO has the following equipment and resources that could be used to respond to natural disasters and the subsequent events:

| | |
|---|---|
| Full-face SCBA respirators | 2 each |
| Scott air packs | 2 each |
| Chemical gloves (Neoprene) | 6 pairs |
| Chemical boots (Neoprene) | 4 pairs |
| Chemical suits (Tyvek) | 4 each |
| Spill resource kits | 30 each |
| pH meter | 1 each |
| Reference text | |
| Emergency Response Guide | 2 each |
| NIOSH Manual | 2 each |
| Merck Index | 1 each |
| CRC Handbook of Chemistry | 1 each |
| Technical Safety Manual | several |

In addition, the following are available:

| | |
|---|---|
| Air sampling meter (M&O) | 1 each |
| Air sampling tubes | |
| (phenol, formalin) | 2 each |

2. What Should Be Repaired

The University would need much more equipment than currently exists to respond to the chemical and biological hazards which are present on the campus. The follow is a partial list of the minimum addition items required beyond what we already have:

| | |
|---|---|
| Full face respirators | 6 each |
| Scott air packs | 2 each |
| Chemical response suits (Class 1) | 4 each |
| Air sampling equipment | 1 each |
| Explosive atmosphere meters | 2 each |
| Air sampling tubes | several |
| Air tank refilling capability | 1 each |

3. Additional Items We Need To Have

In the event of a natural disaster and subsequent potential release of hazardous materials, the TSO would provide a minimum of two teams with

two members each to respond to situations where these chemical, biological, radiological, and/or pesticide materials were involved. To provide this support, a minimum of four sets of personal protection equipment (PPE) would be required to allow one team to be working while the second team was preparing to respond. It is assumed these individuals would have the additional equipment and training that is identified in this report.

D. Technical Services

1. What Should Be Done

Responding to emergencies in buildings which are known to contain hazardous materials from one or more of the classes identified earlier should be performed in the following six activity areas:

(a) Hazard Assessment

This activity is composed of evaluation the potential hazards based on what is known to be present in the building, structure, or area under consideration. This would be performed by first responders on the scene, and would play a role in dictating the type of response to be undertaken (if any) by those in a position to respond. It would include matching visual evidence of stress and/or disruption against the known hazards and their potential for secondary destruction or human injury. Input to other emergency responders would also be provided.

(b) Hazard Identification

This activity involves using the instruments and information resources available to make a probable or positive identification of hazardous material(s) present in an unconfined state. These activities would be limited by the type and number of detection equipment available, people able to respond, and the time needed to perform the testing required at various sites. Priority would be given to those situations that involve the potential loss of life, both on the campus and in the surrounding communities. These activities would be performed inside and outside structures that were damaged or under obvious stress.

2. What We Can Presently Do

(a) Chemical hazards

The TSO has limited capabilities to respond to situations involving the uncontrolled release of chemicals which are known to be present

in many laboratories and buildings on the ISU campus. Our current response capability would be limited to hazard assessment based on our knowledge of what chemicals are present, performing simple hazard identification, assisting in hazard containment after mitigation activities were preformed by outside services, and providing post-incident clean-up assistance, including report preparation and any required notification activities. Further, the staffing needed to respond to most emergency incidents is currently not adequate.

(b) Bio-hazards

The TSO has approximately the same response capabilities for bio-hazards as we would for chemical hazards. Much of the same resources and equipment would be needed for this kind of response as for chemical hazards response.

(c) Radiation hazards

The TSO is capable of responding to releases of radioactive substances and subsequent clean-up. Please see the Attachment D for these activities and available equipment.

(d) Pesticides

The TSO response to pesticide releases would be even more limited than for chemical hazards or bio-hazards. These materials require levels of respiratory and epidermal protection that we do not currently possess.

# ATTACHMENT A

Directive to Terminate Demonstration Immediately

(Identify self) This assembly and the conduct of each participant is seriously disrupting the operations of the University and is in clear violation of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. (You have been given the opportunity to discuss your grievances with the University Administration. OR In no event will the Administration of the University accede to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order, including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension.

# ATTACHMENT B

Directive to Immediately Terminate Demonstration With the Assistance of Police

(Identify self) You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of Idaho State University, each of you is hereby suspended, subject to later review.

The police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

## ATTACHMENT C

Incident Command Team –Building Inspectors

Refer To Chapter's 2( Incident Command System Organizational Charts), 3 (Emergency Response Organization Assignments & Responsibilities), 4 (Emergency Response Organization Checklists), and 5 (Emergency Operations Center) for Building Inspector Teams.

## ATTACHMENT D

Technical Safety Office (Radiation)
Response to Natural Emergency

There are very few sources of radioactive material at Idaho State University that are an immediate threat to human life. The exceptions to this are a one Curie Cesium-137 source and twenty Cure CS-137 source in the basement of the Physical Science Building, 50Curie AmBe (Amerizian beryllium) sources, and several Americium-241 sources and the reactor in the basement of the Lillibridge Engineering Building. Understand that the only way any of theses sources could become hazardous to health is if someone was in physical contact with these sources for an extended period of time.

Technical Safety Office (TSO) personnel (radiation side) would be available to assist emergency personnel in the identification of areas where radioactive materials are stored on campus as well as identification of the actual sources themselves. Additionally, TSO personnel are trained to boundary off any areas in which radioactive material is spilled and to clean up those area.

Resources that are available to TSO personnel are the following:

- Survey meters.
- Two premade radioactive spill response kits.
- Dosimetry for the monitoring of radiation exposure (approximately 20).
- Radioactive air monitors and associated filters.
- Containers and plastic bags for the storage of radioactive waste generated after a natural disaster.

**SCENARIOS:**

- Small earthquake with a spill of radioactive liquid.

  In this case TSO personnel can quickly clean up the spill provided that there is access to electricity. The isotopes Hydrogen-3 (H-3) and Carbon-14 (C-14) can only be detected with a liquid scintillation type counter (nine on campus: one in Biology, one in Pharmacy, seven in Physics). These instruments are by no means portable and are also not battery powered. In the event that electricity is lost to the campus for an extended period of time, those labs that have H-3 or C-14 (approximately ten) will have to be closed until the electricity is restored.

- An earthquake that is large enough to make access to the basement of the Physical Science Building impossible.

  The radiation detection instruments that are part of the TSO program are stored on the main floor of the Physical Science Building, and in one of the TSO trucks (approx. 15). In the event that access to this area is lost, the TSO personnel will have to acquire instruments from

other radioisotope users on campus.

The best prepared program on campus other than the TSO is the College of Engineering. The college is required to maintain emergency response equipment as part of the reactor license. The college maintains approximately ten radiation protection instruments as well as temporary dosimetry and an air sampler.

Other sources of available equipment is Environmental Assessment Lab in the Idaho Accelerator Center (approximately 17 instruments), and the Pharmacy Building (approximately 6 instruments). If these two alternate sources are not available, there are several dozen radiation survey instruments scattered throughout campus, but there are no more than two in any single location.

- Spill of Iodine-125

  Iodine-125 (I-125) volatilizes rapidly when it is in a liquid form, as it most often is when used in most biological research. For this reason, any attempt to clean up a spill involving I-125 will require forced air breathing apparatus. The TSO owns two Scott Air pack forced air packs, and are experienced in their use, but are not qualified to use them. Certification is required by federal regulations. Presently only one lab uses appreciable quantities of I-125.

In conclusion, the TSO is capable of recovering from all but the worst of natural disasters, as they apply to the radiological situation on campus. Improvements could be made by including radiological survey instruments in the TSO vehicle, by providing for an alternate power source to the liquid scintillation counters, upon the loss of electricity, and by providing for the qualification of TSO personnel in the use of forced air breathing apparatus.

**(Leave Page Blank)**

## HAZMAT USERS

| ISU Building | | Hazardous Materials Stored |
|---|---|---|
| 3 | Physical Science | cyanides, mercury, lead, corrosives, water reactives, silver, flammables, gases, hazardous chemical waste, cryogenics |
| 7 | Engineering | corrosives, lead, gases, cryogenics |
| 8 | Pharmacy | flammables, reactives, gases, carcinogens, mutagens, pathogens, oxidizers, corrosives teratogens, hazardous chemical waste |
| 12 | Museum | carcinogens, flammables |
| 14 | Student Union | compressed gases, silver, flammables, lead |
| 15 | Graveley Hall | acutely toxic chemicals, flammables, reactives, gases, oxidizers, corrosives, D-listed chemical wastes, carcinogens, mutagens, P-listed chemical wastes |
| 17 | Davis Fieldhouse | pesticides, flammables |
| 20 | Heating Plant | flammables, corrosives, gases, PCBS, asbestos, mercury, reactives |
| 22 | Paint Shop | flammables |
| 24 | Mechanical Shop | flammables |
| 27 | Central Operations | flammables, gases |
| 29 | Grounds Shop | pesticides, flammables |
| 31 | Student Health Center | flammables, oxidizers, reactives, gases |
| 32 | Dental Arts | bio-hazards, flammables, reactives |
| 33 | Grounds Shops | pesticides, flammables |
| 37 | Dental Clinic | bio-hazards, flammables, gases, reactives |
| 45 | Reed Gym | corrosives, flammables, oxidizers, gases |
| 46 | Vocational Arts | flammables, silver |

| | | |
|---|---|---|
| 48 | Roy F. Christensen | flammables, corrosives, recyclables, hazardous chemical wastes |
| 49 | Industrial Crafts | mercury, flammables, gases |
| 50 | Library | Flammables, gases, D-listed hazardous waste |
| 51 | Trade and Technology | corrosives, reactives, carcinogens |
| 65 | Biological Sciences | flammables, oxidizers, reactives, bio-hazards, carcinogens, mutagens, teratogens, pathogens, infectious hazards, P-listed hazardous wastes, D-listed hazardous wastes |
| 66 | Nursing | silver, corrosives, flammables, oxidizers |
| 79 | HazWaste TAA | flammables, pyrophorics, reactives, corrosives, gases, oxidizers, P-listed hazardous wastes, D-listed hazardous wastes |
| 77 | Law Enforcement Acad. | Ammunition |
| 80 | BRMC | flammables, oxidizers, gases, bio-hazards, corrosives, infectious hazards, cryogenics, carcinogens, chemical hazardous wastes |
| 81 | Nursing Home | flammables, oxidizers, gases, bio-hazards, corrosives, infectious hazards, chemical hazardous wastes, cryogenics |
| 83 | District Health Labs | flammables, oxidizers, gases, bio-hazards, carcinogens, infectious hazards, chemical hazardous wastes, cryogenics |
| 86 | Research Park | reactives, oxidizers, gases, carcinogens, flammables |
| 101 | CHE IF | flammables, gases, corrosives, oxidizers, bio hazards, P-listed hazardous waste, D-listed hazardous waste, carcinogens, cryogenics |
| 104 | Caes Bldg. | Flammables, gases, cryogenics, corrosives, oxidizers, reactive metals. |

A current list of responsible hazmat users by name and department can be obtained from the Technical Safety office at 282-2310/2311.

## DECLARATION OF CAMPUS EMERGENCY

Date:_____ Time:_____

As result of:_____
_____
Occurring on: _____ at: _____,

conditions of extreme peril to the safety of university personnel and property now exist. These conditions cannot be fully responded to with available university resources.

Under the authority of the Idaho State Board of Education, I, as President of Idaho State University, hereby declare an emergency in order to protect the lives and property of this institution and to comply with laws and regulations for requesting assistance and aid from local, state, and federal agencies.

It is further proclaimed and directed that during these emergency conditions the powers, functions, and duties of the emergency organization of Idaho State University shall be those prescribed by the University Emergency Plan.

_____
President, Idaho State University

## DECLARATION OF CAMPUS CLOSURE

Date:_____ Time:_____

As result of: _____
_____
Occurring on: _____ at: _____,

conditions of extreme peril to the safety of university personnel and property now exist. These conditions cannot be fully responded to with available university resources.

Under the authority of the Idaho State Board of Education, I, as President of Idaho State University, hereby declare this campus closed.

All non-essential personnel are required to evacuate the campus as soon as possible. Closure procedures shall be those prescribed in the University Emergency Plan.

_____
President, Idaho State University

**Table 5: Governor's Executive Order 2006-10 Compliance Table**

**IDAHO STATE UNIVERSITY**

| STATE MANDATE | ISU STATUS/ACTION PLAN |
|---|---|
| A. Prepare for and respond to emergencies or disasters within the State of Idaho in a manner consistent with the National Incident Management System (NIMS) using management structure consistent with the Incident Command System (ICS). Agency employees expected to respond to emergencies or disasters within Idaho will have NIMS and ICS training commensurate with their expected roles in response to such emergencies or disasters. | ISU has an Emergency Response Plan based on the ICS structure. All of the incident command personnel are either completing or have completed NIMS & ICS Training.<br><br>All incident command personnel will be required to complete NIMS and ICS Training. |

| | |
|---|---|
| B. Appoint at least one state agency emergency coordinator to train, exercise and participate in the State Emergency Management Program to facilitate emergency support and logistics in response to emergencies and disasters. Larger departments will, by necessity, need to appoint subdivision emergency coordinators to report to the agency emergency coordinator. Provide the names, addresses, and phone numbers of agency emergency coordinators to the Bureau of Homeland Security. | ISU's Incident Commander, Steve Chatterton<br><br>ISU will provide the Idaho BHS with a current copy of our incident command personnel phone tree on a yearly basis. |

| | |
|---|---|
| C. Develop and maintain an agency emergency operations plan to carry out the agency's response and recovery support functions. Agency plans will assign disaster emergency duties to all subdivisions and personnel and will provide capability to support the Idaho Emergency Operation Center (IDEOC), Emergency Support Functions (ESF), and the National Incident Management System (NIMS) as required by the Idaho Emergency Operation Plan and the National Response Plan . Such support includes:<br><br>1. Assigning an ESF coordinator to interface with the IDEOC;<br>2. Providing situation reports, incident action plans, resource status, financial status, geospatial data, and organization, staffing, and /contact information to the IDEOC;<br>3. Providing personnel and resources to staff the ESF;<br>4. Providing personnel to staff the IDEOC, this may also require involvement of agency directors and emergency coordinators;<br>5. Providing personnel and resources for field deployment; and<br>6. Accepting IDEOC mission assignments to provide resources for response and recovery actions.<br><br>Plans will be kept current and an electronic copy provided to the Bureau of Homeland Security. | ISU has a current Emergency Response Plan based on NIMS & ICS, and has a functional Incident Command structure. ISU meets monthly with local emergency management groups and participates in planning exercises, table top exercises and mock exercises.<br><br>ISU has interoperable 700 MHz handheld radios for local emergencies. These radios can communicate directly with Homeland Security in Boise, if necessary.<br><br>1. Steve Chatterton<br><br>2. This information will be provided during an emergency, as requested.<br><br>3. Personnel will be provided, as necessary.<br><br>4. Personnel will be provided, as necessary.<br><br>5. Personnel will be provided, as necessary<br><br>6. We will accept mission assignments, when necessary.<br><br>ISU will provide a current copy on a yearly basis to the Idaho BHS Planning Section. |
| D. Develop and maintain Continuity of Operations Plan (COOP) to (a) address how the agency will provide essential services to citizens during response and recovery, and (b) return the agency to normal operations. An electronic copy of the current COOP will be kept on file at the Bureau of Homeland Security. | See Chapter 11. Disaster Response and Recovery Plan of ISU's Emergency Response Plan. A copy of this section will be provided to the Idaho BHS on a yearly basis to Phil Lang, Idaho BHS COOP Project Coordinator, Phone No. |

| | |
|---|---|
| E. Agencies will notify the Bureau of Homeland Security of any significant event, incident, emergency or disaster, impacting the ability of government to provide public services within the State of Idaho. The Adjutant General, Chief, Bureau of Homeland Security will notify the Governor's Office. | ISU will notify the Idaho BHS via the Southeast Area Field Officer, Ken Fagnant at (208) 238-9113 or (208) 251-0815 (kfagnant@bhs.idaho.gov) or BHS Duty Officer via State Communications (1-800-632-8000). Appropriate personnel within the Bureau will then be notified. |
| F. Grant and/or use waivers in accordance with the applicable provisions of the Idaho Code for necessary disaster emergency response and recovery operations. | ISU's Purchasing Department has provisions in place to allow for emergency purchases. ISU will grant all other waivers as needed. |
| G. Train personnel to meet state emergency prevention, protection, response, and recovery objectives as coordinated by the Bureau of Homeland Security. | ISU will ensure training is offered to incident command personnel through ISU Institute of Emergency Management. Courses can be access through their website at www.isu.edu/idem or through www.idahoprepares.com |
| H. Support the coordination of emergency services training through the Bureau of Homeland Security Training Advisory Board. | ISU supports the coordination of emergency training services through Steve Hayward at the BHS Southeast Area Office (208) 238-9113. ISU's Institute of Emergency Management is leading this effort and can be contacted at www.isu.edu/idem or (208) 373-1758. |
| I. Coordinate any agreement or memorandum of understanding that incorporates emergency or disaster mitigation, preparedness, response, and recovery functions with the Bureau of Homeland Security. Such agreements or understandings will be integrated as part of the Idaho Emergency Operations Plan. | ISU will provide Cherylyn Murphy (208-422-3020 or cherylynm@bhs.idaho.gov) with the Idaho BHS Planning Section with copies of agreements and MOU's with other local, state and private entities regarding emergencies and disasters. |

| | |
|---|---|
| J. Public Information Officers of each state agency are collaterally assigned to the State's Public Information Emergency Response (PIER) Team Program during emergencies and disasters. PIER Team members provide a level of public information expertise not otherwise available to state and local jurisdictions. Public Information Officers will train and exercise under the auspices of the Bureau of Homeland Security. When emergencies and disasters occur, PIER Teams will be deployed, when necessary, to the IDEOC, Joint Information Centers, field support offices and/or local jurisdictions. | ISU's Public Information Officer will be assigned to the State's PIER Team and will be provided training, as required.<br><br>ISU's Public Information Officer will be deployed as part of Idaho's PIER, when requested. |
| | |
| REQUIRED BY THE STATE BOARD OF EDUCATION | In looking at the Executive Order, the following items are requirements the State Board of Education must fulfill and will be coordinated with their representative. |
| Coordinate the development of emergency disaster plans for colleges, universities, and area vocational-technical facilities to ensure the safety of school populations in time of emergency. | ISU's plan is in place and a copy has been provided to the Idaho Bureau of Homeland Security and the State Board of Education. |
| In coordination with the Bureau of Homeland Security, promote mitigation activities to reduce the risk from hazards in colleges, universities, and area vocational-technical facilities. | ISU has and will continue to coordinate these activities with the Idaho BHS through Ken Fagnant, the Southeast Area Field Officer, and David Jackson in Boise at 208-422-3047 or djackson@bhs.idaho.gov. |
| Assist in coordinating activities for damage assessments and damage surveys for higher educational and area vocational-technical facilities. | ISU staff are available upon request. |
| Provide personnel to assist damage assessment of colleges, universities, and area vocational-technical facilities. | ISU staff are available upon request and have been used for this assignment in the past. |

| | |
|---|---|
| Coordinate the utilization of colleges, universities, and area vocational-technical facilities for reception, shelter, and mass feeding during disasters. | ISU facilities are designated as Red Cross shelters, as POD facilities and as a regional POD distribution facility. |
| Provide academic personnel for assessment of hazards and for coordinating the activities of investigators for scientific research. | ISU staff are available upon request. |

Lewis-Clark
STATE
COLLEGE

# "Connecting Learning to Life"

# LCSC Emergency Response Plan #1
## (LCSC ERP-1)

**1 Aug 2010**
[replaces LCSC-ERP-1 dated 26 Aug 08, including all changes to the basic document through Change 4, dated 01 Aug 06]

**Latest Change Number and Effective Date:** [LCSC ERP1 1 Aug 10]
[see Page 3 for summary of changed material]

# LEWIS-CLARK STATE COLLEGE EMERGENCY RESPONSE PLAN #1 (LCSC ERP-1)

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## SUMMARY OF CHANGES/REVISIONS

Substantive changes incorporated in this (1 Aug 10) version of LCSC ERP-1 since the previous version include the following: **minor administrative updates, addition of new temporary BEC for Fine Arts Building and the addition of the Dean of Student Services to the EPRT.**

Future changes to the basic plan (dated 1 AUG 10) and affected pages will be annotated below, as updates occur.

| Change # | Date | Subject of Change | Pages Replaced |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## I. INTRODUCTION

**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 situation, 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 emergency situations 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, ranging from serious public relations incidents that might adversely impact 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. This plan also can be used to deal with crises that escalate from lesser incidents that, initially, may be worked by other LCSC problem-solving groups.

- 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.

- **Definitions/Acronyms:** A list of Definitions and Acronyms used in this plan is found in Appendix K.

**B. Scope:** This LCSC ERP has been organized to parallel the State Board of Education (SBOE) ERP. This version of LCSC ERP-1 supersedes all previously-dated 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 LCSC Director of Institutional Planning, Research, and Assessment (IPRA) prior to approval/implementation. **Nothing i n th is p lan s hall b e c onstrued to l imit th e u se o f g ood judgment a nd c ommon sense i n h andling u nanticipated e vents.** 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.

**C. Authority:** This ERP is published under the authority of the SBOE, as delegated to the President of LCSC. The LCSC Director of Institutional Planning, Research, and Assessment (IPRA) 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. All 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 Orders 2000-04, 2001-13, and 2006-10. 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 Institutional Planning, Research, and Assessment (IPRA). IPRA will normally be the primary LCSC liaison to the Idaho Bureau of Homeland Security (BHS) and to any applicable emergency response, safety, or security working groups and coordinating committees.

**II. MANAGEMENT OF LCSC EMERGENCY RESPONSE OPERATIONS** (Refer to **Appendix A**)

**A. First Response Actions:** When an emergency situation 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 being exposed to known or suspected hazards. When appropriate, LCSC will utilize NIMS compliant procedures consistent with the NIMS Proclamation dated 21 June 2007.

- If the decision is made to evacuate an LCSC facility or the entire College, contact each area's Building Evacuation Coordinator (BEC) to effect a coordinated and controlled evacuation. Inform each BEC 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 re-enter 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.

- 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.

**1. At the SBOE Level**: (Refer to **Appendix A**) The SBOE Executive Director (EXD) has appointed the Program Manager, Emergency Services Training, Idaho Division of Professional-Technical Education as the single focal point for monitoring emergency response planning activities at the institutions and agencies under Board governance. LCSC's director of planning [IPRA] will coordinate the College's emergency response plans and procedures with the Office of State Board of Education (OSBE) designee to ensure that unit plans reflect State requirements and complement the OSBE ERP.

**2. 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 emergency situations. The LCSC POC for emergency response planning matters is the Director of Institutional Planning, Research, and Assessment (IPRA).

- **Emergency Plans Review Team (EPRT):** The LCSC EPRT will consist of the directors of Institutional Planning, Research, and Assessment (IPRA), Security, Physical Plant, and Human Resources; the Chief Technology Officer (IT director); the College Communications Coordinator (Media Relations/Public Information Officer), the President's Management Assistant, the Dean of Student Services and the Risk Management Coordinator. This nine-person team may be supplemented by representatives of other functional areas as necessary, upon direction of the President (also see **Appendix B)**.

- 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. IPRA will notify OSBE as changes occur to the plan, and immediately upon completion of the annual August review/revalidation.

- Procedures contained in this plan will be tested/exercised periodically in accordance with a schedule established by the Director of Campus Security. 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—suggestions should be submitted through IPRA.

- IPRA and HR 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, pagers, 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 required, at least quarterly. The list will be published on a wallet size card and distributed by the College Events Coordinator/ID Card Manager to those LCSC personnel listed on the card.

**C. LCSC EMERGENCY OPERATIONS CENTER (EOC) SUPPORT:**
(See **Appendix D**) The Director of Institutional Planning, Research, and Assessment (IPRA) 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). IPRA 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.

- The **primary EOC** location for LCSC contingencies will be Sam Glenn Complex (SGC) Rm 210 (Interactive Video Center) with adjacent meeting room in SGC 210A and nearby office space in SGC 209.

- 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 Educational Technology Center).

- 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.

- The nine members of the EPRT will serve as the nucleus of the LCSC **Contingency Operations Staff (COS)**, 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 director, IPRA, will direct the activities of the COS. The COS will monitor the situation, coordinate actions with outside agencies, provide updates to the President and senior LCSC leadership (Provost and Vice President of Finance and Administration), and carry out other duties as may be assigned by the President. Additional administrative support (manning 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 COS. A roster of participating and back-up personnel will be compiled and maintained by the COS any time the EOC is activated.

- A **"Fly-Away" EOC kit** containing essential emergency response plans, status charts, checklists, recall/notification lists, and facility diagrams/maps will be maintained by IPRA for use in the primary, alternate, remote, or make-shift EOCs, as dictated by the nature and location of the contingency.

**D. LCSC EMERGENCY NOTIFICATIONS:**

- The LCSC Emergency Phone Notification List ("**phone tree**") will be used as a primary notification mechanism for passing messages to all LCSC employees and volunteers 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. ( Refer to **APPENDIX G** )

- **LCSC Information Line, World-Wide Web, and Email alerts:** Important information relating to a breaking contingency situation may arrive initially from calls to the LCSC information line [**792-LCSC (5272**)]. This line is manned during normal business hours by the Information Desk in the Student Union Building (SUB). Info Desk personnel who receive initial notification of a possible emergency situation should contact the President's Office by the most expeditious means available (or the senior-ranking campus official in the event contact with the President's Office is not possible). Once a contingency 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, and/or transfer incoming calls on this line to the EOC, when activated. As soon as practical, IT personnel will provide information related to the emergency on the LCSC Internet Web Page (www.lcsc.edu) and on the LCSC Email Systems (external link available at www.lcsc.edu/it). Personnel on campus can also access information on the LCSC Intranet Web Page (http://intranet.lcsc.edu). If the LCSC Internet access and Web Pages are not available, LCSC students, faculty, and staff can still get updates and information at the LCMail system. This system can be accessed at http://lcmail.lcsc.edu/ ; however if web access to LCSC is unavailable, access to LCMail can be achieved by using the direct URL of http://pine.lcsc.edu/. Information will be available at this site (which is located off-campus) from any system with Internet access, even without an account on the site. Once the Contingency Operations Staff (COS) is assembled and operational, all public information queries (and information releases) will be coordinated by the College Communications Coordinator (Public Information Officer).

- **Casualty/Accident Notifications:** Currently, there is no statewide, approved procedure for handling next of kin notifications for fatalities or serious injuries. Each State Agency is left to determine appropriate procedure for dealing with the victim's relatives. Until such time as a standardized procedure is put in place, the following guidelines will be used by LCSC.

  In the event of an On-Campus death or life-threatening injury of an LCSC student, faculty or staff member, the President or appointed individual(s) may wish to visit the family/survivor(s) to express sympathy, support and offer any assistance available. This contact is a very serious and sensitive communication and must be handled appropriately. The following guidelines are to be used for individuals contacting the family/friends of a lost or injured LCSC member.

  - Once the death or injury has been positively confirmed (see Death Notification Procedure for acceptable sources of notification) by Human Resources Services, HRS will notify the President of the College. HRS will also attempt to ascertain whether any agency, other than LCSC, has already conveyed the news of the incident to the victim's family. If no other agency has made contact, please refer to the Death Notification Procedure prior to contacting the family.
  - The President will choose the individual(s) who will make the contact. If the President cannot make the contact, the selection of a designee will be made based on who the victim is. For example, if the victim is a student, the Dean of Student Services office will be called upon. If the victim is an employee of LCSC, the Human Resource Services will be called upon. If the victim was a faculty member, then the Provost office will be delegated the responsibility.
  - After determining *who* will make the contact consider *how* the contact will be made. If it is determined that an "in person" contact should be made, it is recommended that you do not go alone. If a telephone contact is to be made, attempt to coordinate a time that is convenient for the family.
  - The purpose of the contact (apart from the actual notification) is to offer condolences, and to assure family/friends that LCSC will provide any assistance possible during this difficult time. The conversation should be relatively brief, compassionate, and professional. LCSC personnel should not attempt to counsel, imply fault or convey any information pending an investigation, if relevant.

- The President may appoint a liaison at LCSC to maintain contact and follow-up with the family concerning personal and professional possessions and to discuss relevant insurance and other related issues.
- The liaison will ensure the College Communications Office, SBOE officials and the Governor's office are informed and kept up to date, as appropriate, in the case of incidents with high public visibility.
- Any in-person visits or telephone calls should be summarized in writing and filed with the Human Resource Services office.
- In the event of the death of a foreign national, the U.S. State Dept. requires the notification of the nearest consulate of that national's country be notified. This will permit the foreign government to make an official record of the death for its own legal purposes. For example, such notice will help ensure that passports and other legal documentation issued by that country are canceled and not reissued to fraudulent claimants. In addition, it may help ensure that the foreign national's family and legal heirs, if any, are aware of the death. A current list of all consulates and embassies can be found at www.travel.state.gov or www.usembassy.gov

Details on the casualty notification policy are outlined in **Appendix I**.

**E. VIOLENCE IN THE WORKPLACE (Policy):** Reflecting Idaho State Policy (see Violence Policy 1 - DHR/09/00),
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 campus security (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 or not to take personal control of the situation or to evacuate personnel from the area and obtain assistance from authorities. Notify Campus Security and/or Law Enforcement as soon as practicable, once steps have been taken to ensure personal safety.

**III. PRIORITIES AND TYPES OF EMERGENCIES** (Refer to **Appendix A**)

**FIRST P RIORITY:** LIFE & SAFETY - eliminating life & safety hazards, evacuating hazardous areas, assisting injured.

**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.

**THIRD PRIORITY:** RESTORATION OF GENERAL OPERATIONS - restoring services, facilities, and programs to allow resumption of the College's activities (in place if possible, or at alternate locations).

**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.

**CATEGORY 2 S ITUATION**: (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.

**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.

**CATEGORY 4 S ITUATION**: (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.

**IV. 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).

**V. 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 (PIO) [College Communications Coordinator], after coordination with the functional area staff experts who will provide technical advice/assistance. Additional guidance is contained in **APPENDIX E**.

**VI. RECOVERY OPERATIONS GUIDELINES** (Refer to **APPENDIX F**)
Appendix F addresses 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.

- Short Term Recovery: Operations in alternate facilities for up to three months. After assessment by the Contingency Operations Staff (COS), 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). In general, no "spare" sets of computers, phones, classroom furniture, laboratory equipment, etc., are available to furnish alternate operational sites. 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 COS, working with functional experts from the LCSC staff.

- 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 Vice President for Finance and Administration will take the lead for establishing alternate location operations and developing MOAs.

**VII. 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. The Administration will publicize available training opportunities. 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 Director of IPRA, the Risk Management Coordinator, the VPFA, and the CCC/PIO. Training completion certificates will be maintained by IPRA.

- 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. (Refer to **APPENDIX H**)

**VIII. CAMPUS AND BUILDING SECURITY and ACCESS BADGES:** The Director of Security (DOS) will be the primary agent for implementing and monitoring security and access procedures during periods of heightened security awareness. The DOS 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 College Events Coordinator/ID Card Manager will issue ID cards to faculty, staff, and students, and the Registrar will maintain up-to-date rosters of students enrolled in the College. Employees and students who depart the institution should turn in their ID cards for destruction. The Director of Security 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 DOS 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 manned 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 Director of Security), 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

**1. Individually-Assigned Duties and Responsibilities:**

| INDIVIDUAL: | RESPONSIBILITIES: |
|---|---|
| President,<br>- or Senior LCSC official present<br><br>[Unless otherwise designated, the normal precedence of executive authority in the absence of the President devolves to the Provost and then to the Vice President for Finance and Administration.] | 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<br><br>Designate "on-scene commanders" as required, monitor the situation<br><br>Consider activation of Contingency Operations Staff and designate Emergency Operations Center location<br><br>Activate LCSC emergency phone notification list, as required<br><br>Provide initial updates to OSBE and Governor's office, as required, while Public Information Officer (CCC) prepares information response plan. |
| Information Desk (during normal business hours)<br><br>- or any other LCSC personnel who receive initial indications of a possible contingency situation | Take immediate, prudent steps to protect life and limb, immediately evacuate high risk areas.<br><br>As soon as practical, contact President (or senior LCSC official available) by most expeditious means possible, conveying known facts. In crisis situations, dial 911 first, before notifying LCSC administrators.<br><br>(Information Desk—and/or Public Information Officer (CCC) 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. |
| Vice Presidents (Provost/Academic Affairs, Finance & Administration) | If you are first to receive notification of emergency, or if President is unavailable, assume direct command of response operations. Refer to steps above.<br><br>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. |
| Director of Institutional Planning, Research, and Assessment (IPRA) | Assemble Contingency Operations Staff (COS) in Emergency Operations Center (EOC), as required. Core team = directors of Security, Human Resource Services, Information Technology, Physical Plant., Public Information Officer (CCC), the Risk Management Coordinator and the President's Management Assistant.<br><br>Determine requirements for back-up and additional EOC staff, including rotating shifts, as required. Pass manning requirements to Vice Presidents (or their senior reps) for staffing with volunteers and appropriate functional experts.<br><br>Organize teams to:<br>- collect/disseminate information/assess status<br>- evacuate hazardous or threatened areas<br>- establish cordons, restrict access to facilities<br>- support casualty notification<br>- coordinate/liaise with outside agency first-responders<br>- restore telecommunications/data support<br>- track status and set up regular update briefings to President<br>- develop/analyze response options for President's decision |
| Director of Security | As applicable:<br>- activate evacuation plan, designate assembly areas |

| | |
|---|---|
| | - activate restricted access procedures, implement security sweeps/patrols<br>- link-up with outside law-enforcement/security officials<br>- keep COS and President updated on status of security actions<br>- post THREATCON placards, as required |
| Director of Human Resource Services | As applicable:<br>- monitor emergency notification/recall procedures—track status/location of key LCSC personnel<br>- activate casualty notifications procedures, if required<br>- assist in developing manning schedule for EOC and/or other key LCSC operations during the emergency |
| Director of Physical Plant | As applicable:<br>- Assist Director of Security in evacuation of hazardous areas, establishing cordons, and designating SAFE AREAS<br>- Assist first-responders in dealing with fires, floods, explosions affecting LCSC facilities<br>- Advise President/COS on facility-impact of incidents—provide reference blueprints, maps, charts, diagrams, as needed<br>- Take prudent steps to restore essential utilities<br>- Take lead in organizing relocation actions |
| Director of Information Technology (Chief Technology Officer-CTO) | As applicable:<br>- Reprogram LCSC Information Line, and place information on LCSC web page and email systems (coordinate with Public Information Officer (CCC))<br>- Assess and report telecommunications outages and capabilities to COS and President<br>- Establish telephone/radio/internet/TV interconnectivity in designated EOC area<br>- Lead effort to reconstitute ADP and communications capabilities once initial emergency situation subsides<br>- Provide regular updates to COS/President on status of detailed IT Disaster Response Plan actions |
| Dean of Student Services | As applicable:<br>- Initiate emergency notifications for Student Services employees, ASLCSC, and campus visitors/contractors/vendors brought to the college via Student Services units.<br>- Assist with the development of web-based, texting, or other public announcements.<br>- Initiate student judicial processes as needed.<br>- Coordinate counseling/recovery services as needed.<br>- Develop and coordinate alternative enrollment processing function as warranted. |
| Public Information Officer (College Communications Coordinator—CCC) | As applicable:<br>- Control/monitor all incoming and outgoing communications<br>- Develop message for LCSC Information Line, web, email, etc.<br>- Monitor media reaction/inquiries related to the contingency/emergency<br>- Advise President of media activity—assist in providing TV/Cable/Internet/Radio/Newspaper inputs to COS<br>- Prepare press-releases for President's approval—disseminate updates<br>- Establish liaison with OSBE PIO, PIER team, and local media contacts |
| President's Management Assistant | As applicable:<br>- Serve as liaison between President or senior administrator present and other members of COS/EPRT.<br>- Provide immediate support for the President or senior administrator present. |
| Risk Management Coordinator | As applicable:<br>- Assist other EPRT/COS members in managing contingency operations<br>- Serve as primary liaison with insurance organizations and legal contacts<br>- Assess emergency sites to detect any additional hazards and coordinate efforts to mitigate dangerous or unsafe conditions |

**2. Emergency Plans Review Team (EPRT)/Contingency Operations Staff (COS)**:

| Team Members; | Responsibilities; |
|---|---|
| Director, Institutional Planning, Research, and Assessment (IPRA) | - Coordinate annual reviews by EPRT of LCSC ERP-1 and supporting plans<br>- Develop revisions/updates as required for President's approval<br>- Coordinate Emergency Plans with OSBE/OPO<br>- Direct periodic training and exercise scenarios—oversee operations of LCSC Exercise Evaluation Team<br>- Oversee operations of Contingency Operations Staff (COS) upon activation |
| Directors of Security, Physical Plant, Human Resource Services, Information Technology, Public Information Officer (CCC), Dean of Student Services, Risk Management Coordinator, President's Management Assistant | - Assist Director of IPRA in reviewing, updating, training, exercising, and (in the event of an actual emergency) implementing LCSC ERP-1 and supporting plans<br>- Provide functional experts to augment EPRT as an Exercise Evaluation Team for operational assessments of contingency plans (table top exercises and simulations)<br>- Be prepared to assume duties as core of Contingency Operations Staff (COS) at all times |

**3. Other Resources Available**:

| | |
|---|---|
| **EMERGENCY EQUIPMENT**<br>Placards provide instructions and mark storage locations | FLASHLIGHTS<br>FIRST AID KITS<br>PORTABLE DEFIBRILLATION UNITS<br>FIRE EXTINGUISHERS<br>STRETCHERS AND MOBILITY CHAIRS<br>EMERGENCY SHOWERS/EYE RINSE STATIONS |
| **FIRST AID PROVIDERS** | - Student Health Services will maintain a list of individuals who have received Red Cross First Aid and CPR training—this information will be provided to Building Evacuation Coordinators (BECs) |
| **CASUALITY / ACCIDENT NOTIFICATION TEAMS** | - Senior staff and faculty members are encouraged to volunteer for Casualty / Accident Notification training.<br>(conducted by Human Resource Services)<br><br>- LCSC Accident/Casualty notification procedures, if implemented, will be directly monitored by the President, and HRS will provide instructions to designated individuals immediately before a response. When possible, LCSC teams will be augmented by local law enforcement personnel and/or members of the clergy, as applicable |

**4. PRIORITIES AND CATEGORIES OF EMERGENCIES**:

**FIRST Priority:** LIFE & SAFETY - assisting injured, evacuating hazardous areas, eliminating life safety hazards.
- Call 911—stay on the line until directed otherwise, to relay information and receive instructions. Notify the President's office as soon as practical.
- Apply First Aid, treat for shock, and take action to keep victim(s) warm and comfortable.
- Move an injured person **ONLY** when a greater hazard exists (fire, flood, and electrical shock). Exercise caution not to exacerbate injuries.
- 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.
- 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.
- 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.

**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.
- 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.

**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).
- Attempt to return to normal business only after all injured are helped and emergency situation is terminated.
- All employees should exercise appropriate security measures; safeguard equipment and valuables (both personal and state-owned), keep all unnecessary people out of the area.
- As time permits, begin gathering critical records in case directed to move to a temporary working location.

## APPENDIX B: FIRST RESPONSE INSTRUCTIONS & HAZARD PROCEDURES INFORMATION

This appendix outlines hazard information and specific emergency action procedures. Remember, 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."

**PRIORITY OF SITUATIONS**:
- FIRST PRIORITY: LIFE & SAFETY - Assist the Injured and Get Away From Danger!
- SECOND PRIORITY: SYSTEMS SUPPORT & ASSESSMENT - Eliminating or Reducing Risks
- THIRD PRIORITY: RESTORATION OF GENERAL OFFICE OPERATIONS - Restoring Services

**IMMEDIATE ACTIONS**:
- TREAT ALL FIRE ALARMS AS WARNING OF AN ACTUAL EMERGENCY!
- GET OUT OF IMMEDIATE DANGER AND THEN REPORT THE SITUATION BY DIALING 911.
- DO NOT DELAY TO SHUT OFF COMPUTERS, COPIERS, LIGHTS, ETC.
- DO NOT USE ELEVATORS
- 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
- IF THE PRIMARY ESCAPE ROUTE IS BLOCKED, TRY ANOTHER UNTIL YOU FIND A WAY OUT
- Take coats, keys, valuables, etc., if in the immediate area with you; DO NOT travel any distance back to your office to get them!
- (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.
- See Appendix C for the LCSC Evacuation Plan and Appendix J for Public Address System Operation.

**FIRE and SMOKE: Alert people in immediate area - Evacuate the Area - Then call 911**.
- Unless a fire is small and easily extinguished, alert others, activate a fire alarm and evacuate.
- Never enter a smoke-filled room. Feel doors for heat; NEVER open a door that is hot to the touch.
- When heavy smoke is present, stay close to the floor.
- 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.

**GAS LEAKS: Alert people in immediate area – Evacuate the Area – Then call 911**
- If natural gas or propane odor is detected near source of leak, attempt to shutoff/cutoff gas, if practical.
- Extinguish flames, do not activate electric equipment or switches or other sources of potential sparks.
- Ventilate area, if practical (open doors, windows to provide fresh air source)
- Seek medical assistance for any persons who may have been exposed to gas or fumes (including suspected cases of carbon monoxide poisoning).

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

**EARTHQUAKE: TAKE COVER, and HOLD your position until the shaking stops completely.**
- Do not rush outside. Move away from windows and outside walls.

- Get under sturdy furniture and hold on; if it moves, move with it.
- If no other heavy furniture/structural protection is available, seek cover against an interior wall and protect your head with your arms.
- Do not attempt to restrain leaning or falling objects unless they endanger your life.
- When the shaking stops, move cautiously to the outside and observe your surroundings for hazards.
- Stay away from windows, tall furniture, and other objects that could fall.
- If outdoors, stay there and move into the open well away from overhangs, power lines, trees, and all large or tall structures.
- **DO NOT GO BACK INTO BUILDINGS**. Do not use building elevators until officials have assured you that they are safe.
- If you detect natural gas or any foreign odors, do not use matches or candles.
- Do not use landline or mobile telephones except for genuine emergency calls.
- Expect long delays for emergency assistance after a serious quake.

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

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

**TORNADOES: Seek Shelter Immediately**

- Tornadoes may occur with little or no warning. Tornadoes are violent, local storms with winds that can reach 200-400 miles per hour. A tornado path can be from 200 yards to one mile across. It may travel on the ground from a few hundred yards to fifty miles at speeds of 30 to 75 mph. It is virtually impossible to outrun a tornado; therefore, one should seek shelter whenever a tornado warning is indicated.
- **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.
- Avoid auditoriums or gymnasiums or other areas with wide, free span roofs.
- **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.
- **If in an automobile**, follow the same rules as outlined above.
- The National Weather Service issues severe weather warnings using the following terms:
- A tornado watch means that tornadoes could develop in the designated area.
- A tornado warning means that a tornado has actually been sighted in the area or is indicated by radar.
- A severe thunderstorm watch indicates the possibility of thunderstorms, frequent lightning and/or damaging winds, hail, and heavy rain.
- 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. Flood waters can rapidly inundate dry areas far from the source of the flooding with very little warning.
- Warn personnel to leave below-ground-level areas (basements).
- 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
- Check with authorities before using/drinking water from public utility/piped systems.

**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.

- Notify the President's Office as soon as possible.
- Depending on the nature of the demonstration, the following procedures should be followed:

**Peaceful, N on-Obstructive D emonstration;** in general, do not interrupt this kind of demonstration. Attempt to conduct business as normally as possible. 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.

**Non-Violent, Disruptive Demonstrations;** 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.
- 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.
- 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. Efforts should be made to secure positive identification of demonstrators, whenever practical.

**Violent, Disruptive Demonstrations:**

- 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.
- The police and/or other responding agencies will handle the situation.

**MEDICAL EMERGENCIES:**

- Serious medical emergency (heart attack, loss of consciousness, extreme pain, other serious bodily injury): **DIAL 911 (9+911 on campus)** from any telephone and provide: the building name and address; office and floor number; type of apparent injury
- Alert the building coordinator and appropriate supervisory personnel.
- Have someone go to the main entrance of your building to guide the responding unit to your location.
- Once aid is on the way, remain at the scene, give the responders information on the incident

**WORK-RELATED INJURY OR ILLNESS**:

- Seek medical attention as required. If you receive medical treatment for a work related injury, contact an HRS representative to file a Worker's Compensation claim.
- Report the injury or illness to your supervisor as soon as practical, regardless of it's severity.

**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:**

- Person knowingly causes or threatens to cause bodily harm or property damage.
- Person recklessly causes serious public inconvenience or disruption including, but not limited to, evacuation of a building/classroom or place of assembly.
- 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.
- Person states that he/she has taken steps to commit suicide or harm others. Person threatens to commit suicide.

**Response to Immediate Direct Threats of Violence**

- Get out of immediate danger. **Call 911 (9+911 on campus)**
- As soon as practical notify Campus Security
- Alert your supervisor and/or the President's Office (792-2216)

**Hostage Situations on Campus**

- Take cover—protect yourself and those near you. **Call 911 (9+911 on campus)**
- Analyze the situation—follow instructions of first responders
- 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

- When law enforcement officials are engaging with perpetrators, keep low and immobile—don't make yourself a target of opportunity
- Assailants may be working singly or as a team. Maintain extreme vigilance until "all clear" is sounded.
- Render first aid assistance to casualties in your immediate area.
- 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

**Non-specific threats of violence include:**

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

**Response to Non-Specific Threats of Violence**

- 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.
- Do not try to diagnose or "fix" the person's problems.
- Do not set yourself up as an authority regarding the person's problems.
- 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.

**Active Shooter on Campus Guidelines**

- The term "Active Shooter" 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 will be dictated by 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.

- **If a shooter is outside your building:** Proceed to a safe room or to a room that can be locked from the inside. Close and lock all windows and doors. Turn off all lights; barricade the door if possible, 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 (dial 9+911 from a campus phone or 911 from a cell phone) and calmly advise the dispatcher 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 do **exactly** what you are asked to do.
- **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 chose 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.

- **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 secured. 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.

**ELECTRICAL POWER SHORTAGES AND OUTAGES:**

**Emergency Action and Communications Procedures**

- Immediately contact Physical Plant (Ph 792-2247) for power problems or Information Technology (Ph 792-2215) for communications/automated data processing problems, by any practical means.
- **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.
- **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.
- **Situation 3: Unscheduled, sudden and widespread power outage occurs**.
- 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!). 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.

**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, AV equipment, appliances, etc.
- Use caution in dark stairwells; Use exterior stairwells with windows whenever possible.
- Refer to LCSC Evacuation Plan.
- Do not return to an evacuated building until cleared by officials.
- President/designee will decide if LCSC personnel are released to go home or should wait in immediate area.

**ELEVATOR ENTRAPMENT**

- Do not use elevators in the event of fire or earthquakes or power failures—use stairs or ramps.
- If you are trapped in an elevator, activate the built-in emergency alarm system. Many elevators are equipped with an automatic alert system that notifies Campus Security/Safety if the emergency switch is activated. If the elevator is equipped with an electronic intercom capability, call for assistance.
- 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. Carefully follow the instructions of the response/rescue team.

- 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.
- 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.
- 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 (9-11).
- 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.
- 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.

**INFLUENZA PANDEMIC SITUATIONS**

**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 Swine Flu (H1N1) strain in the event that it should mutate into a more transmissible form and spread (through human-to-human contact) beyond its current footholds in North and South America, Europe and Australia.

**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.)

**Prevention:** Annual flu shots (developed from—and to work against—known strains that have been in circulation in previous years) would have <u>no</u> 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:

- Frequent hand-washing with soap and water or waterless sanitizing gel or alcohol hand wipes
- Bolster the immune system by drinking adequate liquids, keeping in good physical shape, getting sufficient sleep/rest, and good nutrition.
- Consult with official sources before traveling into possible Bird Flu affected areas.
- Avoid travel into an affected area, especially if you are sick
- If traveling to an affected area is unavoidable, obtain anti-virals (e.g., Oseltamvir) from your heath care provider.
- Practice SOCIAL DISTANCING: try to keep at least 3 feet away from people who are coughing or sneezing.
- In affected areas, avoid contact with birds (including wild and domestic birds and poultry, farms, bird droppings and possibly contaminated surfaces).
- Insure that any eggs or poultry products are well-cooked (minimum 165 degrees)
- Seek early medical assistance for fever or influenza-like symptoms during or after travel to an affected area.

If you become sick:

- Use disposable tissues to cover mouth/nose when coughing/sneezing—discard after use—wash hands.
- Wash hands prior to touching face, mouth, nose, and before eating.
- Use SOCIAL DISTANCING (keep at least 3 feet from others) to lessen chances of sharing your infection.

- Use a mask if directed to do so by health care providers or public authorities.

**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.
- People in isolation may be cared for in their homes by their families, in hospitals, or in other health care facilities.
- Isolation is usually voluntary, but federal, state, and local agencies have the authority to compel isolation in order to protect the general public.
- Quarantine refers to the separation and restriction of movement of persons who are not yet ill, but have been exposed to an infectious agent.

**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) 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: 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.

**Individual Actions**

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

- 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.
- Have sufficient prescription and non-prescription medicines on hand to tide you over through periods of isolation or limited access to pharmacies or stores.
- Talk with family members/loved ones on how you could provide care in case of sickness and how to deal with special medical needs.
- Consider steps to ensure extra supplies of fuel, generators, candles, blankets, basic medical supplies, and sanitary items, in the event of extended austere conditions.
- 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.
- 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.)
- 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 H1N1 compliant. The U.S. Center for Disease Control recommends a N95 air-purifying respirator mask.
- 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.

**Corporate Actions**

In the event of an influenza pandemic emergency affecting LCSC, it would be essential for College leaders to assess the situation and take steps quickly to mitigate further infection of students/faculty/staff, to 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:

- Convene the LCSC Contingency Operations Staff (COS) to support the President and Vice Presidents to handle the imminent (or approaching) contingency situation.
- 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.
- Phased drawdown of instructional programs and facilities operations into mothball status. Depending upon the time of the year at the declaration of emergency:
    - Delay or postponement of the beginning of a new semester.
    - 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.)
    - 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.
- 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.
- Disposition of any research animals, live cultures, and laboratory sets that are perishable.
- 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).
- Implementation, as required, of the IT Disaster Recovery Plan to preserve critical programs and data.
- Coordination of volunteer activities through Lewis-Clark Service Corps/Volunteer Center
- Liaison with Idaho Emergency Operations Center (and local, state, and federal response agencies) through the LCSC Emergency Operations Center (EOC).
- 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.
- Coordinated information dissemination through the LCSC Public Information Officer, to keep employees, students, and general public informed on status.
- 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.
- Coordinate vaccination of LCSC personnel, should such an operation be put into effect by authorities.
- 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.
- 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.
- 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 Director of Institutional Planning, Research, and Assessment (IPRA) 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.

**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

**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:** (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_____

Squeaky_____ Slurred_____ Angry_____ Loud_____ Nasal_____ Cracking voice ____

Whispered ___Intoxicated___ Laughing_____ Crying _____ Ragged ____ Rapid excitement_____

Clearing throat _____ Deep breathing _____ Other_____

**Backgroud 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 ____prepared message

**Other:**

_____ Caller ID information _____ Time and Duration of Call

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

* GENERAL INSTRUCTIONS
- DO NOT shake, sniff, or excessively handle the item
- 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).
- WASH YOUR HANDS with soap and warm water immediately.
- (Review sections below for more detailed situations and instructions.)

* UNOPENED LETTERS / PACKAGES: If you discover a suspicious letter, package, routing envelope, etc.:
- DO NOT OPEN IT!
- Leave it where you found it (If possible put it in a zip-lock plastic bag)
- LEAVE THE ROOM and notify authorities. Do not let others come in contact with it.
- Immediately wash your hands thoroughly with soap and warm water.
- If at home, call local law enforcement to report it.

* SUSPICIOUS POWDER SPILLS OUT OF ENVELOPE
- DO NOT ATTEMPT TO CLEAN IT UP. This may spread the material.
- DO NOT TOUCH OR SMELL IT. Let the experts analyze it later.
- 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 disbursal of the material.
- NOTIFY your Supervisor, Security, or local law enforcement IMMEDIATELY.
- DO NOT ATTEMPT TO BRUSH OFF YOUR CLOTHING. This may spread the material into air conditioners, other office personnel, etc.
- SHUT OFF DIRECT AIR SOURCES: fans, A/C, air vents, etc, in the immediate area.
- 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!

* PACKAGE MARKED WITH THREATENING MESSAGE
- DO NOT OPEN, leave package in place and evacuate the room.
- KEEP OTHERS AWAY from the package.
- NOTIFY your supervisor and contact emergency authorities.
- Remain in the general area to meet Emergency First Responders and tell them what you know.

* AEROSOLIZED PACKAGE, SMALL EXPLOSION, or LETTER STATING "ANTHRAX (or any Biological Agent) IN VENTILATION SYSTEM"
- If possible, place item in a zip-lock plastic bag; any plastic bag will do.
- LEAVE the ROOM and notify security, supervisor, and/or local law enforcement.
- SHUT DOWN A/C, air vents, or contact someone about getting it done immediately.
- If in a single confined building; Consider EVACUATION of the facility.
- Remain a safe distance away, but in the immediate area; Emergency Responders what you know.
- 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.

**WHOM TO CALL**
- Police - Dial 911 (9-911 from campus phone), DO NOT waste time with routine business phone numbers.
- FBI (Boise) Field Office - ph 208-344-7843
- Idaho State Police - ph 208-846-7500
- LCSC Director of Security – ph 792-2226
- LCSC Physical Plant – ph 792-2247

**WHAT CONSTITUTES "SUSPICIOUS" MAIL?** (Any one, or a combination, of the following factors)
- Excessive postage
- From someone totally unfamiliar to you (the office) and completely unexpected
- No Return Address—or—addressed to someone no longer in the office
- Handwritten or very poorly typed
- Restrictive endorsements such as, "Personal" or "Confidential"

- Protruding wires, strange odors or stains
- City or State postmark that does not match return address
- Excessive tape, string, sealing
- Unusual weight for an envelope of that size

**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).

- 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.

- 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.

**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."

- 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.

**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.

**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** (9+911 if calling from campus phone line).
- If threat is received by letter, email, etc.) **Call 911** immediately:
- 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.

- 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:
  - Close and lock all windows and exterior doors.
  - Turn off all fans, heating and air conditioning systems.
  - If available, get your office disaster supplies kit and make sure the radio and/or television is on.
  - If possible, go to an interior room, without windows, that is at ground level.
  - 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
  - Stay in place and monitor radio or television until you are told all is safe or you are told to evacuate.

**SPECIFIC HAZARD—AGENT INFORMATION**

**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.

**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.

- 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.

- 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).

**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:

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.

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.

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<br>Unusual illness for region/area<br>Definite pattern inconsistent with natural disease |
| UNUSUAL LIQUID, SPRAY, OR VAPOR<br>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 |

**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.

- 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.

**Combined H azards.** 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.

**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.

**T-WMD SITUATIONS AND ASSUMPTIONS**

**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.

**Assumptions.** Although situations may vary, planning assumptions remain the same.

- 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.

- 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).

- 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 Evacuation Coordinator (BEC) to address any unique procedures or considerations that apply to the specific building for which the BEC is responsible. Part C is a list (by position) of the BECs for all LCSC buildings. [An up-to-date list of BECs (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-1.]

Once Part B is filled in by the BEC and approved by the Director of Security/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 BEC, with electronic copies provided to Campus Security/Safety and to Institutional Planning, Research, and Assessment. 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

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 (or 9+911 if calling an outside agency from an on-campus phone) to alert first responders—fire, police, medical response units, etc.

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, so that administrators can be alerted and the LCSC emergency response system can be activated.

| | Office | Extension (792-xxxx) |
|---|---|---|
| A. | Director of Security | 2226, 2815 |
| B. | President's Office | 2216 |
| C. | Provost/Vice President for Academic Affairs | 2213 |
| D. | Vice President for Administrative Services | 2240 |
| E. | Physical Plant Director | 2247 |
| F. | Director of Plans | 2065 |
| G. | 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 is terminated, keep track of status, and relay information to first responders and to the College Administration.

**Important Notes:**

a. 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.

b. To reach outside agencies, pull the fire alarm (if applicable) and call 911 (9+911 for campus telephones). [To cancel the alarm, dial 9+911 and explain the cancellation.]

c. 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. Continue building evacuation and notify campus officials (Security, Physical Plant) or external responders (Fire Dept) of the elevator entrapment. 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.)

d. 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.

**Building Evacuation Coordinator (BEC) Duties**

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

1. Upon appointment as BEC, contact Institutional Planning, Research, and Assessment (IPRA) or Security/Safety 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. 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. BEMs (especially in situations where employees from multiple organizations share the same facility) may assist the BEC with evacuation training. Document training in the log provided at the end of your Part B. Notify IPRA or Security as updates to the training log occur.

4. Depending on your building layout, designate a central assembly/congregation point within the bldg 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.).

5. 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.

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 (Part A and Part B) as necessary. Notify IPRA immediately if any changes/updates are made.

8. Conduct an evacuation drill or simulation for the building at least once each calendar year. Notify IPRA, Security, 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 IPRA or Security when changes occur. 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.

**Part B : E vacuation p rocedures a nd s pecial considerations th at a pply to th is p articular building/facility**

[Fill in the "blanks" below—type in your information beside the headings in blue font—don't erase the lead-in information in blue font.] 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 IPRA.]

1. Name of Building/Facility:

2. Building number (if applicable) and general location of the bldg with respect to surface streets, other landmarks):

3. Name of Building Evacuation Coordinator (cross-check the accuracy of the information posted for your building in the BEC list (consolidated table), above:

4. Name of Building Evacuation Monitors (BEMs) if applicable, and locations/areas in the building for which each BEM is responsible:

5. Location of Assembly/Congregation point(s) within the building/facility where disabled individuals would proceed in order to be met 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]:

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]:

7. Location of the Pre-Planned Assembly area (outside your building/facility) where, conditions permitting, personnel would move to in the event of an evacuation (cross-check this information with the consolidated BEC table above):

8. Location of fire or other emergency alarms within your building (list here, and also depict on the evacuation route diagram(s) for your building):

9. Any special public address systems, alerting devices, or intercom systems that could be used in your facility in the event of an emergency:

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]:

11. Emergency equipment locations (as applicable):
    - Fire Extinguishers and Fire Hoses:
    - Emergency Showers:
    - Decontamination Kits:
    - First Aid Kits:
    - Chemical exposure suits/oxygen masks/gas masks:
    - Medical Equipment (e.g., athletic trainer equipment, defibrillators, stretchers, etc.):

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

13. In the space below, outline any special procedures or important notes that would apply to evacuations or other emergency situations within this building/facility (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):

**Administration of the Building Evacuation Plan**

1. All BECs, upon appointment, should receive initial orientation and training from the Director of Campus Security and Safety or Director of Institutional Planning, Research, and Assessment (IPRA). BECs 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 BEC Training** | |
| **Date of Most Recent Refresher Training for BEC** | |

2. BECs 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. BECs 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 Campus Security/Safety and IPRA 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 Bldg Evacuation Plan by BEC** | |
| **Date/Initials of Review/Approval by Security or IPRA** | |

**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 Campus Security/Safety and to Institutional Planning, Research, and Assessment.

**Part B Attachments:** [The following are paper "hard copies" to be attached to the paper copy of the bldg evacuation plan maintained by the BEC. They do not need to be attached electronically to the copies forwarded to Institutional Planning, Research, and Assessment for posting on the Intranet.]

A. Copy of Bomb Threat Checklist [This can be downloaded from Appendix B of the LCSC Emergency Response Plan, accessible on the LCSC Intranet under "Emergency Response." BECs should review Appendix B and be aware that it provides quick reaction guidelines to a wide range of emergency scenarios.]

B. Other attachments, diagrams, or references that might pertain to evacuation of your building, as applicable.

**Note: Upon submission of your completed "Part B" to IPRA, an electronic copy of your Building Evacuation Plan (Part A and B) 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**

**Part C : List of Building Evacuation Coordinators (BECs) by position and Outside Assembly Areas.** [Note: an up-to-date list of BECs/Assembly areas by both position and name is available for reference on the LCSC Intranet site in the Tool Kit area on the main page under "Emergency Response Info." Please contact Institutional Planning, Research, and Assessment immediately (ph 792-2162 or instres@lcsc.edu) if there are changes to any items on the BEC list.]

**Building Evacuation Coordinators (BECs) and Pre-Planned Assembly Areas**

| Building | BEC | Phone | Outside Assembly Area |
|---|---|---|---|
| Activity Center[1] | Dir. Athletic Facilities | 2366 | Eastside parking lot |
| Activity Center West | Rec. Specialist | 2670 | Eastside parking lot |
| Administration Bldg | Tech. Rcds Spec-IPRA | 2162 | Eastside parking lot |
| AIC Pi'amkinwaas | Dir. Indian Ed Prof Dev | 2743 | City of Lewiston bldg lot (across 7th St) |
| Art Bldg | Art Instructor | 2255 | Eastside parking lot |
| Center for Arts & History | Development Coord. | 2336 | |
| Clark Hall | Student Housing Dir. | 2053 | Westside pkg lot, 11th Ave/4th St |
| Coeur d'Alene Center | LC-CdA Admin Asst | 666-6707 | Harbor Center parking lot |
| Coeur d'Alene Plaza Bldg | LC-CdA Admin Asst | 666-6707 | West parking lot on Northwest Blvd |
| Clearwater Hall | Student Housing Dir. | 2053 | Municipal lot opposite: Main St/5th St |
| College Advancement | Advancement Svcs Mgr | 2458 | Eastside parking lot |
| College Place | Student Housing Dir. | 2053 | Westside pkg lot, 8th Ave/4th St |
| KinderCollege (Day Care)[2] | KinderCollege Dir. | 2254 | Westside pkg lot, 8th Ave/4th St |
| Fine Arts Bldg | Dir. IPRA(temporary) | 2456 | Eastside parking lot |
| Harris Field[1] | Event & Game Mngmnt | 2474 | Eastside parking lot |
| International Programs | Dir. International Progs | 2329 | Westside parking lot |
| Library Bldg | Library Director | 2295 | Westside parking lot |
| Meriwether Lewis Hall (MLH) | Adm Asst-Nat Sci/Math | 2295 | Westside parking lot |
| MT/WIT Bldgs | T&I Division Chair | 2220 | Westside pkg lot , 11th Ave/4th St |
| Music Bldg | Faculty Music Dept. | 2743 | City of Lewiston bldg lot (across 7th St) |
| Parrish House | Student Housing Dir. | 2053 | West Hospital parking lot (6th Ave) |
| Physical Plant | Physical Plant Director | 2247 | Parking lot at 11th Ave/4th St |
| President's Residence | President | 2216 | Eastside parking lot |
| Reid Centennial Hall (RCH) | Scholarship Coord. | 2224 | Eastside parking lot |
| Sacajawea Hall | Adm Asst-Nursing | 2250 | Eastside parking lot |
| Sam Glenn Complex (SGC) | Summer School Dir. | 2443 | Westside parking lot |
| Spalding Hall (SPH) | Adm Asst-Dean of A-P | 2325 | Westside parking lot |
| SUB/WCC | Dir. Events Coordination | 2333 | Westside parking lot |
| Tennis Center | Tennis Center Director | 2309 | Westside parking lot |
| Talkington Hall | ETS Program Aide | 2767 | Westside parking lot |
| Workforce Training Bldg | WFT Office Manager | 2841 | Away from WFT bldg across 3rd Ave |

**Notes:**

1. For the Activity Center and Harris Field, there are two basic evacuation scenarios—one for situations that occur during routine daily operations with only typical numbers of LCSC employees and students on the scene—and one for evacuations that take place during major public events with large numbers of the general public in attendance. For any major event, a specific, on-scene representative (not necessarily the day-to-day BEC) will be designated to assume Building Evacuation Coordination responsibilities in case an emergency during that particular event.

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

**APPENDIX D:** STATE BUREAU OF DISASTER SERVICES (BDS) EMERGENCY OPERATIONS CENTER (EOC)

A. LOCATION and OPERATION: In the event of a major crisis/disaster, or as directed by the President of the United States, Governor, or appropriate state official, the State Emergency Operations Center (EOC) may be activated. The State EOC is located in the basement of the Idaho National Guard Commanding General's Headquarters building (#600) on Gowen Field in Boise. Contact number for the State Communications Center (hours of operation = 24/7/365) is **1-800-632-8000**. The duty officer at that extension should be contacted when the LCSC EOC has been activated, and is the best first point of contact to establish liaison between the LCSC EOC and State EOC, when activated. The State EOC will coordinate all state personnel, equipment and supplies in support of local or widespread disaster and recovery operations. EOC tasking is determined by the nature of an emergency—staffing and support resources are tailored to the circumstances at hand. **It is possible that LCSC personnel might be called upon to serve in, support, or coordinate with the State EOC in the event that a contingency directly impacted LCSC.**

B. Field-operating locations may be established at remote sites (close to the action) as determined by the State Emergency Policy Group. Contact Phone Number: 334-2336, ext 302 or ext 310.

C. When activated, the State EOC operates 7 days per week/24 hours a day under the command of the Director, Idaho Bureau of Disaster Services (BDS). Representatives of state agencies called to such duty will work 12-hour shifts, unless otherwise directed by the EOC Chief. The EOC will communicate directly by radio and/or telephone to Local, State and Federal emergency management agencies.

D. **Code Red Emergency Telephone Notification System.** The State operates an automated telephonic notification system (designated “Code Red”) that sends announcements of disaster situations to agency points of contact throughout Idaho. The system can notify as many as 40,000 pre-designated recipients per hour. LCSC’s President’s Office and the Directors of Planning (IPRA) and Security are on the Code Red call list. The point of contact for the system at the Bureau of Disaster Services (BDS) is the Ops Officer, at (208) 334-2336, extension 310 or pfrischm@bds.state.id.us.

## APPENDIX E: PUBLIC INFORMATION GUIDELINES

The following information is extracted from the LCSC Crisis Communications Plan of Action (OPR: LCSC College Communications Coordinator/Public Information Officer)

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 Public Information Officer (PIO)/College Communications Coordinator, 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, disaster 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 (College Communications Coordinator) is an integral member of the Contingency Operations Staff (COS) 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 COS, 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 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 services, newspapers, and 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 COS update briefings when the EOC is activated.

## APPENDIX F: LCSC RECOVERY OPERATIONS GUIDELINES

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 Department of Administration. These plans are periodically reviewed and updated as necessary to meet changing local, state, federal, and world situations. LCSC ERP-1 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 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 (Datatel Colleague)
b. Primary Data Center (Central Computer Facility)
c. Central Messaging (MS Exchange) and Web Services
d. Desktop Equipment
e. Data Network and Telecommunications

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

4. **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 Contingency Operations Staff (COS); working space for the COS primary members and augmentees; and private conference space in which President and Vice Presidents and key members of President's Council 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.

5. **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 Planning (IPRA) will assist the Vice Presidents for Administrative Services and Academic Affairs (Provost) 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 the 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 Jennifer 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.

6. **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.

7. **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 crisis 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.

- **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.

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

### G.1. KEY CONTACT NUMBERS: (This list has not been updated by the State of ID)

### EMERGENCY COORDINATOR POC LIST

| AGENCY | PHONE / FAX |
|---|---|
| **State Communications Ctr/Emergency Ops Ctr** | 1-800-632-8000<br>(208) 846-7610 |
| **Univ of Idaho**<br>VP-HR<br>President's Office | <br>885-3620 or 6177<br>885-6365 F-5668 |
| **North Idaho College (NIC)**<br>VP-Adm, Dir Campus Safety | 769-3340 F-3431 |
| **State Div PTE**<br>Emer Serv Training Prog Mgr | 334-3216 |
| **ISDB**<br>Superintendent, ISDB<br>Dir of Finance | 934-4457 F-8352 |
| **OSBE**<br>- Exec Dir (EXD)<br>- OSBE/OPO<br>Ops/Performance Ofcr<br>- OSBE/PAO | <br>Ofc 332-1565<br>Ofc 332-1577<br>F-2632<br>Ofc 332-1568 F-2632 |
| **SDE** (Dept-wide POC)<br>Prog Info Coordinator<br>Facilities & Boundaries | 332-6853 F-6836 |
| **OTHER AGENCIES** | **PHONE / FAX** |
| **Bur. Disaster Services**<br>- Director<br>- Dep Dir - Preparedness<br>- Admin Specialist<br>- HAZMAT expert | 334-3460 (office)<br>334-2336-x305 dir<br>334-2336-x310<br>334-2336-x302<br>422-5723 |
| **Nez Perce County**<br>- Dir, Emergency Management<br>emgmt@lewiston.com<br>- Reg. II exercise coordinator | <br>208 799-3084<br><br>208-750-2066 |
| **Public Health**<br>- North Central District Hlth Dept | (208) 799-3100 |
| **Red Cross**<br>- NP director | 208 746-7332 ext 11<br>Cell: 791-3323 |
| **Kootenai County**<br>-Disaster Services | 208 769-4477 |
| **ID NAT'L GUARD**<br>- IDNGB State Intelligence Officer | <br>Ofc 422-4148<br>Cell 861-0900 |
| **ID Health & Welfare**<br>- Health/Safety Specialist | <br>332-7206 F-334-6581 |
| **Nat'l Wx Service** (NOAA)<br>- Sr Hydrologist - NWS | <br>334-9538 |
| **FBI** (Lewiston Ofc)<br>Emer# (Salt Lake City, Utah) | 208 746-3440<br>801-579-1400 |

**G.2. SBOE EMERGENCY COORDINATOR POC LIST** (Institutions/Agencies under SBOE) as of 15Jul04 [This table is provided to LCSC by OSBE]

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

| AGENCY | PHONE / FAX | ADDRESS / EMAIL |
|---|---|---|
| U of Idaho - Nancy Spink<br>Risk Management Officer<br>- U/I 24/7 Phone Contact<br>- Cathy Lyman, Pres Office Security Badge POC<br>24/7 Hot Line | 885-6177 F-9490<br><br>208-885-6524<br>885-6365 F-5668<br><br>208-885-6524 | nspink@uidaho.edu<br><br>Environmental Health&Safety office<br>clyman@uidaho.edu |
| ISU - Ken Prolo<br>VP-Fin/Adm<br>- Darrell Buffaloe<br>Dir Plant Services<br>- Steve Chatterton | 282-2404 F-4487<br><br>282-2209<br><br>282-2515 | prolkenn@isu.edu<br><br>buffdarr@isu.edu<br>(Electronic ERP)<br>www.isu.edu/departments/pubsafe |
| BSU - Dean Schurger,<br>Occupational Health/Safety Officer<br>- Cal Gillis, Environmental Health Officer | 426-3303<br><br>426-3999 | dschurg@boisestate.edu<br><br>cgillis@boisestate.edu |
| LCSC – Howard Erdman<br>Chief Planning Officer<br>- Asst: Michael Taylor | 792-2456<br><br>792-2162 | hrerdman@lcsc.edu<br><br>mataylor@lcsc.edu |
| CSI - Barbara Knudson<br>Dean, Human Resources<br>- Randy Dill<br>Dir, Phys Plant/Maintenance<br>- Kathy Deahl, Asst to Pres | 732-6267<br>- Head, Safety Committee<br>732-6600<br><br>800-6800-CSI (274)<br>733-9549 F-736-3015 | Bknudson@csi.edu<br><br>rdill@csi.edu<br><br>kdeahl@csi.edu |
| NIC -<br>- Michael Halpern<br>Dir Campus Safety | 769-3340 F-3431 | mhhalper@nic.edu |
| EITC - Bill Robertson<br>President | 524-3000, ext 3333 | broberts@eitc.edu |
| | | |
| Div. PTE - Sara Jones,<br>Adm Asst<br>- Jerry Schroeder,<br>Emr Serv Trg Prog Mgr | 334-3216 | sjones@pte.state.id.us<br>jschroed@pte.state.id.us |
| IDVR - Maggie Blackstead<br>Ch, Admin Services | 334-3390x113<br>F-5305 | mblackstead@idvr.state.id.us |
| ISDB - Mr. Dick Grover<br>Chief of Maintenance<br>+ Mr. Jeff Woods<br>Dir of Finance | 934-4457 F-8352 | dgrover@isdb.state.id.us<br><br>jwoods@isdb.state.id.us |
| IPTV - Tammy Townsend<br>Personnel Director | 373-7220 F-7245 | tammy_townsend@idptv.pbs.org |
| ISL - Richard Wilson<br>Associate State Librarian | Ofc 334-2150<br>Hm 322-5233 | rwilson@isl.state.id.us |

| | | |
|---|---|---|
| ISHS - Steve Guerber<br>Dir, ID St Historical Socty<br>- Bobbette Viker, Admin | 334-2682 F-2774<br><br>334-2682 | sguerber@ishs.state.id.us<br><br>bviker@ishs.state.id.us |
| **OSBE**<br>- Gary Stivers, Exec Dir<br>- Harv Lyter<br>Ops/Performance Officer | Ofc 332-1565<br>Ofc 332-1577<br>F-2632 | gstivers@osbe.state.id.us<br>hlyter@osbe.state.id.us |
| SDE (Dept-wide POC)<br>- Deb Stage<br>Prog Info Coordinator<br>Facilities & Boundaries | 332-6853 F-6836 | ddstage@sde.state.id.us |
| **OTHER AGENCIES** | **PHONE / FAX** | **ADDRESS / EMAIL** |
| **ID Bureau of Homeland Security (BHS)**<br>- William Bishop, Director<br>(Id Bur Homeland Security)<br>John Cline, EOC Mgr,<br>Comm officer<br>- Patrick Frischmuth<br>Asst Dep Dir - Preparedness<br>- Julie Crook, Adm Spc<br>- Mary Halverson HAZMAT<br>- Dave Jackson, Trg Officer | 334-3460 (office)<br>334-2336-x-270<br><br>334-2336-x305 dir<br><br>334-2336-x310<br><br>334-2336-x302<br>422-5723<br>334-3460<br>cell-484-1356 | <br>wbishop@bds.state.id.us<br><br>jcline@bds.state.id.us<br><br>pfrischm@bds.state.id.us<br><br>jcrooks@bds.state.id.us<br>mhalverson@bds.state.id.us<br>djackson@bds.state.id.us |
| **Ada City-County**<br>- Doug Hardman,<br>Dir, Emergency Management | 377-6645 F-7319 | |
| **ID NAT'L GUARD**<br>- Maj Scott Kane, IDNGB<br>State Intelligence Officer | Ofc 422-4148<br>Cell 861-0900 | Scott.kane@id.ngb.army.mil |
| **Dept of Administration**<br>- **Capitol Mall Security**<br>- Tim Mason<br>Ch, Facility Services<br>- Ron Evans<br>Statewide Security Mgr<br>- Dan Jullion<br>Badge Guru<br>- Don Fournier<br>- Bill Farnsworth<br>ITRMC Staff<br>- Robert Cox<br>State Controller's Office<br>- Wade Douglas<br>Phone System Guru | Emr/334-2222<br>Bus/334-3468<br>332-1930<br><br>332-1939<br><br>332-1932<br>332-1878<br><br>334-2342<br><br><br><br>332-1846 | <br><br>tmason@adm.state.id.us<br><br>rdevans@adm.state.id.us<br><br>djullion@adm.state.id.us<br>dfournie@adm.state.id.us<br>bfarnswo@adm.state.id.us<br><br><br><br>wdouglas@adm.state.id.us |
| **ID Health & Welfare**<br>- Michael Leggett<br>Health/Safety Specialist | 332-7206<br>F-334-6581 | LeggettM@idhw.state.id.us |
| **Nat'l Wx Service** (NOAA)<br>- Jay P. Breidenbach<br>Sr Hydrologist - NWS | 334-9538 | jay.breidenbach@noaa.gov<br>(www.wrh.noaa.gov/boise) |

| | | |
|---|---|---|
| **TV & RADIO STATIONS**:<br>- KAID/Boise & KIPT/T.F.<br><br>- KUID/Moscow<br><br>- KISU/Pocatello<br><br>-KLEW/Lewiston | <br>373-7387 F-7245<br><br>885-2197 F-5711<br><br>236-3696 F-2848<br><br>746-2636 | |
| Micron Technology, Inc<br>- Safety Manager<br>Richard Fesler | 368-4077 | -- rfesler@micron.com |

**G.3. 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.]

- 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 Human Resource Services (HRS) and Institutional Planning, Research, and Assessment (IPRA). Staff changes/changes in phone numbers may be annotated by pen and ink changes pending receipt of updated copies from the individual's unit. 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.

- 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.

- During normal duty hours, use office phones and/or attempt to contact individuals in or near your work area directly.

- In case of Emergency Notification after normal business hours, call the home phone Number of the person below you.

- The phone tree notification procedure will be initiated by the President, or the President's designated representative, who will phone 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. 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). If the caller reaches an answering machine, leave a message and go to the next person in the chain. 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. 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 EMERGENCY IMMEDIATE ACTIONS GUIDE AND BUILDING THREATCON PLACARDS

1. **Individual E mergency I mmediate Action G uides:** These guides, consolidated with the LCSC Emergency Phone Notification Lists ("Phone Trees"), contain key information related to emergency situations and list key points of contact in the event that LCSC personnel are confronted with an actual or potential emergency or disaster situation. The format for these guides will be prepared by Institutional Planning, Research, and Assessment (IPRA) and will be provided through the Vice Presidents/Provost to units for distribution to LCSC personnel and to students in critical positions.

2. **THREATCON Status Posters:** When LCSC receives notice that State-Wide Security measures have been implemented to reflect a Threat Condition Status, and when restricted access procedures have been directed by the President of the College, the appropriate poster will be displayed at all building entryways and exits.

- Each poster contains very brief explanation of conditions and status of security measures for the particular level of immediate threat. (Color Coded for quick recognition—if colored card stock is unavailable upon declaration of an increased THREATCON status, copy the forms on regular bond paper—highlight sheets by any means available.)

- **NOTE:** Regardless of the national or regional security posture, the LCSC President (or designee in the absence of the President) will make the determination on what measures—or combination of measures—will be taken at LCSC to respond to the local situation in the most appropriate manner.

**-- ALPHA** * LOW Threat - Resume (or continue) Normal Operations
(Print on BLUE paper)
- Used to signal return to normal operations following an exercise or end of crisis situation.
- Usually only posted temporarily to signal the change in status, then taken down. (Not continuously displayed during "normal" operations.)
- Wearing of ID badges is optional; only in specifically directed areas.
- Visitor access is not restricted.

**-- BRAVO** * MODERATE Threat-Special precautions are warranted
(Print on GREEN paper)
- Wearing of badges is now mandatory while in designated buildings/facilities.
- Increased security conditions/measures are being implemented.
- Posting door guards and visitor check-in procedures are strongly recommended
- Random security checks around the building should be initiated.

**-- CHARLIE** * HIGH Threat -
(Print on ORANGE paper)
- Wearing of badges is mandatory (perhaps even outside buildings on campus grounds)
- Door guards and visitor check-in procedures are required.
- Enter limited to one or two primary doors only. All non-essential entryways will be secured.
- No unauthorized visitors.
- Building security checks by two-person teams should be routine. All areas of the building should be physically searched 3-4 times per day.

**-- DELTA** * MAXIMUM Threat. The nation is on a war footing: deadly force is authorized if persons fail to heed restrictions at installations which are under military control.
(Print on RED paper)
- Wearing of badges is mandatory.
- No visitors except by pre-arrangement. All visitors must be escorted at all times.
- Door guards and visitor check-in procedures are strictly enforced.
- Entry is limited to one or two primary doors only. All non-essential entryways are locked.

# THREAT CONDITION

# ALPHA

## NORMAL OPERATIONS

The following SECURITY MEASURES will be implemented immediately.

- **Resume routine building security measures.**
- **Wear of ID badges is optional, or only for specifically directed areas.**
- **Visitor access is not restricted.**

# THREAT CONDITION ALPHA

## NORMAL OPERATIONS

# THREAT CONDITION

# BRAVO

The following SECURITY MEASURES will be implemented immediately.

- **Wearing of badges is mandatory while in the building.**
- **Increased security measures are being implemented.**
- **Door guards and visitor check-in procedures strongly recommended.**
- **Random security checks around the building should be initiated.**

## THREAT CONDITION BRAVO

# THREAT CONDITION

# CHARLIE

The following SECURITY MEASURES will be implemented immediately.

- **Wearing of badges is mandatory (both inside & outside buildings)**
- **Door guards and visitor check-in procedures are required.**
- **Entry limited to one or two primary doors only.**
- **All non-essential entryways will be secured.**
- **No unauthorized visitors.**
- **Initiate routine building security checks by two-person teams.**
- **All building areas will be physically searched a minimum of 3 times/day.**

THREAT CONDITION CHARLIE

# THREAT CONDITION

# DELTA

The following SECURITY MEASURES will be implemented immediately.

- **The maximum threat to national security now exists.**
- **The nation is on a War Footing: Use of Deadly Force authorized on installations which are under Military control, if persons fail to heed posted restrictions.**
- **Wearing of badges is mandatory (both inside & outside buildings)**
- **Door guards and visitor check-in procedures are strictly enforced.**
- **Entry limited to one or two primary doors only.**
- **All non-essential entryways will be secured.**
- **No visitors except by pre-arrangement.**
- **All visitors must be escorted at all times.**
- **Initiate routine building security checks by two-person teams.**
- **All building areas will be physically searched a minimum of 3 times/day.**

# THREAT CONDITION DELTA

3. **Homeland Security Advisory System:** This color code system was introduced by the Federal government after the events of 11 Sep 01 to convey information on the risk of terrorist attack to other governmental response agencies. No specific actions for LCSC are associated with the various stages of the system. Upon declaration of an increased level of risk, the President would consult with State and local officials and would implement portions of this Emergency Response Plan—or direct other actions—as appropriate. The (red, orange, yellow, blue, green) code system below is provided for information only.

**RED: "Severe"** **Red:** Severe risk of terrorist attack

**ORANGE: "High"** **Orange:** High risk of terrorist attack

**YELLOW: "Elevated"** **Yellow:** Elevated risk of terrorist attack

**BLUE: "Guarded"** **Blue:** Guarded risk of terrorist attack

**GREEN: "Low"** **Green:** Low risk of terrorist attack

# Appendix I:

## Procedures for Casualty Notification

### INTRODUCTION

The death of a campus member calls for a sensitive response, but sometimes people are uncertain about what should be done for family, friends, and colleagues. In addition, academic and business functions of the college must continue to run smoothly.

The following guidelines can support Faculty, Staff and Students in reacting carefully and consistently to an LCSC death. Thus, allowing students and employees to return to normalcy as soon as possible. Of course, each situation is unique, and individual judgment is always necessary.

The purpose of this information is to help those who must notify survivors of the death or life-threatening injury of a LCSC member.

Casualty notification is acknowledged to be one of the most difficult tasks faced by professionals, because learning of the death of a loved one is one of the most traumatic events in a person's life.

The moment of notification is one that most people remember very vividly for the rest of their life – with pain and sometimes anger.

Some survivors hear the news first through the media or a reporter calling, and then have flashbacks to that moment for years. Others tell how they were stunned to hear the person who was killed referred to as "the body" only minutes after the death.

This information suggests ways to notify survivors effectively and sensitively – including tips on what **not** to do or say.

Notification is an important duty. Besides being sensitive, you have to be prepared in case a survivor goes into shock and requires emergency medical treatment.
The principles described here are simple:

***Notification should be done in person, in time, in pairs whenever possible, in plain language, and with compassion.***

### CONFIRMATION OF DEATH

**-** to be completed by LCSC Human Resource Services –

You may hear of a death through a variety of sources: newspaper obituary, television or radio, law enforcement, friend, family, another employee, etc. Please contact LCSC Human Resource Services (HRS) regarding any such information. An erroneous report of death could be damaging to Lewis-Clark State College as well as to anyone involved. HRS will proceed with the proper protocol, including confirmation of the death, and coordinating with the President on an appointment of a liaison within the individual's department.

Acceptable Sources for Confirmation of Death

1. Newspaper obituaries
2. Coroner/Medical examiner
3. Funeral homes
4. Law enforcement officials
5. Hospitals
6. County Bureau of Vital Statistics

In the event of an on-campus death, call the Lewiston Police Department immediately at 9-1-1. Also notify Campus Security immediately at 792-2815.

Keep in mind that people frequently have the same name. Be absolutely certain that you have the right person. The Coroner or Medical Examiner is responsible for determining the identity of the deceased. Law Enforcement or Medical Professionals are responsible for identifying victims with life-threatening injuries. Do not guess or assume as to the identity of the victim. Wait until official identification can be made. Mistaken notifications have caused enormous trauma.

Before the notification, move quickly to gather the following information:

A. Confirm the identity of the deceased or injured employee,
B. Gather details about the circumstances surrounding the death or injury,
C. Determine any health considerations of the person(s) to be notified,
D. Determine if assistance from the clergy, friends or neighbors is needed and make the necessary contacts,
E. Determine which personnel will take part in the notification, and determine if there are personnel who should not take part in the notification, and
F. Determine if other persons are likely to be present at the notification.

## Casualty Notification Procedures

Once a death has been positively confirmed, HR will attempt to determine whether any agency, other than LCSC, has already conveyed the news of the incident to the victim's family. If no notification has been made, the President will assume the responsibility of contacting the family of the deceased. If the President is not able to make the initial contact, an individual will be appointed who will assume that responsibility. The selection of that individual, by the President, will be based on who the victim is. In the event the victim is a student, the Dean of Student Service office will notified. If the victim was an employee of LCSC, then the Human Resources Office will be notified. If the victim was a faculty member, then the Provost office will assume responsibility.

In the event that a faculty member, student or employee dies or experiences a life-threatening injury while at LCSC, or if LCSC personnel are the first to know of the death or life-threatening injury off campus, the College should take the responsibility to notify the next of kin and provide as much assistance as possible.

This document contains some of the principles of death and life-threatening injury notification.

- If at all possible notify in person.
- Do not take any possessions of the victim to the notification.
- If there is absolutely no alternative to a phone call, arrange for a professional, neighbor or a friend to be with the next of kin with the call comes. It is very important to provide the survivor(s) with a human presence or "presence of compassion" during an extremely stressful time.
- Take someone with you (for example, an official who was at the scene, clergy, and someone who is experienced in dealing with shock and/or trained in CPR/medical emergency). Family members have been known to suffer heart attacks when notified.
- Arrange notification in person even if the survivor(s) lives far away.
- Contact a corresponding department representative in the survivor's home area to deliver the notification in person.
- Other options for contact are the State Highway Patrol or the local law enforcement agency in the area.

- Provide notification as soon as possible – but be absolutely sure that there is positive identification of the victim.

- Notify family and others who live in the same household, including roommates and unmarried partners. Too many survivors are devastated by learning of the death or life-threatening injury of a loved one from the media.

- Never notify a child and never use a child as a translator.

- Present your credentials and ask to come in.

- Ask to talk with the survivor(s) in private.

- Sit down, ask them to sit down, and be sure you do not stand above them or look down on them.

- Touch the person as you speak with them, speaking softly and directly.

- Prepare the person first that you have some terrible news to give them.

- Use the victim's name…"Are you the parents of _____?"

- Do not use expressions like "expired," "passed away," or "they are with their maker," etc. Such comments are easy to misunderstand.

- Sample script: "I'm afraid I have some very bad news for you." Pause a moment to allow them to "prepare." "_____ has been involved in _____ and (s)he has died." Pause again. "I am so sorry." Adding your condolence is very important because it expresses feelings rather than facts, and invites them to express their own.

- Continue to use the words "dead" or "died" through ongoing conversation. Continue to use the victim's name, not "body" or "the deceased".

- Do not blame the victim in any way for what happened, even though he/she may have been fully or partially at fault.

- Do not discount feelings, theirs or yours. Intense reactions are normal. Expect fight, flight, freezing, or other forms of regression. If someone goes into shock have them lie down, elevate their feet, keep them warm, monitor breathing and pulse, and call for medical assistance.

- **Be aware that the moment that you are sharing is a moment the family/survivors will NEVER forget. The face and the voice of the professional delivering such a message will forever remain in their memory. Your presence and compassion are the most important resources you bring to death notification.**

- Answer all of their questions honestly. Do not give them more details than is asked for, but be honest in your answers. Patiently answer any questions about the cause of death, the location of the deceased victim, etc.

- Offer to gather information about questions you could not answer and get back to the survivor(s) when more information is available, and be sure to follow through.

- There are few consoling words that survivors find helpful – but it is always appropriate to say, "I am sorry this happened."

- Do not leave survivors alone. Arrange for someone (other family members, clergy, friends, etc.) to come and then wait until they arrive before leaving.

- Know exactly how to access immediate medical or mental health care should family members experience a crisis reaction that is beyond your response capability.

- When leaving, let the survivors know you will check back the next day to see how they are doing and if there is anything else you can do for them. Call the following day and arrange a convenient time for a visit. If the family does not want you to come, spend time on the phone and re-express your willingness to answer all questions. They will probably have more questions than when they were first notified. Be sure to leave them your contact numbers if further follow up is needed on their part.

- Ask the family if they are ready to receive the decease's personal effects. Honor their wishes. Possessions should be presented neatly in a box and not in a trash bag. When the family receives the items, explain what is contained in the box and the condition of the items so they will know what to expect when they decide to open it.

- Let the survivor(s) know you care. The most beloved professionals and other first responders are those who are willing to share the pain of the loss. Attend the funeral if possible. This will mean a great deal to the family and reinforces a positive image of your profession.

- Debrief your own personal reactions with caring and qualified mental health professionals or clergy on a frequent and regular basis – don't try to carry the emotional pain all by yourself, and don't let your emotions and the stress you naturally experience in empathizing with the bereaved build into a problem for you.

## NOTIFICATION IN THE WORKPLACE:

Survivors often must be notified at their workplace. Here are several tips to help apply the basic principles to a work place notification:

• Ask to speak to the manager or supervisor, and ask if the person to be notified is available. It is not necessary to divulge any details regarding the purpose of your visit.

• Ask the manager or supervisor to arrange for a private room in which to make the notification.

• Follow the basic notification procedures described herein: in person, in time, in pairs, in plain language, with compassion.

• Allow the survivor time to react and offer your support.

• Let the survivor determine what they wish to tell the manager or supervisor regarding the death. Offer to notify the supervisor if that is what the survivor prefers you to do.

• Transport the survivor to their home, or if necessary, to identify the body. NEVER allow the survivor to drive.

## DEBRIEFING FOR NOTIFICATION TEAM AND SUPERVISORS:

Members of a notification team should meet as soon as possible to debrief the situation:

• Double-check with each other to ensure who is responsible for any follow-up tasks to help ease the pain and suffering of the survivor(s).

• Review the notification process: what went wrong, what went right, how it could be done better in the future? Honesty is important. Learn from the negatives and from the positives.

• Share personal feelings and emotions of the notification team.

• Casualty notifications are, without a doubt, stressful and difficult and sometimes very depressing.

• Be frank and honest. Share your concerns with one another. Discuss any feelings team members have about the death and notification. For example, the notification experience may have triggered emotions and stress related to a notifier's own loss of a loved one.

• Support one another.

**HOW SURVIVORS RESPOND TO CASUALTY NOTIFICATION**:

## General Information

### Physical Shock:

Persons learning of the death of a loved one may experience symptoms of shock such as tremors and a sudden decrease in blood pressure.

Shock is a medical emergency – help should be summoned.

Some of the factors that affect stress reactions are:

• The intensity of the event (for example, violent death vs. heart attack);
• The survivor's ability to understand what's happening; and,
• The survivor's equilibrium.

Whenever possible, you should be aware of any available background information about the survivor(s), including medical history.

### Other general reactions to casualty notification:

Even if there is no physical shock response, notification must be considered a crisis for the survivors. The survivor(s) will have a need to express feelings; a need for calm and reassuring authority; a need for help in determining what happens next; and a need to begin restoring control by making some choices – naming a support person to call, for example, or selecting a funeral home.

These needs can be met through the humane, patient and non-judgmental approach by you. Allow the survivor(s) to express their grief freely. Take the time to give them adequate information about the death and about official procedures subsequent to the death.

Many survivors, regardless of their background, find themselves numb and unable to take the next step. This is where the support person, you, helps the most. Survivors need the support person to help them through the initial crisis.

### HELPFUL INFORMATION FOR SURVIVORS:

The following is a brief guide that contains valuable information for the survivors:

- Make a copy of "A Guide to Survival" and leave it with the survivor(s).
- Although this guide is comprehensive it is not all inclusive. You may wish to contact a local funeral home, church, Hospice, or other organizations for additional information in coping with the loss of a loved one.
- Prepare a package of information and leave it with the survivor(s). This will help the process of completing the essential duties and helpful reminders.

# A Guide to Survival

## For Family and Friends of a Deceased LCSC Loved One

### Introduction

Someone you love has died or was killed while at LCSC. It is an understatement to say that your life has been changed. Your anger and pain are deep, and it will take a great deal of hard work and time to recover. You may never feel as if you have "recovered." However, many persons who have been in your situation learn to "manage their grief." You will need time, determination, and often the support of a caring listener. The feelings you experience are likely to be very difficult and foreign for you, but, most likely, they will be similar to what others have felt.

### The Most Common Feelings of Grief

**Shock**

In the beginning most people feel a profound numbness. Some compare it to "being in a fog." It may be this fog that allows you to accomplish the necessary arrangements for the funeral and other duties.

**Turmoil**

When the fog clears, most people's emotions fall into turmoil. You may have flashbacks of the moment you were notified of the death, or of the last time you saw your loved one alive. You may dream of your loved one, or believe that he or she will soon "walk through that door." Part of you will deny that your loved one really is dead.

You will feel intense grief. You may have panic attacks and feel afraid for your life or the lives of other family members. You may be filled with restlessness and unable to concentrate on anything. You may be unable to sleep at night or find it very hard to get out of bed in the morning.

As the reality of death sinks in, depression usually is not far behind. The world may seem to lose its meaning for you. Activities that you once enjoyed may seem like a burden. You may feel as if there is little point in going on, or you may want to withdraw from everyone.

During all of these emotions and phases, you need to keep talking with someone you can trust and with someone who will listen with a non-judgmental ear. It is the only way we know to keep from getting stuck in one of the phases.

### Searching for Understanding

You will probably experience a great need to understand why this tragedy happened. In your search for understanding, you may feel the need to know everything there is to know about what happened, where it happened, and other information. Seek help from professionals, your church, your friends and/or specialized groups.

**Guilt**

Each survivor lives with "what-ifs." "Why did I let her go alone?" "What if I had been there with him?" This is a normal reaction. Please remember that no one can predict the future or recreate what might have been. We can't change the events that took place, and to continue blaming ourselves will only be destructive.

**Anger**

Anger can be both frightening and motivating. Sometimes it may feel as if anger will overwhelm you. It may be directed at society, the co-workers, family members, or friends. It is not uncommon to be angry at God. Many people feel *guilty* about their anger, but it is a completely normal feeling that many people experience.

Anger may immobilize you or move you to relentless activity. It is a natural reaction to severe loss. With time and support your anger can be managed and may even contribute to helping you gain back some control in your life.

## Coping with the Reactions of Others

Each of us is an individual. We like different foods, wear different clothing, and choose unique lifestyles. It stands to reason that, at the most painful time in our lives, we would also grieve in our own way. How we choose to grieve is determined by three things – our personal view of death, how society views death, and our individual personalities.

### Family

When the death of a loved one happens to a family, you might expect it to pull the family together. This is not always true. It is not unusual for counselors to see families separate, both physically and emotionally. At this time, communication is very important. Work hard to communicate and express your feelings with your family.

### Friends

When you hurt, you turn to people who have always been there, your friends. However, eventually your friends will have to go back to their lives but you may find that you still need support. In fact, many people are uncomfortable about talking about death. They may feel they do not have the right words and may feel hopelessly inadequate. The loss of your loved one probably hit them with a stark of reality. If it happened to you, it could happen to them.

You can add to your circle of friends; other people who have lost loved ones or who are willing to share your experience rather than avoid it.

## Coping with Holidays

Holidays can be very difficult. They usually are an accumulation of traditions or customs created by families to be shared with family members. When a member of the family is no longer there to share a cherished tradition, the holiday can become a painful reminder instead of a time of joy.

The first time you celebrate a holiday after a death, it may become a nightmare. Holiday gifts that once were ripped open immediately may sit for days. Thanksgiving is hollow. (What do I have to be thankful for?") New Year's Day and birthdays, which celebrate another year of life, become reminders of death.

You may find the need to develop new traditions. For some, a trip out of town at holiday-time is beneficial. A birthday can be observed by donating to a charitable organization or doing something that is meaningful to you. There is no rule to follow on how to get through a holiday. You will grieve. Allow yourself to grieve. It is a key part of the healing process.

## Epilogue

The rest of your life is the epilogue. The widow of a death victim said recently, "My life has been permanently changed. I don't know who I am anymore." This is a common reaction for most survivors.

Your life has changed. You will see things differently now. You may feel irritated by the "little things" in life. Or, incidents that once seemed to be a catastrophe will be only minor aggravations because you have already survived the worst.

*But most survivors slowly heal.* Meaning comes back into their daily activities. They find people to stand by them and give them support. Some find sensitivity for others they never experienced before. Most find joy in the treasured memories of their loved ones. Many join others who want to carry on the vigil for all of those who have died.

## APPENDIX J: LCSC "Audio/Visual and Public Address System" (Emergency Notification System) Procedures

**Background:** The majority (but not all) of the main 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, pass vital voice messages or recordings, etc. Access to the system is possible through three handsets located in the President's Office, Physical Plant, and Security. 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 back up (or would have to be backed up by other communication modes). Among the key facilities that are not equipped are the Student Union Building, 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:

### 1. Campus-Wide Emergency Announcement

- **Lift handset and press "ALL CALL" button. Make announcement, then hang up handset.**

### 2. Selective Emergency Announcement

- **Lift handset, press "DISABLE" button, and then press the associated "BUILDING" button to be disabled. (Building "status" lights will be flashing to indicate that the building has been disabled.)**
- **Repeat above step for each building that is required to be disabled.**
- **Press the "ALL CALL" button. Make announcement, then hang up handset.**

*** NOTE: Make sure to "re-enable" buildings as described in step 3 when finished with announcement.**

### 3. Re-Enabling Disabled Buildings

- **Press "ENABLE" button, and then press the associated "BUILDING" button to be re-enabled.**
- **Repeat above step for each building that is required to be re-enabled until all "STATUS" lights are extinguished.**

A directory of LCSC buildings covered by this system is listed in the table on the following page.

## DIRECTORY OF LCSC AUDIO/VISUAL PUBLIC ADDRESS SYSTEM

| Building |
|---|
| Administration Bldg |
| All Call Voice/Strobes |
| Clark Hall |
| Day Care |
| Fine Arts Bldg (Old Science Bldg) |
| HVAC Appliance Tech |
| Industrial Agriculture Bldg |
| Library |
| Mechanical Technical Bldg |
| Meriwether Lewis Hall (MLH) |
| Physical Plant |
| Reid Hall |
| Sacajawea Hall |
| Sam Glenn Complex |
| Spalding Hall |
| Talkington Hall |
| Williams Conference Center (WCC) |

**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 K: List of Acronyms, Definitions of Terms

| | |
|---|---|
| **BHS** | Id Bureau of Homeland Security (under auth Military Div/State Adjunct General) |
| **BEC** | Building Evacuation Coordinator |
| **BEM** | Building Evacuation Monitor (appointed by BEC to assist in evacuations) |
| **CBRN** | Chemical, Biological, Radiological, Nuclear [replacing WMD in most literature] |
| **CCC** | College Communications Coordinator |
| **COS** | Contingency Operations Staff (same members as EPRT) |
| **DHS** | Department of Homeland Security |
| **DOS** | Director of Security |
| **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 |
| **EXD** | Executive Director of SBOE |
| **FEMA** | Federal Emergency Management Agency |
| **First Responders** | Emergency personnel (Fire, Police, Medical, etc) who are first on the scene |
| **HRS** | Human Resource Services |
| **IED** | Improvised Explosive Device |
| **IPRA** | LCSC Office of Institutional Planning, Research, and Assessment |
| **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 (College Comm. Coord. /Dir. of Media Relations) |
| **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) |

## APPENDIX L: SAFE ROOM LIST BY BUILDING:

[Note: The Safe Room list contains sensitive information used in the event of an emergency and therefore considered confidential. **DO NOT** release this information to unauthorized individuals.]

- Individual copies of the LCSC Safe Room List are distributed to authorized personnel by their Building Evacuation Coordinator (BEC). Requests for Information copies of the current Safe Room List should be forwarded electronically to the buildings BEC and Institutional Planning, Research, and Assessment (IPRA). Room changes/changes in room viability may be annotated on the Safe Room List and the listed changes are to be forwarded to the BEC pending review and qualification. The Safe Room list shall be updated continuously and verified no later than 30 days after each qualitative request is received. The Safe Room List shall include all LCSC buildings, including off-site locations.

- Each BEC and/or designated faculty/staff member shall maintain a copy of their portion of the LCSC Safe Room list where it is readily accessible, but not posted for public dissemination. Ideally, the location of the Safe Room for your particular building should be committed to memory. The BEC will be responsible to ensure each faculty/staff member within their building is aware of the Safe Room(s) location.

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EASTERN IDAHO TECHNICAL COLLEGE

# EMERGENCY RESPONSE PLAN

EITC
Eastern Idaho
Technical College

**EASTERN IDAHO TECHNICAL COLLEGE (EITC)**
**EMERGENCY RESPONSE PLAN**
*(revised 5 Jan 2009)*

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## 1.0 General

1.1 These procedures apply to all personnel, buildings and grounds, including Off-Campus locations. This information is being disseminated to assist all faculty and staff members in responding to different emergencies they may confront in the course of their duties at Eastern Idaho Technical College (hereafter referred to as EITC). This information will be available in all classrooms and work areas at EITC. The procedures are designed to be flexible to accommodate contingencies of various magnitude.

1.2 Please become familiar with the contents of the Emergency Response Plan (hereafter, the Plan). In the event of an emergency, it will serve as a quick reference for effective action. The Plan is not inclusive; call Campus Security at 604-4597 or 221-6350 for assistance with any emergency. The succession of events in an emergency is not predictable, therefore, these procedures serve only as a guide and check list and may require modification to meet the requirements of each emergency.

1.3 New employees should be made familiar with the Plan as part of the orientation process. The locations of First Aid kits and fire extinguishers are noted on the emergency diagrams in each room.

Remember that the general procedure for first response to an emergency is:

**A**ssess the situation - if extreme personal injury or danger exists, or if in doubt, call 911.

**C**all 911 and Campus Security immediately at 604-4597 or 221-6350 to report the situation - 24 hours a day.

**T**ake action to provide aid, or find aid as required by the situation.

**1.4 If you suspect an emergency exists, call 911 as soon as possible, even if the situation is unclear and you are in doubt as to what may have occurred. It is the policy of Eastern Idaho Technical College to call 911 first and then immediately call Campus Security.**

**1.5 Campus Security is available 24 hours per day to respond to any emergency which may develop. During any campus emergency, Campus Security will place into immediate effect the appropriate procedures and will consult with the President or the Dean in charge. Under the direction of the President or the Dean in charge, Campus Security will direct all emergency situations until appropriate first responders arrive on campus.**

1.6 Locate the First Aid kit in your building. Use safety coverings for yourself (gloves and/or masks can be found in the first aid kits) if you touch a person or substance or provide CPR.

1.7 If there are any questions or comments regarding the procedures outlined in this Plan, contact the Emergency Coordinator.

## 2.0 Command Structure

2.1 Responsibility for college incidents falls under the President, or his designated representative. The Person in Charge (PIC) starts with the President and works through the Deans as outlined in the chart below.

| | |
|---|---|
| President | ext. 3333 |
| Dean of Instruction | ext. 3382 |
| Dean of Students | ext. 3366 |
| Dean of Administration | ext. 3355 |

2.2 Security Services serves as the Incident Commander until such time as local law enforcement assumes responsibility.

## 3.0 Responding To Media Inquiries

3.1 Information to the media should be released only by the Director of College Relations or administrator designated by the President. Unauthorized people should not make comments to the news media, but should direct all inquiries to the Information Desk/switchboard for appropriate referral.

3.2 Campus Security will provide verified facts to the President, or designated administrator in charge, and to the Director of College Relations.

## 4.0 Reporting Injuries and Accidents

4.1 Anyone witnessing an accident or involved in an accident including visitors, employees, or students must report the accident to Campus Security who will then complete an Incident Report (available on FastInfo and available in the Mail Room of the Christofferson Building). Contact Campus Security, 604-4597 or 221-6350 to document the situation regardless of the severity of the injury. Report all safety hazards to the Maintenance Department at 604-4751 or 604-4752.

4.2 The term "accident" applies to any personal injury. Incident Reports are not required for illnesses, unless injuries result from the illness (falling, striking an object, etc.).

4.3 If the injury is received by an employee or student worker during their working hours, they are covered by Worker's Compensation. Any injured employee who requires the care of a physician or hospital must advise the physician or hospital that the injury occurred on the job, and an industrial insurance form will be initiated immediately.

## 5.0 Serious Injury/Suspected Death

5.1 Only a physician can pronounce a person dead; therefore, perform first aid measures. Do NOT attempt procedures or techniques beyond your abilities or training. Life saving techniques should be administered by trained personnel.

5.1.1 Do NOT move a seriously injured person unless it is a life-threatening situation; i.e., falling debris, fire, or further danger.

5.1.2 Shout "help!" to get someone to come and assist.

5.1.3 If the victim is unconscious and someone responds, send the respondee to call 911 (an ambulance will be dispatched).

5.1.4 If no one has responded to your shout, you will need to go call 911 and then return. State the problem, the building or area on the grounds where the emergency exists, and the number you are calling from. If possible, send a runner to meet and guide arriving emergency crew.

5.1.5 Call Campus Security at 604-4597 or 221-6350 and give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness, and whether or not the victim is conscious, etc. Campus Security personnel are trained and certified in CPR. Campus Security will arrange additional resources as necessary.

5.1.6 Return to the victim. Administer First Aid as needed if you are trained to do so. Keep the victim as calm and comfortable as possible. Do NOT try to administer First Aid that you are not qualified to provide. Remain with the victim until Campus Security arrives.

## 6.0 Exposure to Bodily Fluids

6.1 **If it is wet and not yours, don't touch it!**

6.2 If you must assist an injured person who is bleeding, put on protective gloves and other personal protective equipment. Nonabsorbent gloves may be found in all First Aid kits on campus. Wear gloves even when treating such minor injuries as skinned knees or bloody noses. Since gloves could be accidentally punctured or torn, bandage any cuts, scratches, or abrasions on your hands before putting them on.

6.3 After removing gloves thoroughly wash your hands with a non-abrasive soap and running water. Hand washing is considered an effective universal precaution against bloodborne pathogens. If you have any infectious blood or other material on your skin, the sooner you wash it off the better. Hand washing also prevents you from transferring the contamination to other parts of your body and other surfaces. If your eyes or other mucous membranes have come in direct contact with blood, wash or flush them with water as soon as possible.

6.4 If you feel that you may have been exposed to bloodborne pathogens during a workplace accident, report the incident to your supervisor immediately. He or she will help you arrange confidential medical evaluation and any treatment that may be necessary.

6.5 **DO NOT** attempt to clean any blood spills on the floor or surrounding area yourself. The EITC custodial staff is trained in the proper procedure for cleaning such spills. Contact the Switchboard between 8:00 a.m. – 5:00 p.m. and Campus Security at 604-4597 or 221-6350 other hours to request clean up.

## 7.0 Fire

7.1 **Before a fire:**

7.1.1 Know the locations of fire alarm pull stations.

7.1.2 Know the locations of exits in your area.

7.1.3 Be aware of any flammable or corrosive chemicals stored in your building.

7.1.4 Multi-story buildings have areas of refuge which have been designated for individuals who use wheelchairs or have other impairments which may limit their mobility. The area of refuge in Building 1 (Sessions Bldg.) is the basement stairwell on the east side of the building. In the Health Professions Building (Bldg 6) the area of refuge is the southwest stairwell on the second floor. Individuals with disabilities should wait in these designated areas until the Fire Department arrives to assist with evacuation. The Fire Department is aware of these designated areas of refuge.

7.2 **During a fire:**

7.2.1 If you notice fire, smoke, or any evidence of fire, evacuate the area, close the door to the room where the fire is located and immediately sound the building fire alarm.

7.2.2 Dial 911. State the problem and building and exact location where the emergency exists. Do not hang up until the Dispatcher tells you to do so.

7.2.3 Call Campus Security at 604-4597 or 221-6350, giving your name, department, and location of the fire.

7.2.4 Attempt rescue efforts only if there is NO immediate danger to your self.

7.2.5 When possible, assist persons with disabilities to safety. For those with impairments which may limit their mobility, refer to 6.1.4.

7.2.6 If the fire is small, and if you are properly trained in the operation of such equipment, you may wish to fight the fire with a fire extinguisher.

7.2.7 If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
7.2.8 Close office doors before leaving. Walk, do not run, to the nearest stairway or exit.
7.2.9 When the fire alarms sound, do not use elevators. An elevator may become inoperative and a trap. Give appropriate assistance to (help carry, if necessary) all persons with disabilities using the stairways. (See Evacuation of Persons with Disabilities).
7.2.10 Get low; get out. Evacuate to a safe distance from the building and stay out of the way of emergency personnel. Do NOT return to the building until instructed to do so by Fire Personnel.
7.2.11 Treat injured persons as much as possible while waiting for Police or Fire Personnel.
7.2.12 Notify Campus Security or emergency responders on the scene if you suspect someone may be trapped inside the building.

## 8.0 Explosion

8.1 If you are trapped in a windowless area, stay near the floor where visibility is better and air less toxic.
8.2 Immediately take cover under tables, desks, or other objects that will give protection against falling glass or debris.
8.3 Dial 911. Call Campus Security at 604-4597 or 221-6350.
8.4 Follow directions for evacuation.

## 9.0 Hazardous Materials Leaks/Spills

9.1 Know what types of chemicals may be in your immediate area. If a gas cylinder or other chemical container should begin leaking, and if, in the judgment of the persons responsible for such materials, it presents any danger to themselves or the other building occupants, dial 911 and call Campus Security at 604-4597 or 221-6350.
9.2 The following steps should then be taken:
9.2.1 Leave the area immediately, confining the fumes or fire by shutting the door to the room behind you.
9.2.2 If deemed necessary by Campus Security sound the building fire alarm so evacuation can begin.
9.2.3 Evacuate the building to a safe area upwind. Do NOT return to the building until instructed that it is safe to do so.
9.3 At all times, suspected gas leaks or suspicious odors should be reported to the Campus Security so appropriate action can be taken.

# 10.0 Evacuation Procedures

10.1 General procedures

10.1.1 All personnel and students, upon proper notification or at the recognition of an emergency situation requiring evacuation, shall evacuate campus buildings and report to the designated gathering point for the respective building. Individuals with disabilities, including those who use wheelchairs or have mobility issues, on the ground floor shall evacuate to the designated areas identified below. Those individuals with disabilities in multi-story facilities or who need special assistance shall refer to paragraphs 9.2 through 9.2.5 below.

10.1.2 During an evacuation, buildings involved shall be cleared by the designees outlined in the table below. Campus personnel, and students to the extent possible, shall gather in the areas designated in the table below for their respective buildings:

| Building | Designee to Clear | Gathering point |
|---|---|---|
| 1 | Maintenance | Across the parking lot under the trees (south of the building) |
| 2 | Maintenance | Across the EITC parking lot to gather in the LDS Institute parking lot (north side of institute building) |
| 3 | IT | At the flag poles |
| 4 | Maintenance | Across the parking lot under the trees (east of the building) |
| 5 | IT | Gather near the greenhouse (north of building 5) |
| 6 | IT | In the parking area near the berm (north of building 6) |

10.1.3 Though not all-inclusive, evacuation can come via computer notification, EITC mass communications efforts, authorized runners, alarms, personal identification, etc.

10.1.4 Instructors shall be responsible for clearing their in-session classrooms and accounting for the faculty, staff, and students under their area of responsibility. Instructors and staff should close doors behind them as they exit their respective areas.

10.2 Keep in mind that individuals with disabilities may need some assistance to aid in their evacuation. Individuals requiring special assistance during an evacuation should always be involved in identifying needs and planning their own evacuation. Prior to an emergency, those individuals are encouraged to meet with the Disability Resources & Services Coordinator (ext. 3376) to plan the safest and most efficient way of evacuation.

10.2.1 In addition to the general procedures outlined above, in the event of an emergency observe the following procedures for people with disabilities:

10.2.1.1 Be aware of areas of refuge in your buildings that have been designated for wheelchair users and others with impairments which may limit their mobility. The area of refuge in Building 1 (Sessions Bldg.) is the basement stairwell on the east side of the building. In the

Health Professions Building the area of refuge is the southeast stairwell on the second floor. Three (3) manual wheelchairs and approximately the same number of electric wheelchairs or scooters, depending on their size, can be accommodated in this area of refuge. Where faculty and staff are properly trained to evacuate individuals with mobility issues, they should be evacuated to the designated gathering point. Otherwise, the designee responsible for clearing the building shall identify any individuals with disabilities in these designated areas of refuge to arriving emergency personnel. Emergency first responders are aware of these designated areas of refuge.

10.2.1.2 Be aware that people with disabilities often need more time in an emergency.

10.2.1.3 Emergency first responders and Campus Security (or designee responsible for clearing the building) will check all exit corridors and designated areas of refuge for trapped persons, including persons with disabilities who are unable to use stairs.

10.2.2 Faculty and staff shall help those with vision loss by asking the person if he/she would like to take your arm at the elbow. DO NOT grasp the arm of a person with low vision or blindness. Give the person verbal instructions as you guide the person, advising about steps, rough terrain, walking through doorways, debris, etc. as you approach these areas. Verbal compass directions, estimated distances and directional terms are the most familiar 'tools' for persons with vision loss.

10.2.2.1 A guide dog could become confused or disoriented in a disaster. People who are blind may have to depend on others to lead them, as well as their dog, to safety during a disaster.

10.2.3 Persons with hearing impairments or deafness should be made aware individually of the emergency and how to respond. Write directions on paper, if necessary.

10.2.4 Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available. People with respiratory illnesses should be referred to emergency personnel.

10.2.5 For those with disabilities not specifically covered, ask the person how you can help them most effectively. Be calm and reassuring. If the person is not able to evacuate safely from a multi-story building, lead the person to a designated area of refuge (identified for the Sessions Building and the Health Professions Building).

## 11.0 Disruptive Persons

11.1 This section refers to individuals who are disruptive, including intoxicated or impaired individuals. If a person causes a disruption call Campus Security at 604-4597 or 221-6350. Campus Security will report the name(s) of disruptive students to the Dean of Students (ext. 3366) and the name of disruptive employees to Human Resources (ext. 3360). Non-student and non-employee cases will be handled through Campus Security.

11.2 Disruptive behavior will not be tolerated in the classroom. Instructors, at their discretion, will decide if the learning process is being affected and make the appropriate decision up to and including removal of the disruptive student from the classroom. An Incident Report shall be completed by the instructor.
11.3 Campus Security, using non-aggressive behaviors, shall remove the person from the classroom/public area. Those that are noncooperative or aggressive shall be referred to local authorities.
11.4 For those intoxicated or impaired, Campus Security will attempt to determine the level of incapacity and if any care is necessary.
11.4.1 Advise the person not to drive while impaired.

## 12.0 Civil Disturbance

12.1 In the event of a civil disturbance, defined as unlawful conduct and interference with the conduct of institutions of higher learning, and, if warranted Dial 911 and call Campus Security at 604-4597 or 221-6350.
12.2 Take the following steps, as appropriate:
12.2.1 Continue, if possible, with your normal routine. If the disturbance is outside, stay away from doors and windows.
12.2.2 Stay away from the disruption.
12.2.3 Do NOT interfere with those persons creating the disturbance or with law enforcement authorities on the scene.
12.2.4 Do NOT attempt to breakup or enter the fight or demonstration situation.
12.2.5 Be a good witness. Relay as much information as possible to Campus Security and/or the Police.
In the event of an armed person call 911 as well as Campus Security at 604-4597or 221-6350.
12.2.6 Do NOT confront the person or group. Wait for the Police and/or Campus Security.
12.2.7 Do NOT attempt to restrain or discipline the person or group.

## 13.0 Shooting and/or Homicide

13.1 At the first indications of gunfire:
13.1.1 Take cover near the floor, behind a building, etc.
13.1.2 Dial 911 from a safe place. Stay on the line with the 911 operator. Have someone else call Campus Security at 604-4597 or 221-6350.
13.1.3 Instruct students and/or staff to stay indoors unless directed to move by recognized authority (e.g. Campus Security, Police).
13.1.4 Try to create an obstruction between you and the gunfire.
13.1.5 Stay down and don't move.
13.1.6 Lock doors, if possible.
13.1.7 If safe, treat any injuries as needed before Police arrive.

13.1.8 Do NOT disturb the crime scene.
13.1.9 Do NOT try to retrieve the weapon.

## 14.0 Hostage Situation

14.1 Dial 911and call Campus Security at 604-4597 or 221-6350.
14.2 Obey the suspect's commands. Do NOT argue or fight.
14.3 Try to calm the suspect and listen to complaints or demands.
14.4 Do NOT allow others to agitate the suspect.
14.5 Make an effort to establish a rapport with suspect. Use his/her first name as you talk with the person.
14.6 Encourage the suspect to release everyone.
14.7 Stay calm and as safe as possible.

## 15.0 Rape or Suspected Rape

15.1 Move the victim to a private office free from any disruptions.
15.2 Do not leave the victim alone.
15.3 Dial 911 and call Campus Security at 604-4597 or 221-6350. Do not attempt to interview the victim; however, make note of any statements made by the victim.
15.4 Advise the victim not to wash or to remove any items of clothing.
15.5 If the victim has removed clothing, bag each article in its own paper bag.
15.6 Use gloves at all times.
15.7 Advise victim that counseling is available through the Center for New Directions staff at ext. 3314.
15.8 Complete an incident report (available on FastInfo and available in the Mail Room of the Christofferson Building).

## 16.0 Crime in Progress

16.1 Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them to Campus Security.
16.2 **IF YOU WITNESS A CRIME BEING COMMITTED:**
16.2.1 Do NOT attempt to apprehend or interfere with the suspect except in case of self-protection. Avoid any risk to your safety.
16.2.2 If safe to do so, stop and take time to get a good description of the person committing the crime. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and his/her name, if known. All this takes only a few seconds and is of utmost help to the investigating officers. If the person is entering a vehicle, note the license number, make and model, color, and outstanding characteristics.
16.2.3 Dial 911 and call Campus Security at 604-4597 or 221-6350. Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by an officer.

## 17.0 Bomb Threat

**17.1** If you observe a suspicious object or potential bomb on campus, **DO NOT TOUCH THE OBJECT**. Dial 911 and call Campus Security at 604-4597 or 221-6350. ***NOTE: Do NOT use a cell phone as they can activate some types of bombs.***

17.2 If you receive a bomb threat on the telephone:

17.2.1 Remain calm and attempt to obtain as much information from the caller as possible.

17.2.2 Record the time and remember the exact words of the threat.

17.2.3 Listen for unusual noises or voice characteristics.

17.2.4 Try to ask the following questions:

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?
- Keep the caller on the line as long as possible. Take notes.

17.2.5 Do not hang up the line.

17.3 From a different phone, dial 911 and notify Campus Security at 604-4597 or 221-6350 as soon as possible, giving your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call.

17.4 Do NOT activate the fire alarm.

17.5 Do NOT open cabinets, drawers or closets.

17.6 Do NOT turn lights on or off.

17.7 When Police and/or Campus Security arrive follow their instructions exactly.

17.8 If instructed to evacuate, move a safe distance away from the building. Do take your personal items (backpack, etc.) with you when you evacuate the building.

17.9 Do NOT re-enter until instructed that it is safe to do so.

## 18.0 Natural Disaster and Extreme Weather

18.1 The following procedures shall apply in all situations. Additional event specific instructions can be found in the respective areas.

18.1.1 When it is safe to do so, dial 911 if appropriate and Campus Security at 604-4597 or 221-6350. Provide specific details related to the event, conditions, injuries, etc.

18.1.2 If appropriate, notify Maintenance at 604-4751 or 604-4752.

18.1.3 Follow the procedures in this Plan for fire, hazardous materials leaks, serious injury, telephone notification, etc. if necessary.
18.1.4 In the event of major damage or disruption, Campus Security and/or appropriate administrative personnel will announce and implement evacuation procedures. Do NOT return to an evacuated building unless directed to do so by Campus Security or authorized personnel.
18.1.5 Listen to or watch local news broadcasts for updated information.
18.1.6 In any situation, assume personal responsibility for your safety and the safety of those around you.
18.2 **EARTHQUAKE**
18.2.1 If indoors, stay there. Get under a desk or table, or stand in a corner. Stay away from windows and outside walls; do not use elevators.
18.2.2 After the shock subsides, go outside, stay clear of buildings and trees, and evaluate the situation.
18.2.3 If outdoors, get into an open area away from falling objects, trees, buildings, walls, and power and gas lines.
18.2.4 If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your vehicle until the shaking is over.
18.2.5 If in a crowded public place, do not rush for the doors. Move away from shelves containing objects that could fall.
18.2.6 Be prepared for after shocks.
18.3 **FLOOD**
18.3.1 Stay away from the flooded area.
18.3.2 Do NOT attempt to drive over a flooded road.
18.3.3 Do NOT drink any water that may have been contaminated by the flood.
18.3.4 Avoid electrical equipment in the flooded area.
18.4 **TORNADO**
18.4.1 Immediately take cover in an area that will give you protection against falling glass or debris.
18.4.2 Move to the lowest area in your building.
18.4.3 Stay away from windows.
18.4.4 Stay near an inside wall when possible.
18.5 **EXTREME WEATHER**
18.5.1 College Closure will be determined and carried out according to Policy 414 in EITC's Policy and Procedure Manual.

## 19.0 Power Failure

19.1 If a minor or major power failure occurs during work hours:
19.1.1 If possible, evacuate persons from darkened areas. Emergency lights usually lasts one hour
19.1.2 Notify Campus Security at 604-4597 or 221-6350 and Maintenance at 604-4751 or 604-4752.
19.1.3 If trapped in elevators use emergency phone to call for assistance.

## 20.0 Emergency Notification

20.1 In the event of a campus emergency, notification will be sent through the campus computer network, posted on the College's e-mail system and web site, circulated through college-issued cell phones, and released to the media, as appropriate.

# College of Southern Idaho

# Major Emergency Guidelines For the Emergency Response Team

## Revised November 2006

College of Southern Idaho

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# College of Southern Idaho
# Major Emergency Guidelines*
# Emergency Response Team
### Revised November 2006

The basic emergency procedures outlined in this guide are designed to minimize local effects of disaster or other emergency situations upon the college and community through appropriate deployment and use of available personnel, facilities, and equipment, and to enhance the protection of lives and property through effective use of CSI campus resources.

Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President, or a designee, may declare a state of emergency and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: (1) large-scale disorder and (2) large-scale natural or man-made disasters. Since an emergency may be sudden and without warning, these procedures are designed to be flexible to accommodate contingencies of various types of magnitudes. These procedures apply to all personnel, buildings and grounds operated by the college, to include those outside the college campus. Table-topics and field exercises will be used for training. This plan will be examined annually.

The authority to declare a campus state of emergency rests with the College President or designee.

Under ideal conditions the implementation of this Emergency Response Plan will be in three (3) phases: Advance Warning, Emergency-in-Progress and Post-Emergency/ Recovery.

Advance Warning Phase:

- First Person on scene calls 9-911 or Security x6605.
- Security notifies President's office.
- He, or his designee, decides whether or not to enact emergency plan.
- If enacted, emergency response team is activated and control center established.
- Planning and communication decisions are made and implemented.
- Appropriate areas notified.
- Essential services personnel are called in or retained.
- Precautionary evacuations are performed.

Emergency-in-Progress Phase:

- Director of Physical Facilities, or designee, maintains communication with Emergency Response Committee and outside safety services.
- Emergency response team activated, if no advance-phase.
- Provide First Aid, as needed.
- Provide Fire suppression, as needed.
- Initiate Damage Control operations.
- Manage employee and student issues.

- Take law enforcement and crime prevention measures as necessary.
- Provide continual feedback to control center.

Post Emergency/Recovery Phase:

- Continue first aid as needed.
- Restore damaged or lost utility services.
- Provide or manage emergency repair of structural damage.
- Remove fallen trees, debris from lines, roads, etc.
- Call back additional personnel.
- Deal with employee and student issues for continued operation of college.
- Provide debriefings for working teams and for employees.

CSI system telephones require power. Please see Page 17 for a list of phones that have direct outside connections or are pay phones. The outside phone lines and the pay phones would work if the power was on outside of CSI.

**Types of emergencies covered by the emergency manual are:**

- Fire or Explosion
- Reporting injuries and accidents
- Medical Emergencies
- Earthquake, flood, tornado, extreme weather
- Hazardous materials leaks/spills
- Bomb threat
- Crime in progress
- Power failure
- Disruptive persons/events
- Evacuation of persons with disabilities
- Exposure to blood or bodily fluids

*Details of above can be found at CSI web site:*
*http//www.csi.edu/support/hr/handbook/HRDBook.htm*

**Major Emergency:**
Any incident, potential or actual, which affects an entire building or buildings, and/or will interrupt or disrupt the overall operations of the College.

Outside emergency services will probably be required, as well as major response from campus support services, and major policy considerations and decisions will usually be required from Administration. Examples include power outage, fire, snow emergency, bomb threat, hazmat spill, and civil disruption.

**Disaster:**
Any event or occurrence that seriously impairs or halts the operation of the College.

In some cases mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus resources is required to manage the situation effectively. Examples include total campus blackout, nuclear disaster, and sustained, severe weather.

**Citywide disaster center:**
The Gym has been designated by the Red Cross as a care center in the event of a large disaster, provided the gym is not critically needed by the college. **Do NOT use facilities as temporary morgues.**

**Parts of this plan were based on information from the web sites and printed materials of the Twin Falls School District, Idaho State University, Boise State University, Washington State University, and Bucknell University.*

**The First 30 Minutes**

What is done in the first thirty minutes of an emergency is crucial in determining people's perception of the crisis and how it was handled.

- Have the appropriate person handle the situation. The President, or a designee, should take charge of the situation, implementing the emergency plan.
- The President, or a designee, will notify the emergency team.
- The Emergency Response team will meet in the President's board room or, in case of power failure, the Meyerhoeffer Building that has generator capability.
- Under the circumstances, define the problem.
- Consider the options; act decisively to ensure the health and safety of students and employees and the protection of property.
- Communicate with employees; keep the news media informed.
- Decide if employees stay on campus and/or students stay in classes.
- Periodically update the students in the classrooms. Avoid having large group meetings.
- The community will be interested. To allay fears and demonstrate competence in handling the situation, get accurate information out through the news media
- Implement an Emergency Assessment and Information Sheet.
- Review tasks and begin plan implementation.
- Coordinate as appropriate with County Local Emergency Planning Team. *To activate the LEPC, request them when calling 911*.
- Any incident that has a potential for adverse publicity concerning the college should be reported promptly to the President.
- The authority to declare a campus state of emergency rests with the President or his designee.

**Emergency Assessment & Information Sheet**

Brief description of emergency:

Actions completed:

Who now knows about the emergency?

**Assessment of damage or harm:**

To people:

Number of people involved

How many accounted for

Injuries

Evacuation needed? ____Yes ____No

To buildings:

Briefly describe damage:

Further damage potential:

Other facilities at risk:

What do you project will happen in the next two hours?

News media:

Are media on site? _____Yes _____No

Who?

How many?

____ Insurance/claims (VP of Administration)

____ Legal (President)

____ Damage Assessment Team Long-Term Follow-up

____ After-hours Phone Tree (CSI first on site)

____ Others

Your name:

Time: Phone Number:

## EMERGENCY RESPONSE TEAM

This is the core college-site team that will supervise all Emergency Response efforts. This team will also coordinate the work of sub-teams. The team should consist of, but not be limited to, the President of CSI, the Executive VP of Instruction, VP of Administration, VP of P&D, Dean of IT, Director of HR, Director of Physical Plant, PIO, Dean of Students, Director of Counseling, and Administrative Assistant to the President.

The order of command is: President and in his absence Executive VP, VP of Administration, or VP of P & D. An emergency command center will be established in the President's Board Room. In case of a power outage, the command center will be set up in the Meyerhoeffer building, which has generator backup.

Check the resources you need (each team member should have a backup designee noted on this list):

___Emergency Director (President of CSI; backup: Exec. VP)

- Declares and ends emergency;
- In charge of, and initiates, the Emergency Response Team;
- Processes all information, makes all final decisions and directs all media requests;
- Assigns appropriate responsibilities to Emergency Coordinator(s);
- Serves as liaison with public safety officials, city official and community agencies;
- Works with Director of Physical Plant and others in assessing emergency and preparing college's specific response; and
- Directs long-term follow-up as needed.

___Emergency Coordinator(s) (Exec VP of Instruction; Director of HR) One coordinator remains in Command Center at all times and is relieved by another coordinator.

- Responsible for overall coordination of all campus emergency teams as directed by the President;
- Notifies members of the team, advising them of the nature of the emergency;
- Collects information from these teams for the President (who is doing what, how to contact them and the latest status);
- Sees that all collected information is written for ease in transition from one coordinator to another;
- Coordinates food service as necessary;
- Coordinates procurement of emergency supplies and materials;
- Coordinates employee volunteers as appropriate;
- Exec. VP manages instructional related issues.

___Safety and Facility emergency Coordinator (Director of Physical Plant; Asst. Dir.)

- Notifies President of emergency;
- Coordinates campus emergency response and resource teams for facilities;
- Takes immediate and appropriate action to protect life, property and to safeguard records as necessary;
- Provides for security and control of buildings and grounds
- If phones are down, establishes, with IT, emergency communication network using hand-held radios or cell phones;
- Notifies and communicates with law enforcement and other emergency agencies as needed, for CSI emergencies and for community-wide emergencies;
- Coordinates CSI resources with Local Emergency Planning Team (must request assistance of LEPC through 9/911);
- Assists in use of emergency equipment, handles supplies and manages safe use of available utilities;
- Surveys critical areas and secures, or cleans up, area as needed;
- Identifies and seals off contaminated areas
- Reports chemical spills and/or releases to appropriate regulatory agency as required
- Controls main shut-off valves for gas, water, electricity, etc;
- Takes preventative measures to minimize hazards that may result from broken or downed lines;
- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repair and equipment protection;
- Surveys campus facilities for structural damage pursuant to allowing reoccupation
- Assists with claims, record keeping and disbursement as necessary;
- Provides vehicles for movement of personnel and supplies;
- Plans a warning system to be used during a power failure
- Keeps command center apprised of situation.

___Internal telecommunications Communications (VP of Administration; Dean of IT)

- Provides for dissemination of information within college through IT, phone trees, runners, etc. (including the use of Building Safety Coordinators);
- Manages damage control to internal IT systems;
- Directs telephone inquiries to PIO, HR or Student Activities as appropriate;
- Works with facility coordinator to establish emergency communication network;
- Keeps command center apprised of situation.

___Human Resources (Director of HR; HR Department)

- Provides for the emotional and psychological well-being of employees, both during and after an emergency;
- Coordinates critical stress debriefing opportunities for employees and teams;
- Monitors their reactions to the emergency and coordinates for employees, with VP of Administration, up-to-date information regarding the emergency;

- Teams with VP of P & D, Advising, CND and EAP (MVRMC Health OCC) to assess and form action plan to assist employees in other areas of need, including on-campus care;
- Coordinates medical assistance for injured employees;
- Coordinates next-of-kin notifications if required;
- Provides guidelines for next-of-kin notifications;
- Provides to team an accurate accounting of total number of persons injured, type of injuries sustained, current disposition of the injured, current status of family notifications;
- Assigns an HR staff member to assist dependents of injured employees, such as with insurance, EAP and workers compensation phone numbers;
- Assists with personal identification;
- Provides advice on uses of college human resources or human resource regulations;
- Assists in coordination with Safety Committee;
- Serves on County Local Emergency Planning Committee;
- Keeps command center apprised of situation;
- Annually updates this plan and communicates plan to team members;
- Meet quarterly to review plans.

___Student Services (Dean of Students & Director of Advising)

- Provides for the emotional and psychological well-being of the students, both during and after emergency;
- Coordinates critical stress debriefing opportunities for students;
- Coordinates, with VP of P & D , availability of available shelter operations;
- Assists in the safety needs of the students;
- Arranges move of dorm residents to other areas, if necessary;
- Keeps command center apprised of situation.

___Medical/Student Health (Dean of Students; Nurse Practitioner; Director HSHS)

- May include setting up temporary First Aid Station;
- Coordinates campus emergency medical resources with local operations;
- Maintains liaison with Red Cross medical response personnel, as appropriate; (IRC requires a nurse on site – if they provide medical services);
- Keeps command center apprised of situation.

___Media relations (PIOs)

- Receives and coordinates all media requests;
- Provides for dissemination of information outside the school, under the direction of the President, and issues press releases;
- Designates a central location for meeting of media personnel with college representatives;
- Prepares formal announcements for entire college;
- Keeps command center apprised of situation.

___Transportation Coordination (Director of Physical Plant and VP of Administration)

- May include transportation of employees and students to safe areas;
- May include transportation of emergency team members to and from homes;
- May include use of Trans IV;
- Keeps command center apprised of situation.

___College Conversion to Public Shelter (VP of P & D and Director of HR)

- During major city wide or area emergencies, the President will determine if possible or feasible to have the college available as a mass care center;
- Emergency facility use will not commence until the primary responsibilities of student welfare and safety have been resolved;
- If the college is needed during school hours, dismiss all classes and release students, unless the emergency does not allow such action;
- Some employees may be asked to stay on-site and help prepare the school to serve as a first-aid station or care center;
- If the school is needed after school hours, the President will be notified at home;
- The President, or a designee should alert needed employees, using the phone tree;
- The President and PIO will provide information to the news media indicating the affected on-campus buildings;
- Coordinates with Red Cross and other supporting agencies, including LEPC;
- Coordinates with HR and Dean of Students, the care of employees and students who may be stranded, or staying, on campus;
- Keeps command center apprised of situation.

___Food & Housing service (VP of P & D)

- May include mass care;
- May include employees and students on campus;
- May include emergency teams;
- Keeps command center apprised of situation.

___Dorms (Dean of Students and VP of P & D)

- Coordinates use of dorms for student care, or as appropriate, other mass care;
- Keeps command center apprised of situation.

___Recorder (Administrative Asst to President; Administrative Assistant, HR)

- Stays with the President and keeps notes as to what transpires throughout the day;
- Acts as a reminder to the President and creates documentation for reference and later review of team process.

___Building Safety Coordinators

- Assists in safety training in buildings prior to emergencies;
- Serves as telephone tree, or runners, during work hours.

___Damage Assessment Team (Director of Physical Plant)

- Assesses damage to college facilities;
- Keeps command center apprised of situation.

___Risk Management (VP of Administration)

- Notify insurance underwriters and appropriate state offices of disaster;
- Identifies property damage and assigns values.

## Emergency Response Team Members

| Name | Extension | Home Phone | Cell Phone |
|---|---|---|---|
| President<br>Jerry Beck | 6601 | 734-6521 | 420-1114 |
| Exec VP Inst<br>Claudeen Buettner | 6220 | 734-6164 | 539-1415 |
| VP Administration<br>Mike Mason | 6203 | 423-5444 | 420-3430 |
| VP P&D<br>Curtis Eaton | 6242 | 734-6507 | 420-3600<br>420-6507 |
| Dean of IT<br>Ken Campbell | 6243 | 678-4781 | 330-3700 |
| Director of HR<br>Monty Arrossa | 6267 | 324-8662 | 241-6491 |
| Director of Physical Plant<br>Randy Dill | 6602 | 324-8125 | 539-0261 |
| Dean of Students<br>Graydon Stanley | 6225 | 326-4109 | 420-0669 (w)<br>404-4642 |
| Director of Advising<br>Scott Scholes | 6250 | 733-4064 | 420-8283 |
| Public Information Officer | | | |
| Doug Maughan | 6262 | | 308-8282 |
| Karen Baumert | 6493 | 733-4978 | 308-4028 |
| Administrative Assist. To President<br>Kathy Deahl | 6201 | 734-3164<br>731-3164 | 731-3152 |

**Phone #'s for those contacts not on Emergency Response Team, but may be called to assist**.

| Name | Extension | Home | Cell Phone |
|---|---|---|---|
| Boyd Nelson,<br>Security Supv. | 6605 | | |
| Jim Palmer,<br>Interim Dean, HSHS | 6715 | | |
| Karon Myers,<br>Admin Assist HR | 6271 | 733-9034 | |
| Allen Scherbinske,<br>Assist Director, Physical Plant | 6610 | | |
| Ellouise Gebauer-Atkins,<br>Nurse Practioner | 6675 | | |

**Disaster Resources and Phone Numbers**

| | |
|---|---|
| **American Red Cross**<br>1139 Falls Ave E | 733-6464 |
| **Salvation Army**, Major Dallas Pedersen<br>348 4th Avenue North | 733-8720 work<br>733-8769 home |
| **Local Emergency Planning Committee – Department of Emergency Services**<br>Jackie Frey | 736-4234 or pager 735-2855<br>731-6835 cell 543-6379 home<br>733-7310 FAX |
| **FBI**<br>890 Shoshone St. E. | 208-733-5720 |
| **Fire** | Emergency 9-911 or non-emergency, 735-7200 or 9-311 |
| **Idaho State Police** | Emergency only: 736-3060<br>Cell *ISP |
| **Twin Falls County Sheriff** | 736-4040 |
| **Twin Falls Police** | 9-911 or non-emergency 735-7200 |
| **Medical Assistance** | |
| **MVRMC** 650 Addison | 737-2000 |
| **National Guard Armory**<br>Frontier Field | 733-2404 |
| **National Weather Service** | Boise: 208-334-9860 NIFC<br>Recorded: 208-342-6569<br>http://www.wrh.noaa.gov |
| **Emergency Stations**:<br>Radio | AM 1270 KTFI – 733-1270 - TF<br>FM 104.7 KIKX – 735-0100 – TF or 733-5459<br>AM 1230 KBAR – Rupert – 436-2247 |
| **Poison Control** | All Idaho locations 1-800-222-1222 |
| **SC Community Action Agency**<br>**South Central District Health** | 734-2307 or 733-9354 (message)<br>734-5900 or 737-5901 |

## CSI Emergency Phones

| | Number | Building | Room | Description |
|---|---|---|---|---|
| | 734-0480 | Chiller One | | Voicemail Modem Unity |
| | 734-8162 | Expo | | PRCA Rodeo line (Shawn's office) |
| | 735-1342 | Maintenance | | Maintenance Emergency Line |
| | 734-0531 | Taylor | 130a | Emergency Phone behind Switchboard |
| | 734-0531 | Presidents Board Room | | |
| * | 734-0480 | Aspen | 164 | |
| * | 734-0480 | Canyon | 105 | |
| * | 734-0480 | Chiller One | | |
| * | 734-0480 | Desert | Wiring Closet | |
| * | 734-0480 | Evergreen | A-40 | |
| * | 734-0480 | Gym | 220 | |
| * | 734-0480 | GRM/ADC | 200 | |
| * | 734-0480 | Shields | 111 | |
| | **Pay Phones** | | | |
| | 933-9263 | Dorm | | 1st Floor A Wing -- Boys East |
| | 933-9261 | Dorm | | 1st Floor B Wing |
| | 933-9262 | Dorm | | 1st Floor C Wing -- Boys South |
| | 933-9256 | Dorm | | 1st Floor D Wing -- Girls West |
| | 933-9257 | Dorm | | 2nd Floor D Wing -- Girls |

| | | |
|---|---|---|
| 933-9258 | Dorm | West 1st Floor E Wing -- Girls South |
| 933-9259 | Dorm | 2nd Floor E Wing -- Girls South |
| 933-9260 | Dorm | P 100 Dorm Foyer |
| 933-9254 | Canyon | 1st Floor Main Lobby South/East |
| 933-9253 | Evergreen | South Hall Science Wing |
| 933-9255 | Expo | 1st Floor Lobby North |
| 933-9252 | Fine Arts | East Wall Main Entrance |
| 933-9264 | GRM/Library | GRM 1st Floor Lobby |
| 933-9251 | Gym | 1st Floor South Side |
| 933-9266 | Taylor | 1st Floor SUB North East Corner |
| 933-9265 | Taylor | 2nd Floor - West Side by Rest Rooms |
| 878-9299 | Burley | Burley Center - Main Entrance North/East |

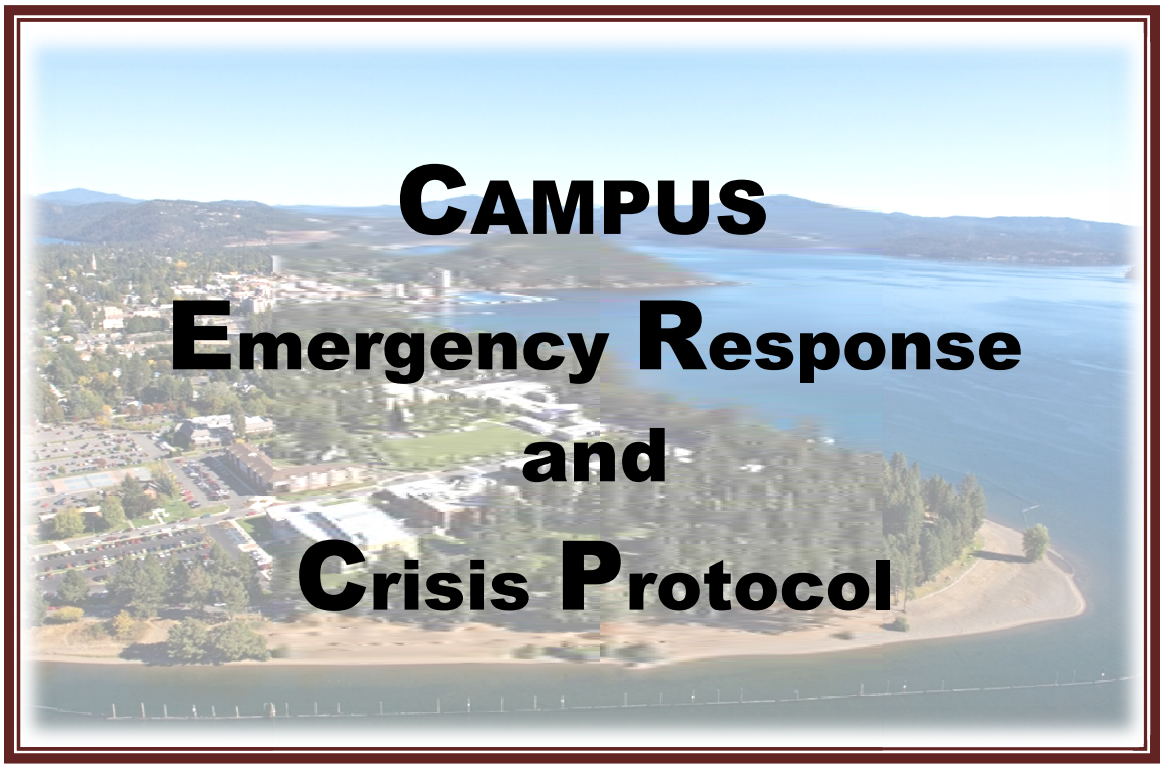
* Shared, "party" line for on-campus communication. Should only be used to receive calls unless critical need arises.

NIC Crisis Manual

October 19, 2010

North Idaho College

October 19, 2010 - Update




In the event of an **EMERGENCY**, call 911

**OR**

Campus Safety at 769-3310

**North Idaho College**
**Updated October 19, 2010**

# Campus Emergency Response And Crisis Protocol

**In the event of an EMERGENCY, call 911**

**-OR-**

**Call Campus Security at 769-3310**

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**INTRODUCTION: Crisis and Disaster Management** **2**

**TAB 1: Emergency Contact Numbers** **4**
This chapter contains contact information for Crisis Response Team members.

**TAB 2: Crisis Response Teams** **15**
There are two types of crises outlined in this manual. They are applicable to every crisis NIC may encounter. If no new housing or shelter is needed for victims, the first crisis is one of "non-displacement". This type of crisis usually involves a Crisis Response Team. Examples of this type of crisis:

- Death
- Physical injury
- Rape/Sexual assault
- Assault with a deadly weapon

**TAB 3: Emergency Operations** **20**
The second type of crisis is one of "displacement". A displacement crisis occurs when people are displaced by an event. This usually requires the establishment of temporary housing (a Shelter), a Triage Center, a Food-Supply Distribution Center, and an Emergency Operations Command Center. Examples of this type of crisis:

- Fire
- Explosion
- Plane crashing into a building
- Collapse of a building/auditorium
- Ice storm causing a wide-spread & prolonged power outage

**TAB 4: Crisis Specific Tips – Actions – Procedures & Checklists** **27**
Always refer to Tab 2 & 3 for setting up a crisis response. Refer to Tab 4 for additional tips on specific types of crises.

**TAB 5: Appendices** **52**
This section outlines everything else you might need to manage a crisis. Appendices are listed on page 3.

**TAB 6: Crisis Communication Plan** **65**
This crisis Communication Plan describes how the college will communicate vital information to members of the college community and the public in the event of an emergency or crisis.

## INTRODUCTION – *EMERGENCY RESPONSE PLAN AND CRISIS PROTOCOL*

### PURPOSE

The fundamental purpose of this plan is to establish procedures and an organizational hierarchy for the rapid and effective response to all categories of campus emergencies, ranging from individual departments or building incidents, to catastrophic events involving the entire campus or surrounding community. The college is committed to protect its faculty, staff, students, visitors and property, while maintaining an environment suitable for the orderly conduct of its educational, cultural and mission functions. Thus the college must be prepared at all times to respond to situations that would adversely affect the ability to fulfill those responsibilities.

While the plan cannot cover every emergency situation, it does supply the basic guidelines necessary to cope with most campus emergencies. The organizational structure of the Emergency Response Plan is also intended to allow responsible college officials the flexibility to respond to an incident as it potentially escalates in severity, and to give them the control necessary to direct all campus operations in coordination with outside emergency responders or response agencies.

### SCOPE

These emergency response and crisis protocol procedures apply to all personnel, buildings, and grounds which are owned, leased or operated by North Idaho College, including the Workforce Training Center in Post Falls, the ABE/GED Center in Coeur d'Alene, as well as all distance education centers in Kellogg, Ponderay and Bonners Ferry.

Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or appendices hereto. In addition, in the case of extraordinary, widespread or catastrophic events, this plan and organization shall be subordinate to the applicable state or federal governmental authorities having legal or assigned responsibility for the type of incident occurring. Also it is recognized that the college will plan for significant cooperation with and dependence on the State of Idaho Department of Homeland Security and various other local, state or federal emergency response entities.

The Emergency Response and Crisis Protocol plan fulfils North Idaho College's responsibilities to comply with applicable statues and directives including the State of Idaho Disaster Preparedness Act and Executive Orders 2001-13 and 2004-04, dealing with Preparedness, Response and Recovery functions of State Agencies in support of Local and State Government prior to and during emergencies and disasters.

### AUTHORITY AND DUTY TO IMPLEMENT

The college's *Emergency Response Plan* is promulgated under the authority of the *President* of North Idaho College and only the *President or designee* is authorized to declare a state of emergency at NIC.

The *President's cabinet* and *designated senior staff* will be responsible for all decisions, resource allocation, emergency response and recovery actions during and following any emergency, crisis or disaster. They shall make and/or approve all emergency or crisis response decisions, priorities and strategies for the college as necessitated by the situation at hand and based on economic, political, legal or other implications of both the actual or potential threat. However, nothing in the duty checklists shall be construed in a manner that limits the use of good judgment and common sense on the part of an individual member in dealing with the details of the emergency, crisis or disaster at hand.

The plan shall be subsequently deactivated by the *President or designee* when all phases of managing the emergency have concluded.

# APPENDICES

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| **Appendix 2:** | Crisis Command Hierarchy | **54** |
| **Appendix 3:** | Crisis Recovery Unit | **55** |
| **Appendix 4:** | Evacuation of Persons with Disabilities | **56** |
| **Appendix 5:** | Maps | **57** |
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| **Appendix 7:** | Telecommunications in an Emergency | **60-61** |
| **Appendix 8:** | Building Leader Checklist | **62** |
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| **Appendix 10:** | Authorization of the Crisis Manual | **64** |

# TAB 1

## Emergency Contact Numbers

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Athletics
College Relations
Distance Education
Facilities Operations
Human Resources
Information Technology
Lakeside Center/Children's Center
Library
Student Services
Workforce Training Center

| | | |
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| Section D: | Building Leaders | **12-13** |
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## Section A
## Primary Emergency Contact Numbers

(o) = Office (h) = Home (c) = Cell

**CAMPUS SECURITY** **769-3310**

**MIKE HALPERN**
**Director of Facilities Operations**

**RON DORN**
**Vice President for Resource Management**

**SHELDON NORD**
**Vice President for Student Services**

**JAY LEE**
**Vice President for Planning & Instruction**

**JOHN MARTIN**
**Vice President for Community Relations & Marketing**

**GARRY STARK**
**Assistant Director of Facilities Operations**

**BOB THOMSON**
**Lieutenant of Security**

**PAT MURRAY**
**Sergeant of Security**

# SECTION B
# Emergency Contact Numbers – President's Cabinet

(o) = Office (h) = Home (c) = Cell

| NAME | POSITION | DEPT | PHONE |
|---|---|---|---|
| Priscilla Bell | President | President's Office | |
| Ron Dorn | Vice President | Resource Management | |
| Sheldon Nord | Vice President | Student Services | |
| Jay Lee | Vice President | Office of Instruction | |
| John Martin | Vice President | Community Relations & Marketing | |
| Steve Ruppel | Director | Information Technology | |
| Wade Larson | Director | Human Resources | |
| Al Williams | Director | Athletics | |
| Rayelle Anderson | Director | Development & Foundation | |
| Shannon Goodrich | Sr. Exec. Assistant | President's Office | |

# Section C
# Emergency Contact Numbers – by Department

**Athletics**
**College Relations**
**eLearning & Outreach**
**Facilities Operations**
**Human Resources**
**Information Technology**
**Lakeside Center/Children's Center**
**Library**
**Student Services**
**Workforce Training Center**

(c) = Cell (h) = Home (o) = Office

## ATHLETICS:

| | | |
|---|---|---|
| Al Williams | Director | Athletics |
| Patty Stewart | Coordinator | Athletics |
| Randy Boswell | Athletic Trainer | Athletics |

## COMMUNICATIONS & MARKETING:

| | | |
|---|---|---|
| Erna Rhinehart | Director | Communications & Marketing |
| Stacy Hudson | Public Information Coordinator | Communications & Marketing |

## eLearning and Outreach:

| | | |
|---|---|---|
| Jamie Green | Director | eLearning and Outreach |
| Christine Callison | Coordinator/Bonner's Ferry Center | eLearning and Outreach |
| Mary Gustafik | Coordinator/Ponderay Center | eLearning and Outreach |

| | | |
|---|---|---|
| Becky Powers | Coordinator/Silver Valley Center | eLearning and Outreach |

## FACILITIES OPERATIONS:

***Physical Plant On-Call Phone Number***

| | | |
|---|---|---|
| Mike Halpern | Director | Facilities Operations |
| Garry Stark | Assistant Director | Facilities Operations |
| Bill McElver | Supervisor | Physical Plant |
| Bob Thomson | Lieutenant | Security |
| Pat Murray | Sergeant | Security |
| George Myers | Supervisor | Transportation |
| Diane Rininger | Coordinator | Parking |
| Duffy Taylor | Supervisor | Landscape Services |
| Charlotte Warren | Sr. Admin. Assistant | Facilities Operations |
| Toni Kirsch | Admin. Assistant | Facilities Operations |
| Rebecca Goodwin | Switchboard Operator | Facilities Operations |

## HUMAN RESOURCES:

| | | |
|---|---|---|
| Wade Larson | Director | Human Resources |
| Karen Hubbard | Generalist | Human Resources |
| Erin Norvell | Sr. Admin. Assistant | Human Resources |

.

## INFORMATION TECHNOLOGY:

| | | |
|---|---|---|
| Steve Ruppel | Director | Information Technology |
| Paul Swaim | Manager of Networking Technology | Information Technology |
| Steve Smith | Manager of User Services | Information Technology |
| Melissa Jessen | Sr. Admin. Assistant | Information Technology |

## LAKESIDE CENTER/CHILDREN'S CENTER:

| | | |
|---|---|---|
| Jolie Wenglikowski | Director | Children's Center |
| Keira Yetter | Sr. Admin. Assistant | Children's Center |

## LIBRARY:

| | | |
|---|---|---|
| Ann Johnston | Technical Services Librarian | Library |
| Andy Finney | Coordinator of Learning Technology | Library |
| Nancy Edwards | Sr. Admin. Assistant | Library |

## STUDENT SERVICES:

| | | |
|---|---|---|
| Linda Michal | Dean of Students | Student Services |
| Alex Harris | Assistant Dean of Students | Student Services |
| Dean Bennett | Director | Student Activities |
| Janet Pedersen | Manager Dining Services | Auxiliary Services |
| Paula Czirr | Coordinator Residence Life | Auxiliary Services |

| | | |
|---|---|---|
| _____ | Director | Advising & Counseling |
| Lynn Covey | Executive Asst. to the V.P | Student Services |
| Sharon Bullock | Director | Center for Educational Access |
| _____ | Director | Admissions |
| Tami Haft | Registrar | Registrar |
| Merilyn Hardy | Coordinator | Testing Center |
| Matt Sebby | Student Union Manager | Auxiliary Services |
| Bill Semmler | Manager/Bookstore | Auxiliary Services |
| Lanny Stein | Director | Auxiliary Services |
| Evanlene Melting Tallow | American Indian Student Advisor | Student Services |
| Justin VanEaton | Director | Auditorium |

**WORKFORCE TRAINING and COMMUNITY EDUCATION**:

| | | |
|---|---|---|
| Mike Mires | Dean of Professional, Technical & Workforce Education | |
| Beverly Hawker | Workforce & Community Education Coordinator | Workforce Training |
| Bill Jhung | ISBDC Regional Director | Workforce Training |
| Marie Price | Workforce & Community Education Director | Workforce Training |

| | | |
|---|---|---|
| Colleen Hoffman | Customized Training Coordinator | Workforce Training |
| Heidi Schrader | Account Technician | Workforce Training |

## Section D
## Building Leaders See Responsibilities Tab 2 Section D Page 19

| Building | Leaders | Office Phone |
|---|---|---|
| ABE-GED Center | Rex Fairfield<br>Vicki Morgan | |
| Bonner's Ferry Center | Christina Callison | |
| Boswell Hall | Max Mendez<br>Justin VanEaton | |
| Landscape Services | Duffy Taylor<br>Alan Wetsch | |
| Christianson Gym | Patty Stewart<br>Al Williams | |
| Fort Sherman Officers' Quarters | Bill McElver<br>Dave Stewart | |
| Headwaters Complex | Charlotte Warren<br>Toni Kirsch | |
| Hedlund Building | Doug Anderson<br>Gayne Clifford | |
| Industrial Arts | Bill McElver<br>Dave Stewart | |
| Kildow Hall | Dalona Lee<br>Carol Lindsay | |
| Lakeside Center | Jolie Wenglikowski<br>Kiera Yetter | |
| Lee Hall | Sarah Garcia<br>Kecia Siegel | |
| Lee Hall Annex | Bill McElver<br>Dave Stewart | |
| McLain Hall | Bill McElver<br>Dave Stewart | |
| Meyer Health & Science Building | Lita Burns<br>David Abshere | |
| Molstead Library | Ann Johnston<br>Nancy Edwards | |
| Ponderay Center | Mary Gustafik<br>Annette Gardiner | |

| Building | Leaders | Office Phone |
|---|---|---|
| Post/Winton Hall | Patty Stewart<br>Paul Manzardo | |
| Ramsey Technical Building | Brian Coons | |
| Residence Hall | Paula Czirr<br>Lanny Stein | |
| River Building | Steve Tudor<br>George Myer | |
| Seiter Hall | Sharon Daniels-Bullock<br>Marlene Spencer | |
| Sherman Building | Wade Larson<br>Chris Pfeiffer | |
| Siebert Hall | Steve Baum<br>Paul Swaim | |
| Silver Valley Center | Becky Powers | |
| Student Union | Lanny Stein<br>Matt Sebby | |
| Timber Hall | Merilyn Hardy<br>Michele Jerde | |
| Workforce Training Center | Heidi Schrader<br>Marie Price | |

# Section E
# Emergency Contact Numbers – Off-Campus Resources

| | | |
|---|---|---|
| Central Dispatch (for Non-Emergency Reporting) | | 446-1854 |
| Coeur d'Alene Police Department | | 769-2320 |
| FBI (Local) | | 664-5128 |
| FBI (Salt Lake City) | | 801-579-1400 |
| Fire Department | | 769-2340 |
| Idaho State Police | Emergency<br>Non-emergency | 209-8730<br>209-8620 |
| Idaho Poison Control Center | | 800-860-0620 |
| Kootenai County Office of Emergency Management | | 446-1775 |
| Kootenai County Sheriff Department | | 446-1300 |
| Kootenai Medical Center | | 666-2000 |
| Mental Health Services | | 769-1406 |
| Panhandle Health District | | 415-5100 |
| Post Falls Police | | 773-3517 |
| Rape Crisis Line | | 664-9303 |
| The Women's Center | | 664-9303 |

# TAB 2

## CRISIS RESPONSE TEAMS

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| Section C: | CRT Responsibilities | **18** |
| Section D: | Building Leader's Responsibilities | **19** |

# Tab 2
## Section A
## First Reporting Steps

Whenever a crisis occurs, the following steps represent when the College Senior Staff should be informed and a **Crisis Response Team** (CRT) formed.

1. Request emergency personnel by calling 911 and remove by-standers to a safe place.

2. As soon as possible, report the situation to a supervisor AND campus security. Depending on the crisis, the supervisor may want to be present to assist with decisions. All situations listed in Tab 4, Page 27, ***require*** that you inform your supervisor.

3. The staff member (if the supervisor is unavailable), the supervisor, and/or Campus Security inform a member of Senior Staff of the crisis in the order below. Phone Numbers are listed in Tab 1, pages 5-13.

| | |
|---|---|
| Vice President, Resource Management | Ron Dorn |
| Vice President, Student Services | Sheldon Nord |
| Vice President, Planning & Instruction | Jay Lee |
| Vice President, Community Relations & Marketing | John Martin |
| Director, IT | Steve Ruppel |
| Director, HR | Wade Larson |
| Director, Athletics | Al Williams |
| Director, Foundation | Rayelle Anderson |
| Director, Facilities | Mike Halpern |
| Assist. Director, Facilities | Gary Stark |
| Lieutenant, Security | Bob Thomson |
| Sergeant, Security | Pat Murray |

4. The Senior Staff member will inform the President or designee.

5. The President or designee will determine a CRT leader as outlined in Tab 2, Section B, Page 17.

6. The CRT Leader will put together the CRTeam as outlined in Tab 2, Section B, page 17.

7. The CRT will implement responsibilities outlined in Tab 2, Section C, Page 18.

# TAB 2
## Section B
## Composition of Crisis Response Team (CRT)

A CRT will have the following components:

**Crisis Team Leader**
Instruction Officer
Administrative Officer
Public Information Officer
Student Services Officer
Ad Hoc Area-Specific Member
Crisis Recovery Unit Leader

In the event of a crisis, CRT leaders will be designated by the President or his designee. Generally, and if available, a Crisis Team will fall under the leadership of a Vice President or the Director of Facilities.

Officers in the team will be designated as indicated below. CRT leaders will hand pick their team members.

1. Instruction Officer
   *Will be staffed by a member from the Division of Instruction OR the Registrar's Office*

2. Administrative Officer
   *Will be staffed by a member from the Division of Resource Management*

3. Public Information
   *Will be staffed by a member from Community Relation &Marketing OR the President's Office*

4. Student Services
   *Will be staffed by a member from the Division of Student Services*

5. Ad Hoc Area-Specific Member
   *Crises may happen within particular programs such as Athletics, at a satellite location (e.g. Bonner's Ferry), or on a field trip. The staff closest to the situation may be vital to the successful management of the crisis. As such, the CRT Leader will determine additional appropriate members of the CRT as needed.*

6. Crisis Recovery Unit (CRU) Leader
   *As outlined in Tab 5, Appendix 3, Page 55, the CRU leader will be a member of the Crisis Response Team, take direction from the CRT leader, and activate the CRU based upon the plan developed by the Crisis Response Team.*

# TAB 2
## Section C
## CRT Responsibilities

After being formed, the CRT should:

1. Notify appropriate emergency services (e.g., police, fire, medical) and respond to their needs.

2. Gather information on the situation and persons involved.

3. Determine the impact of the incident on the persons involved. Each CRT Officer will be responsible for managing the impact as it relates to their area.

4. Maintain a calm and informed community. The Vice President for Community Relations & Marketing or, in his/her absence, the Director of Communications & Marketing, is the official voice of the college to all media.

5. Notify appropriate entities on a need-to-know basis.

6. Engage support to the community in the aftermath of a crisis. The Crisis Recovery Unit will be activated for this purpose. See Tab 5, Appendix 3, page 55 for the structure and purpose of this team.

# TAB 2
## Section D
## Building Leaders

Each building will have a designated Building Leader(s). These persons will be trained in and are responsible for:

1. Disseminating information about crisis training
2. Developing a system for informing occupants of their building during a crisis
3. Disseminating information ***DURING*** a crisis
4. Coordinating a building evacuation
5. Performing yearly inspections of crisis-related building issues

Building Leaders, their phone numbers and areas of responsibility can be found in Tab 1, pages 12-13:

# TAB 3

## EMERGENCY OPERATIONS

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| Section D: | Emergency Operations Command Center | **23** |
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| Section G: | Food-Supply Distribution | **26** |

# TAB 3
## Section A
## Introduction

When a disaster occurs on or near campus, the campus should be able to respond immediately to meet the needs of the affected community. NIC Emergency Operations begin when we face a major disaster. The President or designee, in consultation with the rest of the senior staff, makes the decision to begin Emergency Operations

Emergency Operations should be established as outlined in this chapter. Operations can be established anywhere as long as it has enough room for the following four functions:

1. **EMERGENCY OPERATIONS COMMAND CENTER (EOC)**
   An office where official information and activity are coordinated
   - Primary Facility: Headwaters Complex A (701 River Ave.)
   - Backup Facility: Student Union, 2nd Floor

2. **SHELTER**
   Healthy individuals are relocated to the shelter for possible overnight accommodations
   Primary Facility: Student Union, Basement
   Backup Facility: Gymnasium

3. **TRIAGE**
   Injured individuals are relocated to Triage for assistance if transportation to a medical center is not possible.
   Primary Facility: Meyer Health & Sciences Bldg
   Backup Facility: River Building (905 River Ave.)

4. **FOOD-SUPPLY DISTRIBUTION (FSD)**
   Food and supplies for shelter operations are coordinated here
   Primary Facility: Student Union, 1st Floor
   Backup Facility: Hedlund, 2nd Floor, Culinary Arts Kitchen

## TAB 3
## Section B
## The Black Box

A black box exists in eight locations to help the senior college official with Operations. It contains necessary supplies and information about Operations and each box is identical. The black box can be found in:

- ✓ The President's Office (Sherman 101)
- ✓ The Vice President for Resource Management Office (LKH 111B)
- ✓ The Vice President for Community Relations & Marketing Office (Sherman 102)
- ✓ The Vice President for Instruction Office (Molstead 252D)
- ✓ The Vice President for Student Services Office (SUB 213)
- ✓ Facilities Operations Office (Headwaters Complex A, 104)
- ✓ Security Sergeant Office (Headwaters Complex B, 104)
- ✓ Information Technology Office (Siebert 153)

## TAB 3
## Section C
## Emergency Operations Leadership

Each of the four Operations areas on page 21 requires an Area Leader. The senior college official on site is the *Incident Commander* and should designate a leader to coordinate and organize the Emergency Operations Command Center, Shelter, Triage, and Food/Supply Distribution.

# TAB 3
## Section D
## Emergency Operations Command Center (EOC)

**STAFFED BY:** Members of the Division of Resource Management

This is the hub of all information gathering and response coordination.

STEP 1: Retrieve the BLACK BOX (Section B, this Tab). An extra set of crisis manuals, the command hierarchy outline, and instruction sheets for each functional area are in the box.

STEP 2: Designate an EOC Area Leader. The Area Leader, in conjunction with the Incident Commander, should designate additional area leaders for the Shelter, Triage, and Food & Supply Distribution. Write these names on the command hierarchy sheet, located in the black box, and distribute the laminated instruction sheets to each Area Leader.

STEP 3: Oversee the designation of people to fulfill the remaining positions on the Command Hierarchy Sheet.

STEP 4: Designate someone to be responsible for gathering information on the crisis. What does the Fire department say? What does the Police department say? How soon will Medical personnel be here?

STEP 5: Designate someone to gather the names of injured and safe individuals. Triage and Shelter Area Leaders should be doing this in their area. A Master list should be kept by the EOC and updated hourly.

STEP 6: Designate a College spokesperson. This person will make official announcements, and deal with the press and in-coming phone calls. A press room should be designated. Let the campus operator know where in-coming calls should be directed.

STEP 7: Designate someone to post hourly updates and make announcements to the Shelter. Keep track of who is responsible for what areas, what incidents are currently being handled, and contact information.

STEP 8: Keep the EOC staffed so as to answer questions and make decisions about all areas of the operation.

# TAB 3
# Section E
# Shelter

**STAFFED BY:** Members of the Division of Student Services

Non-injured individuals should be kept at the Shelter until alternative arrangements are made.

STEP 1: Have a bull horn or sound system available. A portable sound system is located in the Student Union, Room 012. It needs electrical power.

STEP 2: Develop entrance and exit checkpoints. All individuals entering the Shelter should come in through one access point. All individuals leaving the Shelter should exit through a different access point. Use the "Accountability Sheets" in the Black Box to manage this traffic flow.

STEP 3: Develop a list of all individuals who are present and safe by having them sign in at the entrance access point. Keep this list updated.

STEP 4: Develop a list of all individuals who leave the shelter and their destination. Are they coming back? When?

STEP 5: Gather volunteers if needed. Triage and Food & Supply Distribution may need assistance as well.

STEP 6: Keep an eye out for individuals who may be having a harder time than others and provide what support you can. Individuals cope in different ways to crises. Some may want to be by themselves, others may want to talk in small groups. Designate a group of peer counselors to work with survivors.

STEP 7: Designate a Procurement Supervisor to work with Food & Supply Distribution to think about over-night needs (e.g., pillows/blankets), food/water distribution schedules, and restroom facilities. Restrooms need to be restocked and cleaned. Supplies are located….

STEP 8: Coordinate any space issues through the EOC.

STEP 9: At such time that individuals have safe transport and a destination in mind, they may be released from the Shelter by informing the staff of their destination and route, and by signing the check-out sheet.

# TAB 3
# Section F
# Triage

**STAFFED BY:** Members of the Division of Instruction/Nursing
Members of Health Services
Members of Athletics

STEP 1: Designate a First Aid Supervisor, a Morgue Supervisor, and a Procurement Supervisor.

STEP 2: Through Food & Supply Distribution, assist procurement supervisor in acquiring necessary supplies (i.e., first aid kits, blankets, pillows, water, towels, rubber gloves). See Tab 5, Appendix 6, Page 58.

STEP 3: As injured individuals arrive, have someone assign them to critical or non-critical care. Depending on the nature of the disaster, non-critical care usually involves minor bleeding, broken bones, sprains, or any other medical necessities that are not life-threatening. Critical care involves heavy bleeding, unconsciousness, and other life-threatening situations. When faced with a disaster, we may not have emergency personnel readily available to help us determine an individual's status. The First Aid supervisor should (hopefully) have some experience with First Aid.

STEP 4: Identify everyone in Triage and keep a master list of individuals and their injuries.

STEP 5: Remove bodies in the event of death. Designate somewhere to keep these individuals. Rope off the morgue area and keep curious individuals and animals away.

Wait for authorities to arrive to deal with bodies.

STEP 6: At such time that an injured individual can 1) be released into EMS care, or 2) manage without assistance, they may be released from triage. Individuals not directed to the hospital for further care should report to the Shelter.

# TAB 3
# Section G
# Food & Supply Distribution (FSD)

**STAFFED BY:** Members of Facilities Operations
Members of Auxiliary Services

Tab 5, Appendix 6, page 58 of the crisis manual lists all the supplies that NIC has on hand and where they are located. It is a critical resource for this area and a copy of the manual can be found in the BLACK BOX.

STEP 1: Designate someone to develop a master list of supplies that are needed for each area (e.g., for the Shelter, Triage, etc.). Each area should have a procurement supervisor to assist.

STEP 2: Designate individuals to lead groups of runners to gather supplies. Gather food stuffs into FSD for later distribution.

STEP 3: Develop a schedule of meal service and distribution of supplies.

STEP 4: Attempt to anticipate needs. FSD is the work core of Emergency Operations.

**NOTES ON SUPPLIES:**

**NOTE 1:** The Student Union is the main source for food supplies. An emergency set of keys to all storage areas in the kitchen is located in the desk drawer in Room 121 of the Student Union. Otherwise, security/facilities will have key access to all areas.

**NOTE 2:** There is enough food in storage to feed the campus for 4 days.

# TAB 4

# CRISIS PROTOCOL PROCEDURES

# CRISIS SPECIFIC TIPS

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| Crisis Specific Tips<br>Protocols<br>Procedures | **29-51** |

## Introduction

Crises are managed in roughly the same manner. Emergency Operations begin for displacement crises and a CRT is formed for non-displacement crises. Attempting to utilize the same model over and over for different crises allows crisis response personnel to understand the basic operations and to function more efficiently.

Each individual crisis in this section should correspond either with the development of a Crisis Response Team (see Tab 2) or the beginning of Emergency Operations (see Tab 3). Note this at the top of each section.

If the crisis corresponds to beginning **Emergency Operations**, you will find TIPS for helping you manage the crisis.
If the crisis corresponds to developing a **Crisis Response Team**, you will find a 30-Minute, 3-Hour, 3-Day crisis management timeline.

TRAINING NOTE: A practical way to approach Crisis Management for either type of crisis is to think in terms of time and the number 3. There are necessary steps in the first 30 minutes of a crisis (the first 3), the first 3 hours of a crisis (the second 3), and the first 3 days of a crisis (the third 3). It is important to act within the first 30 minutes if you suspect a crisis situation.

This section is designed only to give general guidelines and tips. It is not an exhaustive description of how to manage each crisis. Below are the incidents covered in this section:

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| • Bomb Threat Procedures | 30 |
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## SHOOTING PROTOCOL

The Coeur d'Alene Police Department has reviewed and authorized this procedure.

**When it becomes known that an individual with a gun has threatened the campus, please follow these steps immediately:**

1. Call 911
2. Call campus security (769-3310). Inform them of the location of the gunman.

**Campus Security will:**

1. Initiate a phone call to all President's Cabinet Members indicating:

   **Name of building where gunman is located and any other details that may be known.**

2. Bring radios and available personnel to the command post.
   - For this event, the command post will be Headwaters Complex A Conference Rm 103 located at 701 River Avenue, unless the Headwaters Complex A is the effected building. The secondary command post is Sherman Administration Building.

**President's Cabinet members will:**

1. Assemble at the command post.
2. Form and implement a Crisis Response Team (page 16).
3. Work with other Cabinet members to make the following immediate decisions:
   - Determine 2 police liaisons. One liaison will meet the police and stay with them. One will stay with the CRT Leader at the NIC command post. Call police dispatch @ 911 to inform them of the name of college liaison.
   - Determine if the Children's Center should be evacuated.
   - Determine if incoming vehicular traffic should be diverted.
   - Determine if campus buildings should be locked down or evacuated.

At this point, the CRT leader and team will standby to react to information gathered from the police department.

# BOMB THREAT PROCEDURES

The Coeur d'Alene Police Department has reviewed and authorized this procedure.

**When it becomes known that NIC has received a bomb threat, please follow these steps immediately:**

1. Call campus security (769-3310). Inform them of the location of the threat.
2. Complete the Bomb Threat Checklist on the next page.

**Campus Security will:**

1. Call 911 to ask for on-site police assistance at the Headwaters Complex, 701 River Avenue.
2. Initiate a phone call to all President's Cabinet Members indicating:

   **Name of Location of Alleged Bomb and any other details that may be known.**

3. Bring radios and available personnel to the command post.
   - For this event, the command post will be the Headwaters Complex Conference Room, 701 River Avenue, unless Headwaters Complex is the effected building. The secondary command post is Sherman Administration Building.

**President's Cabinet members will:**

1. Assemble at the command post.
2. Work with other Cabinet members to clarify:
   a. Is this a credible threat?
   b. Should the building or the campus be evacuated?
   c. Has the bomb threat checklist been completed?
   d. What is law enforcement's advice?
3. Form a CRT (Page 16) if necessary.

**See next page for Bomb Threat Checklist**

# BOMB THREAT CHECKLIST

## FIRST

During the phone call, ask the following questions in any order:

- Where is the bomb right now? _____
- What kind of bomb is it? _____
- What does the bomb look like? _____
- What will cause the bomb to explode? _____
- When will the bomb explode? _____
- Did you place the bomb yourself? _____
- Why are you doing this? _____
- What is your name? _____
- What is your address? _____
- How can someone contact you with more information? _____

## SECOND

Write out the exact wording of the threat:

_____

_____

_____

## THIRD

Complete the following:

1. Sex of caller? _____
2. Length of call? _____
3. Number at which call was received? _____
4. Time? _____
5. Date? _____
6. Could you tell the origin of the call? (local, long distance, phone booth, cellular) _____
7. Describe the voice on the phone:
   - man, woman, child _____
   - intoxicated, accent _____
   - speech impediment _____
   - calm, excited _____
   - interesting specific phrases used _____
8. Describe the background noise:
   - music, children, TV, talking _____
   - airplanes, horns, traffic, machines _____
   - clanking (restaurant?) _____
   - other _____

# DEATH OF STUDENT

*Requires forming a Crisis Response Team. See Tab 2, page 16.*

## 30-MINUTE RESPONSE

- Call 911.
- Remove survivors away from victim to a safe place.
- Attempt to have someone who is emotionally stable stay with survivors.
- Call Campus Security or Dept/Building Supervisor; form CRT.
- CRT should begin informing internal supervisory staff of the College.
- Attempt to obtain following information for emergency personnel:
  - person's name
  - on-or off-campus resident and their address
  - Roommates' names
  - next of kin's name
  - witnesses
  - age/year in school
- Manage crowds.

## 3-HOUR RESPONSE

- Do NOT contact next of kin. Coroner must do this.
- Set up a place where affected students can go to sit, be with friends, talk.
- Activate the Crisis Recovery Unit (Tab 5, Appendix 3, Page 55).
- Formulate a campus response after coroner has notified next of kin. This includes:
  - condolences from President to family
  - announcement to campus (usually via letter from President)
  - announcement to Community & College Relations
  - notification of appropriate faculty/staff
  - special attention to roommates and friends (1:1 or group counseling/grief sessions)

## 3-DAY RESPONSE

- Hold memorial service.
- Secure belongings and pass to next of kin if Residence Hall resident.
- Continue counseling and observation of roommates.
- Finalize transcripts, accounts, and bills (outstanding fees waived).

## EARTHQUAKE

*Requires beginning Emergency Operations. See Tab 3, page 21.*

TIP #1 Determine the magnitude of the damage to person and property.
- Complete a quick check, look for structural damage
- Look/Smell for gas leaks
- Determine number and type of injuries

TIP #2 Begin Emergency Operations if TIP #1 seems to be critical. Do not over-react to earthquakes. Emergency Operations should begin only when it seems there is imminent danger to building and lives.

TIP #3 Turn off gas mains. Do NOT light candles or fires.

TIP #4 Wear closed-toe shoes and carry a flashlight.

TIP #5 Stay away from power lines, trees, and windows.

TIP #6 Wait for structural engineers to determine integrity of building before allowing students/staff to return (if building seems critically damaged).

TIP #7 Do not pull fire alarms if there is no fire. This creates a secondary diversion to the problem at hand.

TIP #8 Make sure to look under desks and beds when searching for victims.

TIP #9 Check water and boiler systems. Water may be contaminated.

## FIRE & EXPLOSION

*Requires beginning Emergency Operations. See Tab 3, page 21.*

**TIP #1** Pull Fire Alarm.

**TIP #2** Call 911 immediately & alert Campus Security.

**TIP #3** Evacuate the building.

**TIP #4** Close doors around the fire area to contain it.

**TIP #5** Use stairwells, do NOT use elevators.

**TIP #6** Ensure that AREA OF RESCUE points are checked for persons with disabilities, and coordinate evacuation of individuals.

**TIP #7** Secure the scene allowing no one into the area except Emergency Services personnel. If smoke or flames are visible, then only allow Fire Department Personnel.

**TIP #8** Campus Security will meet with incoming Emergency Services to report on searches and accountability for checking remaining unsearched building areas.

**TIP #9** Secure a staging area for Emergency Responders to evacuate victims.

**TIP #10** DO NOT turn off electricity or gas services until requested to do so by Emergency Services, then render requested assistance.

## GAS LEAK

*Requires beginning Emergency Operations. See Tab 3, page 21.*

| | |
|---|---|
| TIP #1 | Do NOT pull a Fire Alarm |
| TIP #2 | Call 911 immediately & alert Campus Security |
| TIP #3 | Evacuate the building securing the scene until cleared by emergency services. |
| TIP #4 | LEAVE light switches and electricity exactly as they are. Coordinate turning off gas with incoming emergency services. |
| TIP #5 | Be careful of danger from possible explosion and being overcome by gas fumes |
| TIP #6 | Check evacuees for dizziness and vomiting. Get medical attention for potential victims. |
| TIP#7 | Coordinate with the Fire Department for ventilating the building if needed. |
| TIP#8 | Assist Fire Department if requested with a room to room search for unconscious individuals – search teams should be in pairs if possible. |

## Hazardous Materials Protocol

Spills of toxic substances or accidents involving any hazardous chemical should be resolved immediately and reported to THE CHEMICAL HYGIENE OFFICER, CAMPUS SAFETY OFFICER, and Campus Security (769-3310) for documentation.

**CHEMICAL HYGIENE OFFICER (CHO): DAVID F. ABSHERE**
Office
Cell
Home

**CAMPUS SAFETY OFFICER (CSO): GARRY STARK**
Office
Cell
Home

Briefly, the overall steps of handling an accident are outlined below.

1. Notify 911 and Campus Security immediately, and then evacuate the area. Do not attempt clean-up of a hazardous material without advice from emergency services.
2. Let emergency services evaluate the scene and apply appropriate hazmat measures.
3. If a person has been splashed with a chemical, call 911 immediately. **Follow the chemical's MSDS paperwork for the proper way to remove the chemical.** Do not remove clothing without advice from emergency medical personnel – clothing may adhere to the victim requiring special handling. Some chemicals have a negative reaction to water and will cause further harm or death.
4. If a victim has been over-exposed by inhalation, get victim to fresh air, apply artificial respiration if necessary and get medical attention.
5. In other cases of over-exposure, get medical attention ad follow the instructions of the medical professional.
6. After securing proper medical attention for a chemical exposure victim, consult with emergency services to neutralize or absorb the spilled chemical with the proper spill cleanup material and dispose of it in accordance with hazardous waste procedures.

There are some fundamental actions which must NOT be used in handling emergencies. Some of them include:

- **DO NOT** attempt to clean up any spill if the chemical is unknown and/or you are not qualified to handle it.
- **DO NOT** force any liquids into the mouth of an unconscious person.
- **DO NOT** handle emergencies alone, especially without notifying someone that the accident has occurred.
- **DO NOT** apply medical aid procedures without some training. **Consult the Chemical MSDS paperwork before flushing chemicals with water as reactions can occur.**

## HAZARDOUS MATERIALS

*Requires beginning Emergency Operations. See Tab 3, page 21.*

TIP #1 Contact Kootenai County Emergency Services, 446-1775.

TIP #2 Be prepared for a total evacuation of the college upon direction of the Incident Commander.

TIP #3 Attempt to organize evacuation by sections of the college if total evacuation is ordered. For example, announce that all occupants of Hedlund Bldg. should evacuate first, allow time for occupants to leave building, get into cars, and drive to a designated disaster point. Then designate the next building to evacuate. The individuals in the building closest to the incident would be the first to be removed from potential harm.

TIP #4 Remember that all city occupants may be using the same evacuation routes if a total evacuation is ordered. Use caution and do not panic.

TIP #5 Use Building Leaders for each building to coordinate evacuation (Instructions see page 19. Leaders & phone numbers are found in Tab 1, pages 12-13).

TIP #6 Shelter in Place

## HEALTH HAZARD

*Requires forming a Crisis Response Team. See Tab 2, page 16.*

Health Hazards are considered Infectious Diseases or Toxic Spills. At the onset of any such crisis please contact Public Health at 683-4771.

30-MINUTE RESPONSE

- If toxic spill…
  - call 911.
  - remove individuals to safe place.
  - consider beginning Emergency Operations (Tab 3) if crisis appears to warrant long-term displacement.
  - form CRT.
- If infectious disease…
  - communicate with individual about medical precautions already taken.
  - isolate individual until verification of appropriate procedures received from medical personnel.

3-HOUR RESPONSE

- If toxic spill…
  - allow students back to building when ALL CLEAR is given.
  - have information available so students know where to report damaged property or subsequent health problems.
- If infectious disease…
  - prepare educational information for campus.
  - review alternatives with infected student about remaining on-campus or going home.
  - consider medical personnel's advice.

## SHELTER IN PLACE

If the is a major chemical emergency at/or near North Idaho College, you will be notified by authorities to either evacuate the area or to Shelter in Place.

If you are told to evacuate, do so immediately following the authorities instructions. Take your immediate possessions with you – cell phone, purse, jacket, etc.

If you are told to Shelter in Place, this is a precaution aimed to keep you and others safe from harm

- Go inside immediately
- Close all doors and windows
- Shut off all heating and air conditioning systems and close all vent fans as soon as possible.
- If possible, go to an interior room without windows, and in the **case of a chemical threat,** an above ground location is preferable because some chemicals are heavier than air, and may seep into basement, even if the windows are closed.
- If available, wet some towels and jam them in the crack under doors.
- If you are told there is danger of explosion, close the window shades, blinds or curtains. To avoid injury, stay away from the windows.
- Stay in the room until you are told all is safe or you are told to evacuate.
- Do NOT call 911 or the operator for information unless there is a possible life-threatening emergency.
- DO NOT ATTEMPT TO EVACUATE THE AREA. Stay inside until you are told that you can leave safely.

# HOSTAGE SITUATION

*Requires forming a Crisis Response Team. See Tab 2, page 16.*

30-MINUTE RESPONSE

- Call 911.
- Remove any uninvolved individuals.
- Provide space where concerned individuals can wait.
- Form CRT.

3-HOUR RESPONSE

- Work with emergency personnel.
- Do not talk to press; allow Police to do that.

3-DAY RESPONSE

- Depending on outcome of situation….

  Refer to Student Death section, or

  Use CRT to assess how situation formed and how to better respond next time.
  Send words of support from President to family and individual.
  Provide group and individual counseling.

## KIDNAPPING

*Requires forming a Crisis Response Team. See Tab 2, page 16.*

30-MINUTE RESPONSE

- Notify Police.
- Form CRT.
- Take direction from the FBI.

3-HOUR RESPONSE

- Inform College community if allowed to do so by Police.
- Provide place where concerned individuals can wait.

3-DAY RESPONSE

- If situation unresolved, provide daily group counseling/information sessions.
- If situation resolved, refer to Student Death section if necessary.

# MAIL PROCEDURES

*Requires forming a Crisis Response Team. See Tab 2, page 16.*

Recommended by US Postal Service:

30-Minute Response

- Don't handle a letter or package that you suspect is contaminated.
- Don't shake it, bump it, or sniff it.
- Wash your hands thoroughly with soap and water.
- Notify police.
- Notify the Vice President for Resource Management
- Quarantine the area.

3-Hour & 3-Day Response

- As directed by law enforcement.

What should make you suspect a piece of mail?

- It's unexpected or from someone you don't know.
- It's addressed to someone no longer at your address.
- It's handwritten or has no return address.
- It's lopsided or lumpy in a appearance.
- It's sealed with excessive amounts of tape.
- It's marked with restrictive endorsement, e.g., "Personal" or "Confidential".
- It has excessive postage.

## MEDICAL/PHYSICAL INJURY

*Requires forming a Crisis Response Team. See Tab 2, page 16.*

30-MINUTE RESPONSE

- Call 911.
- Administer First Aid.
- Ascertain if there was an aggressor or assailant. If so, inform police.

3-HOUR RESPONSE

- Form CRT if injury serious/life-threatening.
- Have counseling available. Roommate or friends may be traumatized.

3-DAY RESPONSE

- Form plan to assist student with catching up on class work, providing reasonable access, etc if student returns.

# PHYSICAL ASSUALT

*Requires forming a Crisis Response Team. See Tab 2, page 16.*

## 30-MINUTE RESPONSE

- Ascertain victim's health. Use hospital if necessary.
- Determine if victim wants to pursue formal action (i.e., either campus or criminal).
  If YES for criminal, call 911. (If weapon used, must notify police.)
  If YES for campus process, inform the Vice President for Student Services.
- Obtain as much information from victim as possible.
- Make sure victim feels safe.
  Arrange for friend to stay with victim.
  Arrange somewhere for victim to spend night.
- Determine if victim and aggressor were in domestic relationship.
- If YES, federal/state laws regarding domestic violence apply. Police can arrest aggressor if signs of physical abuse.

## 3-HOUR RESPONSE

- See above.
- Form CRT.
- Assure safety of victim and community if aggressor not arrested.
- Implement a Temporary Suspension of aggressor if proceeding with campus judicial process. See Vice President for Student Services for this.
- Report to supervisor means of dealing with aggressor.
- Determine best way to protect campus community if aggressor at-large.
- Contact Women's Center for assistance, if deemed appropriate.

## 3-DAY RESPONSE

- See above.

## PLANE CRASH

*Requires beginning Emergency Operations. See Tab 3, page 21.*

TIP #1 Evacuate the building.

TIP #2 Begin Emergency Operations if completion of the crisis response will take over 5-6 hours. Small plane cashes may not need a longer response. If the SHELTER is *not* opened, create a CRT to respond to the deaths of individuals involved, repair of buildings, and counseling.

TIP #3 Do not touch plane parts.

TIP #4 Be aware of spilled fuel.

TIP #5 Remember that the FAA will be on scene and they will take total control over the crises. Also, the military may be involved, in which case College personnel may only approach the scene if life safety is involved.

## PROTESTS – Large Scale

*Requires forming a Crisis Response Team. See Tab 2, page 16.*

30-MINUTE RESPONSE

- Form CRT.
- Inform Police.
- Make decision to let continue or to disrupt.
  (If no harm is being done, let protests continue…free speech issue.)
- Bring together players who deal directly with specific issue of protest.

3-HOUR RESPONSE

- Make sure normal operations of campus continue.
- Monitor progress of protest.

3-DAY RESPONSE

- Provide education on best way to express discontent.

# RAPE/SEXUAL ASSAULT

*Requires forming a Crisis Response Team. See Tab 2, page 16.*

## 30-MINUTE RESPONSE

- Allow survivor to make all decisions regarding her/his welfare unless physical injury is life-threatening.
- Provide survivor options. Empower survivor to take back control.
  Options: Contact Women's Center 664-9303 (first and most desired option)
  Contact Police and report
  Find a friend to help individual through process
  Arrange to have parents/family involved
- Be certain survivor's physical safety is assured.
  Will aggressor be back?
  Does survivor want to stay at friend's tonight?
- If survivor wants to report,
  call Women's Center 664-9303
  have someone stay with survivor through process.
  do NOT allow survivor to shower.
  do NOT allow survivor to change clothes.
  proceed with campus judicial process,
  including Temporary Suspension from the Residence Hall.
- Remember, student has been traumatized.
  Be sensitive.
  Do not blame, threaten, or intimidate.
  Have female take lead in response with female survivors if possible.

## 3-HOUR RESPONSE

- See above.
- Form CRT.
- Report to Vice President for Student Services
- Determine how to best deal with aggressor, if still at-large.

## 3-DAY RESPONSE

- Refer to counseling with consent of survivor.
- Follow-up with campus disciplinary system and remember to watch out for survivor's safety and psychological well-being (e.g., are survivor and aggressor in similar class? If so, what will be done?).

# SEXUAL HARASSMENT

*Requires forming a Crisis Response Team. See Tab 2, page 16.*

## 30-MINUTE RESPONSE

- Determine if assault occurred. If YES, refer to RAPE/SEXUAL ASSAULT, Page 47.
- Ascertain if victim wants to proceed formally if no assault occurred (i.e., criminally or with campus judicial process).
  If YES, contact police and/or begin campus process by filing incident report with Human Resources or the VPSS.
  If NO, advise victim of rights:
  1) To work in a place free from harassment,
  2) To work in an unthreatening environment,
  3) To maintain a respectable/communicative atmosphere.
- Work with victim to assure that these rights are maintained. Provide strategies.
- If you are a supervisor and are aware of an incident involving sexual assault, *you must report this to Human Resources or the Vice President for Student Services*.

## 3-HOUR RESPONSE

- See above.
- Make sure work environment is safe for victim.

## 3-DAY RESPONSE

- See above.

## STORM (Loss of Electricity/Gas or Damage to Heating Plant)

*Requires beginning Emergency Operations. See Tab 3, page 21.*

TIP #1 Begin Emergency Operations in the best possible location if buildings are damaged such that individuals cannot remain inside (e.g., gas and electric power are suspended).

TIP #2 Acquire generators and blankets listed on supply list, Tab 5, Appendix 6, Page 58.

TIP #3 Determine if off-site shelters are more appropriate. Contact Kootenai County Office of Emergency Management at 446-1775.

## SUICIDE - Successful

*Requires forming a Crisis Response Team. See Tab 2, page 16.*

30-MINUTE RESPONSE

- Call 911.
- Remove survivors to safe place.
- Keep individuals/crowds back from scene.
- Do not disturb body or room.
- Call appropriate campus staff for assistance.
- Form CRT.
- Inform emergency personnel when they arrive.

3-HOUR RESPONSE

- Attempt to have someone who is emotionally stable stay with survivors.
- CRT should begin informing internal supervisory staff of the College.
- Attempt to obtain following information for emergency personnel:
  - person's name
  - on-or off-campus resident, and their address
  - roommates' names
  - next of kin's name
  - witnesses
  - age/year in school
- Have Coroner contact next of kin. Do NOT do this yourself.
- Set up a place where effected students can go to sit, be with friends, talk.
- Provide a counselor at the above-mentioned location.
- After Coroner notification to next of kin, a campus response must be formulated. This includes:
  - condolences from President to Family
  - announcement to campus (usually via letter from President)
  - announcement to Community & College Relations
  - notification of appropriate faculty/staff
  - special attention to roommates and friends (1:1 or group counseling/grief sessions)

3-DAY RESPONSE

- Hold Memorial Service
- Secure belongings and pass to next of kin if Residence Hall resident.
- Continue counseling and observation of roommates; hold sessions on "Why suicide?"
- Finalize transcripts, accounts, and bills (outstanding fees usually waived).

## SUICIDE – Unsuccessful

*Requires forming a Crisis Response Team. See Tab 2, page 16.*

30-MINUTE RESPONSE

- Call 911.
- Keep person talking, awake. Stop bleeding if appropriate.
- Obtain as much information as possible regarding method and individual.
- Inform emergency personnel when they arrive.

3-HOUR RESPONSE

- Monitor student's status at hospital.
- Determine if he/she is returning to campus.

  If YES:

  Arrange to meet with student upon return.
  Complete COOPERATION AGREEMENT (see Student Services Office).
  Work with student about re-integrating into campus community.
  Determine if student is getting continued help.

  If NO:

  Arrange to inform roommate.
  Do NOT notify next of kin (hospital's responsibility).
  Work with CRT to determine if floor meeting should be held (if student is a resident on-campus).

3-DAY RESPONSE

- Confirm student is getting help.
- Consider possible education sessions (e.g., students and depression).

# TAB 5

## APPENDICES

**Pages**


| | | |
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| Appendix 2: | Crisis Command Hierarchy | **54** |
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# APPENDIX 1: Children's Center Evacuation Protocol

In the event of an emergency, Children's Center staff will be notified by campus authorities to either **Evacuate** the building or to **Shelter in Place**.

**Shelter in Place Procedures:**

If it is required that children and staff are to **Shelter in Place** it is important to immediately:

- Take the children inside if outdoors.
- Close all doors and windows.
- Move to an interior space with the fewest windows and doors.
- Stay inside until instructed that it is safe to leave. Do not attempt to evacuate the area.

**Evacuation Procedures:**

If required to **Evacuate**, the children and staff will be transported to the **Harding Family Center 411 N. 15th Stree**t (or alternate facility if designated) in order for the children to remain in a safe environment while waiting release to parent(s) or guardian(s).

- When instructed, the staff and children will proceed outside to a gathering area west of the building, next to the outdoor restrooms and at the base of the stairs leading up to the dike road.
- Do not delay the evacuation by gathering personal items other than coats and shoes.
- Head counts of children should be taken immediately to ensure all are accounted for.
- Vans will be in route from NIC departments of transportation, custodial and mail center. They will arrive in a line up on the dike road directly about the stairs where children are gathered.
- As the vans arrive, staffs are to form orderly lines on the stairs and load children quickly and calmly. Facilities Operations staff will assist putting the children into vans. Be Aware of the Traffic around you.
- Vans will immediately depart to the Harding Family Center or designated safe facility.

**NOTE:** The service vans used for the evacuation may NOT have back seats or seatbelts installed for use by the children and staff. Sit tightly together and do not stand up at anytime.

## APPENDIX 2: Crisis Command Hierarchy

The Security Office has been designated as the first point of contact for any emergency on campus. For reference, the phone number is:

208-769-3310

If Security determines that a Crisis Team response is necessary, or that NIC Emergency Operations should begin, they will begin First Reporting Procedures as stated in Tab 2; Section A (PAGE 16).

The process outlined in Tab 2, Section A determines that the following personnel, in the order listed below, will assume leadership and decision-making responsibilities as they affect the institution during the crisis.

| | |
|---|---|
| President | Priscilla Bell |
| Vice President, Resource Management | Ron Dorn |
| Vice President, Student Services | Sheldon Nord |
| Vice President, Instruction | Jay Lee |
| Vice President, Community Relations & Marketing | John Martin |
| Director, IT | Steve Ruppel |
| Director, HR | Wade Larson |
| Director, Athletics | Al Williams |
| Director, Foundation | Rayelle Anderson |
| Director, Facilities | Mike Halpern |
| Assist. Director, Facilities | Garry Stark |
| Lieutenant, Security | Bob Thomson |
| Sergeant, Security | Pat Murray |

## APPENDIX 3: Crisis Recovery Unit

The Crisis Response Unit (CRU) is activated by a Crisis Response Team leader or a member of President's Cabinet when it is necessary to begin counseling, debriefing, or emotional support in the wake of a crisis.

The CRU's responsibilities include establishing counseling opportunities, working with survivors and victims, and assisting students and employees in dealing with the crisis.

The CRU can be activated at any point, but the sooner they are activated the more effective they will be.

Steps for activating the CRU:

The CRT leader will contact one of the co-leaders of the CRU to be on the Crisis Response Team. The co-leaders are:

Linda Michal
Katie Kelso

The CRU leader will meet with the CRT to understand the scope of the crisis, who is involved, and other operating logistics.

The CRU leader will pull together a team of appropriate size to begin intervention strategies as outlined in their operations manual.

The CRU leader will facilitate a planning session with CRU members to determine the type of intervention necessary.

The CRU leader will be responsible to the CRT leader for reporting on how the recovery strategies will be implemented.

## APPENDIX 4: Evacuation of Persons with Disabilities

Each building on campus has a designated "Area of Rescue Assistance".

*In preparation to evacuate a building:*

- Become familiar with the Area of Rescue Assistance in the building.
- Train and inform persons with disabilities to reach this location during an evacuation if at all possible.
- Train staff on how to handle a person with disability to remove them from a dangerous situation.
- When working with persons with disabilities, talk to them to become familiar with their specific disability.
- Identify individuals who will be willing to help a mobility impaired individual during an evacuation. If evacuating a person in a wheelchair, 3 people will be needed. One person guides the head area to steer the chair while descending steps. The other two are at the foot to provide lift, and determine speed of descent.
- Assist mobility impaired individuals until safety is reached.

*In the event of an emergency evacuation:*

- The coordinator of the evacuation should send someone to the Area of Rescue Assistance to help anyone waiting there.
- All areas of each building should be searched.

## APPENDIX 5: Maps

There is a companion manual for this protocol (found in their "Black Box") called:

***NIC Emergency Operations: Campus Maps***

Please obtain a copy of this manual for detailed maps of each building located on NIC Campus. Copies of this companion manual are located in the following locations:

- President's Office *(Sherman 101)*
- Vice President for Resource Management *(Lee 111B)*
- Vice President for Community Relations & Marketing's Office *(Sherman 102)*
- Vice President for Instruction's Office *(Molstead 252)*
- Vice President for Students Services' Office *(Student Union 213)*
- Facilities' Office *(Headwaters Complex A 104)*
- Information Technologies Office *(Siebert Office 153)*
- Securities Office *(Headwaters Complex B 104)*

**A Campus Map & an Evacuation Map are located in front pocket of this binder**

## APPENDIX 6: Supplies – *Campus Map in front pocket of binder*

| Building | Location on Map | Departments |
|---|---|---|
| Headwaters Complex A | #26 | Facilities Operation Office |
| Student Union Building | #4 | Dining, Auxiliary Services |
| McLain Hall | #1 | Physical Plant Shop |
| Headwaters Complex B | #27 | Security |
| River Building | #15 | Mail/Copy Center & Transportation |

| Supply | Location |
|---|---|
| Barricades | Warehouse #1 |
| Barrier Tape | Warehouse #1 |
| Batteries | Headwaters Complex A |
| Blankets | Warehouse #1 |
| Bull Horns | Warehouse #1 |
| Chain Saws | Headwaters Complex |
| Come-a-long | McLain Hall |
| Ear Protectors | Warehouse #1 |
| Extension Cords | McLain Hall |
| Fans | Warehouse #1 |
| Fire Alarm Keys | Headwaters Complex A |
| First Aid Kits | Headwaters Complex |
| | River Building |
| Flares | Warehouse #1 |
| | River Building |
| Flashlights | Headwaters Complex |
| | Warehouse #1 |
| Gasoline | River Building |
| Glasses (safety) | Warehouse #1 |
| Gloves | Headwaters Complex A |
| | Warehouse #1 |
| Handheld Traffic Signs | Warehouse #1 |
| Hard Hats | Warehouse #1 |
| Jackhammer | McLain Hall |
| Janitorial Supplies | Headwaters Complex |

| | |
|---|---|
| Kitchen Supplies | Student Union Building-Kitchen |
| Ladders | McLain Hall |
| Matches | Warehouse #1 |
| Portable AM/FM Radios | Headwaters Complex |
| | Warehouse #1 |
| Portable Generator | McLain Hall |
| Portable Gas Heaters | McLain Hall |
| Portable Lights | McLain Hall |
| Radios (Two-Way) | Headwaters Complex |
| | River Building |
| Rope, Straps, Tarps | McLain Hall |
| | Warehouse #1 |
| Safety Vests | Warehouse #1 |
| Spill Containment, Sorbents | Headwaters Complex |
| | Warehouse #1 |
| Sound Equipment | Student Union Building 012 |
| Tools (shovels, pry bars, etc…) | Headwaters Complex |
| Tractors, Trucks | Headwaters Complex |
| Traffic Cones | Warehouse #1 |
| Trash Cans | Headwaters Complex |
| Vehicle Keys | River Building and Headwaters Complex |
| Water –Bottled | Student Union Building-Kitchen |

**Contact Numbers**

| | | |
|---|---|---|
| Security | 769-3310 | 24 hour phone |
| Facilities | | Main Office<br>On Call Cell (Physical Plant) |

**Note 1:** Security or Facilities Operations staffs have keys to all buildings. Extra keys for all buildings are located at the Facilities Operations office in the HWC-A at 701 River Avenue.

**Note 2**: See Emergency Personnel Contact Numbers for Facilities Operations staff.

# APPENDIX 7: Telecommunications in an Emergency

If the college voice and data networks are still operable, the following communications options are available:

**Global College Announcements:**

All options initiated by Information Technology personnel:

- *NIC Alerts:* In case of campus emergency or closure, the NIC Alerts system provides emergency messages to all subscribers via text message to cell phone and e-mail.

- *Systems-wide Email Message:* Message sent to the inbox of all active Group Wise email system users.

**Switchboard Service:**

The college switchboard operator is normally on duty at the console at Headwaters Complex B (Parking/Security). Its number is (208) 769-3300.

Back up switchboard service may be made available in the Disaster Command location in the Siebert Information Technology Area.

**Phone Bank Facility:**

The North Idaho College phone bank is located in the basement of Siebert Bldg., room 009 in the Employee Learning Facility (ELF).

Phones (12) and active phone ports are available at that location. The access code for entry into ELF resides with the Administrative Assistant in Information Technology.

## Emergency Phones and Locations

### *Elevator Emergency Phones*

| # | Building | Extension |
|---|---|---|
| 1 | Boswell | 1649 |
| 2 | Hedlund | 1650 |
| 3 | Seiter | 1651 |
| 4 | SUB | 1652 |
| 5 | Lee/Kildow | 3598 |
| 6 | Molstead Library | 3599 |
| 7 | Residence Hall | 5982 |
| 8 | Siebert | 1664 |
| 9 | Meyer Health & Science | 2792 |
| 10 | Winton | 665-5092 |

### *Exterior Blue Light Emergency Phones*:

| # | Building or Parking Lot | Extension |
|---|---|---|
| 1 | Molstead Library *(North side)* | 7752 |
| 2 | Fort Sherman Museum *(West side)* | 7753 |
| 3 | Lee Hall Annex / Seiter (*East side between buildings.)* | 7754 |
| 4 | McLain *(West side)* | 7755 |
| 5 | Hedlund *(East side)* | 7756 |
| 6 | Sherman Building / Boswell *(North side by Garden Ave.)* | 7757 |
| 7 | River Building *(South side of Mail/Copy Center* ) | 7889 |
| 8 | Headwaters Complex Parking Lot *(By small storage bldg.)* | 2754 |
| 9 | Headwaters Complex B (*Parking/Security bldg.)* | 665-5094 |

# APPENDIX 8: Building Leaders Checklist

Building Leaders are responsible for the following crisis protocols:

**Persons with Disabilities**

Building Leaders should be familiar with Appendix 4, Page 56, Evacuation of Persons with Disabilities.
Building Leaders should know where their building's Areas of Rescue Assistance are.
In the event of an evacuation, Building Leaders should first check the Areas of Rescue Assistance to assure that no one needs help.

**Evacuations & Lock Downs**

- Building Leaders, upon hearing a fire alarm or receiving instructions to evacuate their building, should be familiar with the layout of the building and make sure that each room is clear.
- Upon hearing instructions to Lock Down, Building Leaders will assign a staff member to each entrance of the building until informed otherwise. The staff will ask occupants to stay in the building for safety reasons until further notice.

**Training**

- Building Leaders should be familiar with emergency procedures and be the building's resource for questions.
- Building Leaders should be available to give a brief introduction to campus crisis/emergency protocols for new staff permanently assigned to the building.
- Building Leaders should attend available trainings in the event that they are called upon to serve on a Crisis/Emergency Response Team.

.

**Routine Checks**

- Building Leaders, minimally once per year, will make sure that all doors open and close properly.
- Building Leaders, minimally once per year, will assure that all posted evacuation routes are in place.
- Building Leaders, minimally once per year, will assure that the Areas of Rescue Assistance are clearly marked.

# APPENDIX 9: Acronyms

The following acronyms have been used in this document.

| | |
|---|---|
| VP | Vice President |
| CRT | Crisis Response Team |
| CRU | Crisis Recovery Unit |
| EMS | Emergency Medical Services |
| EOC | Emergency Operations Center |
| FAA | Federal Aviation Administration |
| FSD | Food-Supply Distribution |
| HR | Human Resources |
| MHS | Meyer Health & Science |
| IT | Information Technology |
| NIC | North Idaho College |
| RA | Resident Assistant |
| SUB | Student Union Building |

## APPENDIX 10: Authorization of the Crisis Manual

I have reviewed this document and authorize its use when pertinent.

_____ _____

Priscilla Bell, President
North Idaho College

Date

***This document was last updated on October 19, 2010 and is scheduled for review and update every 6 months.***

***An electronic copy can be found at:***

***http://www.nic.edu/security/***

College of Western Idaho

Business Office
6056 Birch Lane
Nampa, ID 83687

November 23, 2010

Tracie Bent
Chief Policy Officer
State Board of Education
650 West State St
Boise, Idaho 83720

Ms. Bent:

The College of Western Idaho has several components of its overall emergency plan prepared but the total document is not ready for public review.

When the document has been approved by our Board of Trustees, it will be forward to your office, with suggested areas for redaction, if necessary.

Thank you for your support to CWI.

Sincerely,

Cheryl A. Wright
Vice President Finance and Administration

phone 208.562.3500
fax 208.562.3535
www.cwidaho.cc

# *The Office of the Governor*

***THE OFFICE OF THE GOVERNOR***
***EXECUTIVE DEPARTMENT***
***STATE OF IDAHO***
***BOISE***

## *EXECUTIVE ORDER NO. 2010-09*

## *ASSIGNMENTS OF ALL-HAZARD MITIGATION, PREPAREDNESS, RESPONSE AND RECOVERY FUNCTIONS TO STATE AGENCIES IN SUPPORT OF LOCAL AND STATE GOVERNMENT RELATING TO EMERGENCIES AND DISASTERS*

---

*WHEREAS, widespread property damage, personal injury and loss of life from manmade and natural disasters is an ever present possibility in Idaho; and*

*WHEREAS, Chapter 10, Title 46, Idaho Code requires the protection of lives and property in any type of natural or man-made disaster emergency or threat that might conceivably confront the State; and*

*WHEREAS, local government is the principal provider of emergency response in Idaho and local volunteers deliver nearly 85% of the emergency services within the State; and*

*WHEREAS, the role of state government is to support and enhance local community emergency response efforts including focusing state agency activities on supporting regional and community needs throughout Idaho; and*

*WHEREAS, the Legislature has directed the development of such state disaster mitigation, preparedness, response and recovery plans; and*

*WHEREAS, effective state mitigation, preparedness, response and recovery planning requires proactively identifying functions that would be performed during such emergencies and the assignment of responsibility for developing the capability to implement these plans;*

*NOW, THEREFORE, I, C.L. "BUTCH" OTTER, Governor of the State of Idaho, by virtue of the powers and authority vested in me by the Constitution and laws of this State do hereby assign emergency mitigation, preparedness, response and recovery functions to the various agencies.*

*Each department and agency with essential functions, whether expressly identified in this Order or not, shall:*

*I. COORDINATING INSTRUCTION*

*A. Office of the Adjutant General, Chief, Bureau of Homeland Security*

1. *Coordinate emergency management activities of all state agencies on behalf of the Governor (Section 46-1006, Idaho Code).*
2. *Provide executive supervision and policy guidance to the State Director/Coordinator, Bureau of Homeland Security.*
3. *Order into active service of the State, the National Guard or any part thereof as directed by the Governor in the event a state of an extreme emergency is declared (Section 46-601, Idaho Code)*
4. *Draw upon existing advisory committees, commissions and councils to form a Homeland Security Coordination Group in order to exchange information and coordinate preparedness efforts. Assign management and oversight of the Coordination Group to the Director, Bureau of Homeland Security.*

*B. Bureau of Homeland Security*

1. *Coordinate state and federal emergency response, recovery and mitigation operations during emergencies and disasters. Provide technical support to local jurisdictions involved in local emergencies and disasters that do not require state resources.*
2. *Establish and maintain the Idaho Emergency Operations Center for directing the coordination of emergency and disaster operations.*
3. *Develop and coordinate the preparation and implementation of plans and programs for mitigation to prevent or reduce the harmful consequences of disasters in accordance with Section 46-1006(1), Idaho Code.*
4. *Ensure state and local preparedness, response and recovery plans are consistent with national plans and programs. Ensure state agency plans are consistent with the State's emergency management goals and procedures.*
5. *Coordinate collaborative efforts with other state governments and federal agencies.*
6. *Coordinate all requests from state and local governments for disaster emergency assistance.*
7. *Coordinate the use of state emergency communications and warning systems. Develop, administer, and integrate the state Radio Amateur Civil Emergency Service (RACES) and other volunteer communications programs into a state system or network in accordance with Section 46-1013, Idaho Code.*
8. *In coordination with the Governor's Press Secretary and/or Communications Director, coordinate and administer the Public Information Emergency Response (PIER) Team program in support of state and local emergency and disaster public information preparedness, emergency evacuation, response and recovery objectives.*
9. *Function as the State Administering Agency for the federal State Homeland Security Grant Program (SHSGP). Ensure that Idaho meets national standards and criteria established by the U. S. Department of Homeland Security.*

*II. GENERAL ASSIGNMENTS*

*Each state agency will:*

*A. Prepare for and respond to emergencies or disasters within the State of Idaho in a manner consistent with the National Incident Management System (NIMS) using management structure consistent with the Incident Command System (ICS). Agency employees expected to respond to emergencies or disasters within Idaho will have NIMS and ICS training commensurate with their expected roles in response to such emergencies or disasters.*

*B. Appoint at least one state agency emergency coordinator to train, exercise and participate in the State Emergency Management Program to facilitate emergency support and logistics in response to emergencies and disasters. Larger departments will, by necessity, need to appoint subdivision emergency coordinators to report to the agency emergency coordinator. Provide the names, addresses, and phone numbers of agency emergency coordinators to the Bureau of Homeland Security.*

*C. Develop and maintain an agency emergency operations plan to carry out the agency's response and recovery support functions. Agency plans will assign disaster emergency duties to all subdivisions and personnel and will provide capability to support the Idaho Emergency Operation Center (IDEOC), Emergency Support Functions (ESF), and the National Incident Management System (NIMS) as required by the Idaho Emergency Operation Plan and the National Response Plan. Such support includes:*

1. *Assigning an ESF coordinator to interface with the IDEOC;*
2. *Providing situation reports, incident action plans, resource status, financial status, geospatial data, and organization/staffing/contact information to the IDEOC;*
3. *Providing personnel and resources to staff the ESF;*
4. *Providing personnel to staff the IDEOC, this may also require involvement of agency directors and emergency coordinators;*
5. *Providing personnel and resources for field deployment; and*
6. *Accepting IDEOC mission assignments to provide resources for response and recovery actions.*

*Plans will be kept current and an electronic copy provided to the Bureau of Homeland Security.*

*D. Develop and maintain Continuity of Operations Plan (COOP) to (a) address how the agency will provide essential services to citizens during response and recovery, and (b) return the agency to normal operations. An electronic copy of the current COOP will be kept on file at the Bureau of Homeland Security.*

*E. Agencies will notify the Bureau of Homeland Security of any significant event, incident, emergency or disaster, impacting the ability of government to provide public services within the State of Idaho. The Adjutant General, Chief, Bureau of Homeland Security will notify the Governor's Office.*

*F. Grant and/or use waivers in accordance with the applicable provisions of the Idaho Code for necessary disaster emergency response and recovery operations.*

*G. Train personnel to meet state emergency prevention, protection, response and recovery objectives as coordinated by the Bureau of Homeland Security.*

*H. Support the coordination of emergency services training through the Bureau of Homeland Security Training Advisory Board.*

*I. Coordinate any agreement or memorandum of understanding that incorporates emergency or disaster mitigation, preparedness, response, and recovery functions with the Bureau of Homeland Security. Such agreements or understandings will be integrated as part of the Idaho Emergency Operations Plan.*

*J. Public Information Officers of each state agency are collaterally assigned to the State's Public Information Emergency Response (PIER) Team Program during emergencies and disasters. PIER Team members provide a level of public information expertise not otherwise available to state and local jurisdictions. Public Information Officers will train and exercise under the auspices of the Bureau of Homeland Security. When emergencies and disasters occur, PIER Teams will be deployed, when necessary, to the IDEOC, Joint Information Centers, field support offices and/or local jurisdictions.*

*III. SPECIFIC ASSIGNMENTS*

*A. OFFICE OF THE ATTORNEY GENERAL*

1. *Provide legal advice and assistance to all executive officers of state government and to all offices or agencies of the state regarding any question of law relating to their respective functions.*
2. *Provide consumer protection advice and assistance in response and recovery phases of a disaster.*

*B. DEPARTMENT OF ADMINISTRATION*

1. *Prepare communication and warning studies to improve emergency communications, and assist in the development and implementation of disaster emergency plans for use of all non-military communications and warning systems within the State.*
2. *Assist other state and local agencies in procuring communications and warning equipment required to fulfill emergency responsibilities. Maintain an inventory and coordinate the availability of mobile and portable radios between state agencies.*
3. *Promote and develop mitigation strategies to prevent or reduce damage as a result of disasters for state-owned or leased buildings and structures in coordination with the Bureau of Homeland Security, the Idaho Department of Transportation, and the Division of Building Safety.*
4. *Provide personnel for damage assessment and damage survey teams in cooperation with the Idaho Transportation Department and Division of Building Safety.*
5. *Supervise and coordinate the procurement of construction equipment and personnel as it pertains to essential facilities, housing, and sanitation in conjunction with other state agencies.*
6. *Provide state and local governments with emergency contractual assistance and guidance.*
7. *Provide for the expanded security of the Capitol Mall Complex and state-owned or leased facilities, when required.*
8. *Coordinate with all state agencies to provide administrative support to the Bureau of Homeland Security when the IDEOC is activated. The Department of Administration may engage administrative support labor through temporary services agencies.*
9. *Assist in meeting agency needs relative to losses of state properties and or liability coverage, assignment of adjusters, and submission of claims. Submit copies of claims against the State of Idaho as a result of a disaster to the Bureau of Homeland Security.*

*C. DEPARTMENT OF AGRICULTURE*

1. *Provide primary support for mitigation, preparedness, response, and recovery activities pertaining to agricultural issues.*
2. *Coordinate with local officials for the evacuation of domestic livestock and other animals, and the establishment of an evacuation reception area for appropriate animal care.*

3. *Coordinate feeding requirements and care arrangements for livestock and other animals evacuated, lost, or abandoned as a result of disaster.*
4. *Coordinate dead animal removal.*
5. *Assist with incident response and recovery activities when chemicals, including pesticides, chemical agents, and biological agents are suspected or involved.*
6. *Provide technical assistance concerning livestock health, disease control, and preventive medicine.*
7. *Facilitate the distribution of medical supplies for livestock and other animals.*
8. *Inspect feed to ensure it is safe for livestock consumption.*
9. *Provide toxicological and other technical data on pesticides, fertilizers, plant and soil amendments, and other chemicals to response personnel and the public.*
10. *Assist with the disposal of unusable pesticides, fertilizers, and plant or soil amendments and help coordinate the transportation of these materials.*
11. *Provide personnel for damage assessments of commodity warehouses, potato storage facilities, livestock waste lagoon, and/or soil sediment pond breaks.*
12. *Provide trained personnel for agricultural and conservation damage survey teams.*

*D. STATE CONTROLLER*

1. *Initiate the warrant payment process in order to fulfill fiscal obligations resulting from goods and services supplied by state agencies during emergency response and recovery operations.*
2. *Fulfill fiscal obligations to the extent possible that monies exist in the state treasury.*
3. *During state response to emergencies and disasters, advise the Division of Financial Management and the Bureau of Homeland Security any time the disaster emergency account is inadequate to meet obligations and expenses provided by Section 46-1005A, Idaho Code.*

*E. DEPARTMENT OF COMMERCE AND LABOR*

1. *Provide primary support for mitigation, preparedness, response and recovery activities related to economic injury/losses as a result of disasters.*
2. *Provide an economic impact analysis of the effects of disasters or emergencies when requested by the Bureau of Homeland Security or other state agencies.*
3. *Provide assistance to local government as coordinated by the Bureau of Homeland Security.*
4. *Report the number of unemployed individuals as a result of a disaster emergency to the Bureau of Homeland Security.*
5. *Provide unemployment insurance claims service for disaster victims.*
6. *Provide re-employment assistance to individuals unemployed as a result of a disaster.*
7. *Provide personnel to support Disaster Recovery Centers with information on disaster unemployment services.*

*F. DEPARTMENT OF CORRECTION*

1. *Provide personnel (inmates/permanent staff) for emergency response and recovery assistance.*

*G. STATE BOARD OF EDUCATION*

1. *State Department of Education*

    a. *Coordinate the development of emergency disaster plans for all local school district buildings to ensure the safety of school populations in time of emergency.*
    b. *Assist local school districts and other qualifying agencies to develop a policy for the use of buses in an emergency.*
    c. *Prior to and after disasters affecting school facilities, promote mitigation activities to reduce the risk from structural and nonstructural hazards in school facilities in coordination with the Bureau of Homeland Security.*
    d. *Assist in coordinating activities for damage assessments and damage surveys for school facilities.*
    e. *Coordinate the utilization of school facilities for reception, shelter, and mass feeding during disasters.*

2. *The Office of the State Board of Education*

    a. *Coordinate the development of emergency disaster plans for colleges, universities, and area vocational-technical facilities to ensure the safety of school populations in time of emergency.*

b. *In coordination with the Bureau of Homeland Security, promote mitigation activities to reduce the risk from hazards in colleges, universities, and area vocational-technical facilities.*
c. *Assist in coordinating activities for damage assessments and damage surveys for higher educational and area vocational-technical facilities.*
d. *Provide personnel to assist damage assessment of colleges, universities, and area vocational-technical facilities.*
e. *Coordinate the utilization of colleges, universities, and area vocational-technical facilities for reception, shelter, and mass feeding during disasters.*
f. *Provide academic personnel for assessment of hazards and for coordinating the activities of investigators for scientific research.*

3. *Idaho State Historical Society/State Historic Preservation Officer*

   a. *Promote mitigation activities to reduce the potential loss of the State's historic and cultural resources as a result of hazards.*
   b. *In coordination with the Bureau of Homeland Security, conduct damage assessments, surveys, and reviews of historic and cultural resources in areas affected by disasters.*
   c. *Coordinate activities under Section 106 of the National Historic Preservation Act concerning emergency repairs and recovery projects in those areas affected by disasters.*

*H. DEPARTMENT OF FISH AND GAME*

1. *Provide personnel to be used as auxiliary police during emergencies.*
2. *Assist in search and rescue operations.*
3. *Assess environmental impact of proposed emergency operations and suggest alternative methods or actions to minimize environmental damage.*
4. *Provide personnel for damage assessment and damage survey teams.*
5. *Provide emergency communications.*

*I. DEPARTMENT OF HEALTH AND WELFARE*

1. *Coordinate emergency medical and health services throughout the State. Such responsibilities include development of general plans for public health and sanitation; emergency medical assistance; identification and mortuary services; mass care and feeding management; crisis counseling; emergency social services; evacuation of sick and injured; and use of hospitals and other medical facilities.*
2. *Support implementation of the State's Individual Assistance, Crisis Counseling and Community Relations programs during a disaster declared by the President under the auspices of the Bureau of Homeland Security.*
3. *Provide damage assessment and survey team personnel for health and welfare-related functional activities.*
4. *Provide food stamp and disaster welfare services.*
5. *Provide staff personnel to work in Disaster Recovery Centers. Provide personnel to work in the Disaster Field Office during federally declared disasters.*
6. *Monitor the National Warning System (NAWAS) through State Communications within the Bureau of Emergency Medical Services. Provide emergency communications support as coordinated by the Bureau of Homeland Security.*

*J. DEPARTMENT OF ENVIRONMENTAL QUALITY*

1. *Assess supplies of potable water and coordinate portable water resources with other state agencies.*
2. *Assess environmental impact of proposed emergency operations and suggest alternative methods or actions to minimize environmental damage.*
3. *Idaho National Laboratory-Oversight Program (INL-OP)*

   a. *Provide overall technical support for mitigation, preparedness, response, and recovery activities pertaining to radiological/nuclear health and safety issues.*
   b. *Support state and local efforts related to off-site radiological emergency planning at the INL.*
   c. *Serve as state liaison to the U.S. Department of Energy, the U.S. Nuclear Regulatory Commission, and the U.S. Environmental Protection Agency for radiological emergencies involving regulated materials and U.S. Department of Energy facilities and transportation activities.*
   d. *Provide radiation protection guidance, training, and information in support of state and local emergency responders.*

e. *Conduct radiological monitoring and coordinate radiological sample analysis with Idaho State University.*
f. *Maintain the INL Fixed Nuclear Facility Emergency Response Plan as an Annex to the Idaho Emergency Operations Plan.*

*K. DEPARTMENT OF INSURANCE*

1. *Provide insurance counseling services for disaster victims.*
2. *Prepare required insurance certifications for federal disaster assistance.*
3. *Provide personnel to perform fire and explosion investigations and to assist with prosecution as required. Provide personnel to perform building inspections with regard to fire safety appliances and nonstructural built in fire protection.*

*L. DIVISION OF BUILDING SAFETY*

1. *Provide personnel for damage assessment and damage survey teams.*
2. *Promote and develop mitigation activities in conjunction with the Department of Administration, the Department of Education, and the Bureau of Homeland Security.*

*M. DEPARTMENT OF LANDS*

1. *Develop and direct the State's mitigation, preparedness, response, and recovery activities for state endowment lands.*
2. *Cooperate with federal, state, and local governments in developing plans for and directing activities relating to the prevention and control of wild land and urban/wild land interface fires.*
3. *Develop plans and direct activities for the emergency protection, management, and utilization of land resources, under the Department of Land's jurisdiction.*
4. *Provide emergency communications assistance.*
5. *Provide personnel for damage assessment, and damage survey teams.*
6. *Develop, coordinate, and maintain a statewide Fire Service and Rescue Emergency Mutual-Aid Plan. Provide a copy of the Fire Service and Rescue Emergency Mutual-Aid Plan to the Bureau of Homeland Security.*

*N. IDAHO STATE POLICE*

1. *Develop and direct mitigation, preparedness, response, and recovery programs for civil disorder and terrorism.*
2. *Provide for the safety and protection of personnel including the evacuation, warning, scene protection, and traffic control in conjunction with Idaho Transportation Department.*
3. *Coordinate all requests for additional state law enforcement.*
4. *Coordinate with the Bureau of Homeland Security for response and recovery disaster operations in and around crime scenes.*
5. *Operate a statewide emergency communication system, which may be designated as a primary system during emergencies and disasters.*
6. *In coordination with the Bureau of Homeland Security, alert state agencies and local governments of impending threats.*
7. *Enforce statewide emergency traffic controls and evacuation plans.*
8. *Provide damage assessment and information on disaster incidents to the Bureau of Homeland Security.*
9. *Provide brand inspection personnel to determine ownership of animals.*
10. *Assist in search and rescue operations.*
11. *Provide specially trained officers with radiological monitoring equipment to conduct monitoring as coordinated by Bureau of Homeland Security.*
12. *Conduct required weekly and monthly tests of the State's Emergency Alert System within the prescribed time limits to meet volunteer broadcaster requirements. Provide public warnings when notified by the Bureau of Homeland Security and/or local public officials.*

*O. DEPARTMENT OF PARKS AND RECREATION*

1. *Provide lands and facilities for mass care and feeding centers during emergencies and disasters.*
2. *Provide personnel for damage assessment and damage survey teams.*

*P. STATE TAX COMMISSION*

1. *Provide tax-counseling services for disaster victims as coordinated by the Bureau of Homeland Security.*

*Q. IDAHO TRANSPORTATION DEPARTMENT*

1. *Provide engineering support to the Bureau of Homeland Security for emergency planning and mitigation for disasters.*
2. *Provide debris removal services and resources as coordinated by the Bureau of Homeland Security.*
3. *Provide engineering services and resources, for the repair and maintenance of state highways, bridges, and airfields.*
4. *Develop, implement, and manage new emergency highway traffic regulations that may be required as a result of the emergency or disaster.*
5. *Coordinate the use of state aviation assets and aviation activities and assist the Bureau of Homeland Security with the coordination of requests for restricted air space over emergency and disaster areas.*
6. *Provide aviation resources for evacuation, search, and rescue operations, and aerial radiological monitoring as coordinated by the Bureau of Homeland Security.*
7. *Activate "Plan Bulldozer" (An agreement with Associated General Contractors to contract for equipment) when requested by the Bureau of Homeland Security.*
8. *Provide specialized heavy construction and transport equipment with operators as coordinated by the Bureau of Homeland Security.*

*R. DEPARTMENT OF WATER RESOURCES*

1. *Develop mitigation, preparedness, and response programs for flood, drought, and energy shortages in concert with the Bureau of Homeland Security.*
2. *Conduct dam safety inspections and supervise dam safety practices during times of flooding or imminent failure.*
3. *Advise the Bureau of Homeland Security of impending emergency conditions such as imminent failure or other conditions involving dam safety.*
4. *Coordinate operation of water structures to minimize flood damage. Ensure emergency maintenance and repairs are performed to protect life and property during impending or actual occurrence of a disaster.*
5. *Establish procedures to grant stream channel protection waivers to entities involved in emergency flood situations and when channel work is necessary on an emergency basis to protect life and property.*
6. *Assist agencies and individuals in obtaining emergency authorization from the U.S. Army Corps of Engineers, under Public Law 92-500, to conduct flood control activities in waterways.*
7. *Provide personnel for damage assessment and damage survey teams.*
8. *Provide assistance in finding and obtaining alternative water supplies during drought.*
9. *Assist the Department of Environmental Quality in assuring adequate supplies of potable water are available.*
10. *Provide emergency communications, as coordinated by the Bureau of Homeland Security.*

*S. PUBLIC UTILITIES COMMISSION*

1. *Assist with energy shortage mitigation, preparedness, response, and recovery.*

*T. DIVISION OF FINANCIAL MANAGEMENT*

1. *Coordinate and develop a fiscal impact analysis on the effects of a disaster emergency upon request by the Bureau of Homeland Security.*
2. *Coordinate with the Bureau of Homeland Security to determine funding needs for disasters.*
3. *Expedite interim disaster funding for emergency work as part of the Governor's disaster declaration.*

*U. IDAHO GEOLOGICAL SURVEY*

1. *Formulate and direct the state's geologic hazard reduction effort by providing hazard identification, analysis, and mapping of the geologic threats.*
2. *Provide representatives for damage assessment, damage survey, and hazard mitigation teams for events that involve geologic hazards.*
3. *Coordinate the activities of geologists, scientists, and researchers attempting to study natural hazard events including those invited by the State of Idaho as well as those who respond independently to*

*conduct scientific research and evaluations. Inform the Bureau of Homeland Security of the status of coordination efforts.*

*V. MILITARY DIVISION*

*1. National Guard*

*a. Provide military support to civil authorities during a disaster emergency in accordance with federal and state laws and regulations.*
*b. Provide specific guidance as required for emergency preparedness planning and programming for state military forces.*
*c. Establish a statewide military emergency communications system. During emergencies, maintain communications between the Idaho Emergency Operations Center and National Guard Joint Operations Center.*
*d. Develop radio communications capability between the state military forces and civilian agencies. Participate in the State Interoperability Executive Committee.*
*e. Provide logistical assistance to state damage assessment and damage survey teams, as well as Disaster Field Office operations.*

*2. Bureau of Homeland Security*

*a. Assist local governments with the development of all-hazard mitigation, preparedness, response, and recovery plans, training and exercises.*
*b. Administer federal programs for disaster emergency planning and assistance pertinent to state and local governments.*
*c. Provide ongoing validity assessment of the Idaho Emergency Operations Plan and National Response Plan. Provide training for state agency personnel in mitigation, preparedness, response and recovery operations.*
*d. Administer the State's Emergency Alert System in accordance with Section 46-1013, Idaho Code. Collaborate with volunteer broadcasters to facilitate a viable and effective statewide alert system using commercial radio, television, cable television, and other such systems that will alert citizens to impending natural or man-made disasters, when feasible.*
*e. Maintain the State Emergency Communications Using Radio Effectively (SECURE) network for emergencies and disasters communications.*
*f. Regularly review and revise the Idaho Hazardous Materials Incident Command and Response Support Plan used by state agencies to provide state assistance for hazardous materials/WMD emergencies in Idaho.*
*g. Coordinate state and federal emergency response efforts for hazardous materials incidents.*
*h. Provide technical assistance to emergency response agencies in recovering hazardous materials emergency response costs under state and federal statute.*
*i. Administer and coordinate the state-sponsored hazardous materials regional response teams (Coeur d'Alene, Lewiston, Nampa-Caldwell, Boise, Magic Valley, Idaho Falls-Jefferson County, and Pocatello).*
*j. Coordinate federal training opportunities for response to Chemical, Biological, Radioactive, Nuclear, and Explosives (CBRNE) incidents.*

*W. COMMISSION ON AGING*

*1. Develop area-wide plans for the following:*

*a. Assessing the needs of the elderly and homebound elderly.*
*b. Coordination of senior services through the Area Agencies on Aging during natural or man-made disasters.*
*c. Providing information/assistance to their clientele and the public.*
*d. Coordination of senior citizen centers for shelter, mass feeding, and rest centers.*
*e. Identification of homebound isolated elderly clients.*

*Any emergency preparedness function under this Order or parts thereof may be transferred from one governmental agency to another with the consent of the heads of the agencies involved and with the concurrence of the Chief, Bureau of Homeland Security. The Chief, Bureau of Homeland Security, may assign any new emergency preparedness function to the head of a governmental agency by mutual consent.*

*The head of each governmental agency is hereby authorized to delegate the functions assigned to him or her by this Order.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 16th day of July in the year of our Lord two thousand and ten, and of the Independence of the United States of America the two hundred thirty-fifth and of the Statehood of Idaho the one hundred twenty-first.*

*C.L. "BUTCH" OTTER*
*GOVERNOR*

*BEN YSURSA*
*SECRETARY OF STATE*

## SUBJECT

University Athletic Programs

## REFERENCE

| | |
|---|---|
| December 2003 | Board authorized the President of BSU to make the final decision as to whether it is in the best interest of BSU to pursue and accept an invitation to the Mountain West Athletic Conference. And to authorize the President of UI to make a final decision as to whether it is in the best interest of the UI to pursue and accept an invitation to the WAC. |
| November 1999 | Board approved the UI request to accept the invitation to join the Sun Belt Conference with stipulation that there will be a home-and-home schedule with BSU. |
| October 1999 | Board approved the BSU request for athletic conference affiliation move and instructed that there be a continuation of the home-an-home games between the UI and BSU. |

## APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section III.Post Secondary Affairs, T. Intercollegiate Athletics. Section 1, subsection C. fuel school spirit and community involvement.

## BACKGROUND/DISCUSSION

There has been a great deal of public and institutional discussion on whether or not Boise State University (BSU) and the University of Idaho (UI) will continue to play each other each year in football after 2010. BSU was authorized by the Board in 2003 to accept an invitation to move to the Mountain West Conference, should one be extended. That invitation came in 2010. That move will take place effective July 1, 2011, and will put the two schools in different conferences.

Board Policy states:

> The day-to-day conduct of athletic programs is vested in the institutions and in their chief executive officers. Decision making at the institutional level must be consistent with the policies established by the Board and by those national organizations and conferences with which the institutions are associated. (Board Policy III.T2 Postsecondary Affairs, Intercollegiate Athletics)

However, the Board has twice passed a motion requiring home-and-home football games between UI and BSU.

## IMPACT

Should the Board require the two schools to play, there is a potential financial impact to both schools. Given the smaller seating capacity of the University of Idaho's Kibbie Dome, there is not as much financial incentive for Boise State University to schedule Idaho over another school with a larger seating potential. Boise State University can also argue that the rising national prominence of their program demands that they attempt to schedule more nationally ranked/larger conference opponents whenever possible and that scheduling an in-state school in a former conference meets neither of those two needs. On the other hand, the University of Idaho could argue that they will lose a more-than-likely sold out home game every other year and an opportunity to play in front of a large alumni base in the Treasure Valley in the off years.

## ATTACHMENTS

Attachment 1 – Excerpt from Board minutes – October, 1999 Page 3
Attachment 2 – Excerpt from Board minutes – November, 1999 Page 5
Attachment 3 – Excerpt from Board minutes – December, 2003 Page 4

## STAFF COMMENTS AND RECOMMENDATIONS

The chief executive officers (CEO) of the institutions should be allowed to develop their own institutional schedules. Those CEOs are also asked to fully consider all the alternatives in planning future schedules and how each of those alternatives may impact other institutions as well as their own.

## BOARD ACTION

I move that decisions about scheduling athletic games and opponents be delegated to the chief executive officers of the respective institutions.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**OFFICIAL MINUTES**
**MEETING OF THE STATE BOARD OF EDUCATION**
**BOARD OF REGENTS OF THE UNIVERSITY OF IDAHO**
**TRUSTEES OF IDAHO STATE UNIVERSITY**
**TRUSTEES OF LEWIS-CLARK STATE COLLEGE**
**TRUSTEES OF BOISE STATE UNIVERSITY**
**STATE BOARD FOR PROFESSIONAL TECHNICAL EDUCATION**
**TRUSTEES FOR THE IDAHO SCHOOL FOR THE DEAF AND THE BLIND**
October 21, 1999
College of Southern Idaho, Twin Falls
October 22, 1999
Idaho School for the Deaf and the Blind, Gooding

9. BSU Western Athletic Conference

Dr. Ruch reported BSU was invited to join the Western Athletic Conference (WAC). The invitation was precipitated by a long series of events relating to the unstable situation of 1A intercollegiate athletics in the west. If approved, the change will take effect July 1, 2001. Dr. Ruch felt BSU should leave the Big West Conference as it is felt that it will not be a football conference after July 1, 2001, and it is to BSU's advantage to belong to an all-sports conference. Stable all-sports conferences build on the best of intercollegiate athletics by allowing for interactions in terms of scheduling and recruiting and also in terms of institutional rivalries and collaborative relations, and it is felt that there is a good match between BSU athletic programs and what the WAC offers. Additionally, the WAC is a ten-member conference, which does not put the conference in survival jeopardy should any member school leave. He felt attendance in both football and basketball would be larger if the teams were playing other WAC members than the members of some of the other conferences.

Dr. Ruch said the major costs associated with changing conferences occur when there is a shift in levels, i.e. Level II to Level IAA. However, both the WAC and Big West are IA so, in many respects, it will be a lateral move, i.e. scholarship numbers will remain the same, the number of coaches will remain the same, the number of contests will remain the same, the number of facilities remain the same and the number of sports remain the same. He felt there would be upward pressure on coaches' salaries and on facilities, regardless of the conference. There will be a slight increase in travel of approximately $31,000 per year. Conference dues, promotion and marketing and miscellaneous suggest the first year it would cost $186,750 in additional expenses. On the revenue side, it is anticipated that football revenue will increase, television revenue will increase, fund raising will increase, sponsorships will increase and conference distribution (primarily from NCAA basketball tournament television contracts whose amount is based on the performance of each of the teams in the conference) will increase from $35,000 in the Big West to $167,000 in the WAC. Dr. Ruch said it would cost $600,000 to join. That is reduced from BSU's conference payout over a three-year period so there is no net increase to the institution, they would just defer the full share as opposed to a half or quarter share during the years you join the conference. Dr. Ruch said the first year, BSU will be in the black by $83,000; years two and three at $135,000 each; and after that at least $300,000 to the good over staying the in Big West, assuming things remain the same. In gender equity, at the worst it is a wash, but Dr. Ruch felt the change will help meet gender equity requirements by providing additional

money for women's sports and that there is a greater number of women's sports in the WAC. Dr. Ruch said he has spoken to Dr. Hoover and they have agreed to maintain the longstanding sports rivalry between Boise State University and the University of Idaho. The athletic directors are currently working on the schedules. Dr. Ruch felt the projected revenue increases were on the modest side, but the projected expenses are accurate and recommended approval of the change. Mr. Davis asked for additional information on the interstate rivalries with both the UI and ISU. Dr. Ruch said the rivalry with the UI will continue as always, i.e. a home game, back and forth between the institutions. He said they are working with ISU to establish an equitable package. Dr. Dillon said he would have preferred it if the UI were also in the WAC, but realized that was not a decision of the Board. He said he was confident that Dr. Ruch and Dr. Hoover would work something out that would benefit both athletic programs. He did not feel the Board should get into the business of determining conference affiliations, but should allow the presidents to make those decisions. He felt the dollar numbers presented were realistic and felt the Board should approve the change.

Mr. Hammond was concerned that at a later date there could be as yet unidentified costs associated with the move. Dr. Ruch responded that there is always pressure to upgrade facilities; however, that is done with private dollars rather than university money.

**It was moved by Dr. Dillon and seconded by Mr. Hess** to approve Boise State University's request for athletic conference affiliation move. **The motion was amended** to review the numbers that have been presented in year one, year two and year three. **The motion was further amended** to instruct that there be a continuation of the rivalry and the home-and- home games between the UI and Boise State. **The amended motion carried (7-1)** (Motion #25)

**OFFICIAL MINUTES**
**MEETING OF THE STATE BOARD OF EDUCATION**
**BOARD OF REGENTS OF THE UNIVERSITY OF IDAHO**
**TRUSTEES OF IDAHO STATE UNIVERSITY**
**TRUSTEES OF LEWIS-CLARK STATE COLLEGE**
**TRUSTEES OF BOISE STATE UNIVERSITY**
**STATE BOARD FOR PROFESSIONAL TECHNICAL EDUCATION**
**TRUSTEES FOR THE IDAHO SCHOOL FOR THE DEAF AND THE BLIND**
November 18-19, 1999
Lewis-Clark State College
Lewiston, Idaho

7. University of Idaho - Athletic Conference Report

Dr. Hoover gave an overview on the discussions regarding UI conference affiliation. He said that just when the UI football team gained its full Division 1A membership, the Big West Conference lost all but two of its football-playing members. Therefore, as of July 1, 2001, they will no longer meet Division 1A football criteria for having six football-playing members in the league. In recent weeks, the University of Idaho and Utah State University have received invitations to join the Sun Belt Conference for football only; all other sports will stay in the Big West. In response to the invitation, the UI requested more time to consider the invitation. While at that time the Sun Belt officials could not consider giving the UI more time, they said they would discuss the UI's membership in the near future. The UI has two choices: the Sun Belt or independent status. The evaluation of the options, based on which would best serve the UI's long-term interests, the ability to schedule games, bowl games and recruitment of athletics led to the conclusion that it is necessary for the UI to consider the Sun Bowl. The UI will continue to play regional games with institutions such as Boise State University. Dr. Hoover said the UI is prepared to pursue an affiliate relationship in football as a football playing member of the Sun Belt Conference in the short-term and asked for Board approval to accept an invitation if it is made in the near future.

**It was moved by Mr. Hammond and seconded by Ms. McGee** to allow the University of Idaho to accept the invitation to join the Sun Belt Conference for football, beginning with the 2001 season. **The motion was amended to** include two stipulations:

1. For three years, a fiscal report compared with the projected income will be brought to the Board.
2. There will be a home-and-home schedule with Boise State University.

**The amended motion carried (6-0-1).** (Mr. Hess abstained.) (Motion #46)

**APPROVED MINUTES**
**STATE BOARD OF EDUCATION MEETING**
**December 4-5, 2003**
**Idaho State University**
**Salmon River Suite, Student Union Building**
**Pocatello, Idaho**

**BUSINESS AFFAIRS & HUMAN RESOURCES – Jim Hammond**
**Section I - Finance**

**There was unanimous consent to take item number 8 of the Business Affairs Finance Section of the agenda out of order at this time.**

8. Athletic Conference Affiliations

Boise State University: Mountain West Athletic Conference

Board member Hammond noted that neither BSU nor U of I have received an invitation to change conferences as yet, however, given the possibility it was decided that the institutions have Board approval now to accept the invitation.

Gene Blaymeir reported that BSU wishes to pursue and accept an invitation as an all-sports member of the Mountain West Athletic Conference which would become effective for FY06, beginning on July 1, 2005. He noted that the benefits of this move include reduced travel time for the teams and geographic compatibility with schools in the MWC. There would be a reduction in the cost of travel and additional bowl games available. A move to the MWC would generate approximately a $300,000 increase in ticket revenues in the first year.

8. Conference Affiliation Change Request (continued)

University of Idaho: Western Athletic Conference

The Mr. Spear of the U of I reported to the Board the reasons they are requesting permission to seek membership in the Western Athletic Conference beginning July 1, 2005. By joining the WAC U of I would be competing with schools that have a similar academic mission and there would be a better geographic alignment. There would be reduced travel costs and an anticipated increase in attendance as well as alumni, booster and community support. There will be a cost to join, but no buy-in penalty.

**Motion by Terrell: To authorize the President of BSU or his designee pursue and accept an invitation as an all-sports member of the Mountain West Athletic Conference.** *(This motion was followed by a substitute motion.)*

**Substitute motion (Stone/Lewis): To authorize the President of BSU or his designee to make the final decision as to whether it is in the best interest of the BSU to pursue and accept an invitation as an all-sports member of the Mountain West Athletic Conference and in so doing to comply with all Board policies and procedures. Also, to authorize the President of U of I or his designee to make the final decision as to whether it is in the best interest of the U of I to pursue and accept an invitation as an all-sports member of the Western Athletic Conference and in so doing to comply with all Board policies and procedures.** *Motion carried unanimously.*

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## SUBJECT

Idaho School Boards Association Legislative Agenda

## BACKGROUND/ DISCUSSION

The Idaho School Boards Association (ISBA) represents more than 500 locally elected school board members throughout Idaho. ISBA is a service organization with a focus on providing quality, cost-efficient services to association members. Founded in 1942, ISBA is a non-profit association whose purpose is to support board members in their complex leadership roles. The association accomplishes this through a variety of services, from board member training and executive searches to policy services, publications and legislative advocacy. At the ISBA's annual business meeting, held November 12, the attached legislative resolutions were approved.

These resolutions are being presented to the Board, to allow the Board to discuss and support as determined appropriate by the Board. Jessica Harrison, the ISBA's Governmental Affairs staff person is present to answer questions.

## IMPACT

By taking action on the presented resolutions, Board staff and members of the ISBA will be able to express the Board's position on the ISBA's resolutions during the upcoming legislative session.

## ATTACHMENTS

Attachment 1 – 2010/2011 Resolutions Summary Page 5
Attachment 2 – 2010 Resolutions Page 11

### STAFF COMMENTS AND RECOMMENDATIONS

Comments obtained through the Board's self-evaluation indicated the Board would like to have more involvement with legislative issues affecting education.

## BOARD ACTION

I move to support the Idaho School Boards Association resolution on legislation amending Section 33-802, Idaho code to increase the maximum length of a supplemental levy from two year to five years.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

I move to support the Idaho School Boards Association resolution supporting a constitutional change of the supermajority required to pass bonds to a majority.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

I move to support the Idaho School Boards Association resolution continuing the flexibility granted in the 2010 legislative session that moved certain line-item funds to discretionary funds.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

I move to support the Idaho School Boards Association resolution on expansion of the financial emergency criteria to include a significant reduction in federal funds.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

I move to support the Idaho School Boards Association resolution to support the legislation amending Section 33-503A(3), Idaho code to transitions to the trustee terms so that four trustee terms expire in 2011 and three trustee terms expire in 2013.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

I move to support the Idaho School Boards Association resolution on legislation amending Section 33-1402, Idaho code to set out the requirements for enrollment options, clarifying notification procedures and that charter schools must comply with the requirements.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

I move to support the Idaho School Boards Association resolution on legislation allowing a school district to discontinue any school in their district so long as the trustees find that it is in the best interest of the district and the pupils therein.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

I move to support the Idaho School Boards Association resolution on legislation clarifying the definition for use of “meet and confer”.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

I move to support the Idaho School Boards Association resolution on legislation adding an additional election date for public school districts.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

I move to support the Idaho School Boards Association resolution on legislation to provide a mechanism that allows school districts to qualify for additional staffing required to serve students from a dissolved public charter school.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

I move to support the Idaho School Boards Association resolution on legislation increasing school district flexibility to address contractual and employment relationships in determining whether or not to employ individuals on a Category I contract, supplemental contract, or to participate in an internship/student teaching experience.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

I move to support the Idaho School Boards Association resolution on legislative amendment to Section 33-517, Idaho code to limit the scope of non-certificated employees' grievable action to alleged violations of Board policies and/or procedures.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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# 2011

# Resolutions

During the Idaho School Boards Association Annual Convention, these Resolutions were adopted as the Association's agenda for the 2011 Legislative Session.

# Inside

The Idaho School Boards Association (ISBA) is a non-profit association of 113 of Idaho's School Districts and over 570 elected School Board Members. **Advocacy for the education of Idaho's school children is an essential function for a school board member.** ISBA serves as a cohesive voice for all of Idaho's school children by adopting resolutions during our Annual Convention and promoting them during the Legislative Session. The Government Affairs Committee comprised of representatives from the eight regions of ISBA, along with the ISBA officers, also provide guidance during the legislative session by participating in weekly teleconferences.

## 2010 & 2011 Resolutions

These Resolutions guide the activities of the ISBA Staff and Lobbyists.

The full text of the 2010 and 2011 Resolutions may be found at www.idsba.org under the Government Affairs section of the website.

*According to ISBA bylaws, resolutions are in effect for two years.

## 2010 & 2011 Resolutions

## Section 1: Education Programs

| | |
|---|---|
| 2011 No. 3 | **End of Course Assessments.** The ISBA supports education stakeholders working cooperatively to construct needed end of course assessments. These assessments would be available to all districts in Idaho. Secondary schools are slowly making greater use of formative assessments and data driven instruction, and this will supply them with much needed tools. Also, this effort will provide needed progress towards developing performance aspects of these assessments during the course of time. |
| 2011 No. 4 | **Public School Effectiveness.** The ISBA supports the development and use of data compiled from the IRI and ISAT information that measures: 1) student achievement on a scaled mean |

| | |
|---|---|
| | (ISAT), percent proficient (IRI); 2) that takes into account percentages of subpopulations without identifying groups of students less than five in said group; 3) that includes year to year growth. These three types of information are in addition to the data which is currently reported as proficiency and AYP. Idahoans need objective data on the relative effectiveness of public schools and a means by which to evaluate public school and public charter school effectiveness. |

# Section 2: Funding

| | |
|---|---|
| 2010 No. 2 | **Supplemental Levies.** The ISBA supports legislation to amend Idaho Code Section 33-802, to increase the maximum length of a Supplemental Levy from two years to five years. Districts are relying more heavily on supplemental levies for day to day operating expense and this amendment would provide districts with long-term financial stability. |
| 2010 No.4 | **Supermajority.** The ISBA supports a constitutional question to be put before the electorate to consider changing the supermajority required to pass bonds to a majority. The ability to pass bonds is absolutely critical and necessary to the operation of school districts. The election date consolidation bill diminishes the ability of school districts to pass essential bonds and the citizens of Idaho should have the opportunity to decide if their will is expressed by a majority. |
| 2011 No. 2 | **Appropriate State Funding for Schools.** The ISBA supports appropriate state funding for schools. Patrons throughout the State realize the need to more fully fund our public schools and are voting to raise local taxes to make up the shortfall in State funding. It is clear that the patrons of Idaho wish to support their schools more fully. The passage of local levies in some districts is causing unequal support for schools across Idaho. This will continue until State revenues are enhanced and equalized school funding is provided. |
| 2011 No. 5 | **Budget Flexibility.** The ISBA supports legislation that will continue the flexibility granted in the 2010 legislative session through Senate Bill 1422 and that moved certain line-item funds to discretionary funds in order to allow school boards more control in addressing local needs. |
| 2011 No. 10 | **Financial Emergencies.** The ISBA supports the expansion of financial emergency criteria to include a significant reduction in federal funds. Many school districts were able to use the financial emergency legislation to help mitigate their fiscal difficulties brought on by the economic crisis and the consequent state appropriation reductions. While this legislation served districts well, it could be expanded to help districts continue to avoid financial hardship. The included criteria should specifically allow districts to declare a financial emergency if they meet the fund balance and other stated requirements, or be able to use a significant reduction in federal funds in place of the current provision of a significant state funding reduction. The goal is to allow districts to respond to the loss of federal ARRA stimulus dollars that are currently being provided to districts to mitigate the fiscal impact of reduced state appropriations. |

# Section 3: Governance

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| 2010 No. 3 | **Transition of Trustee Terms.** The ISBA supports amending Idaho Code 33-503A(3) to transitions the trustee terms so that four trustee terms expire in 2011 and three trustee terms expire in 2013. An error in the election date consolidation bill transitioned some school districts to having five school board members terms expire in the same year. As a school district benefits from a balance of experience and knowledge on the board of trustees and continuity in leadership, the ISBA supports a transition to four year terms that includes four trustee terms expiring one election year and three trustee terms expiring the next election year for districts with seven trustees. |
| 2010 No. 6 | **Open Enrollment.** Section 33-1402, Idaho Code sets out the requirements for enrollment options. While parents must apply for enrollment to nonresident school districts, the statute is not clear as to who will notify the home district should the student's application be accepted. Also, while the intent is clear, this statute does not specifically state that charter schools must comply with the requirements as well. Research shows that many school districts are waiving the February 1 date and making enrollment decisions in April and May. In order to allow charter schools time to conduct their lotteries and notify parents about their student's acceptance into the school, it is important that the charter schools are allowed until April 5 to make such notification.<br>The ISBA supports legislation that will:<br>1. Specifically include charter schools in Section 33-1402, Idaho Code; and<br>2. Specifically state that the receiving school district, school within the same district, or charter school will notify the home district about the students that will be attending their school during the following school year; and<br>3. Will allow charter schools until April 5 to make such notification. |
| 2011 No. 1 | **School District Boundaries.** The ISBA supports the ability for boards of trustees to discontinue any school in their district so long as the trustees make a finding that it is in the best interest of the district and the pupils therein. |
| 2011 No. 6 | **Define Meet and Confer.** The ISBA supports legislation that will provide further definition for the use of meet and confer. The term meet and confer is used in two different contexts in Idaho Code and clarity is necessary. |
| 2011 No, 7 | **School Election Dates.** The ISBA supports the addition of an another election date for public school districts, to be at the choice of the district, for either February or April of each year in order to run a supplemental levy or school plant facility election. An additional date will increase flexibility for school districts to balance budgets for the future. |
| 2011 No. 12 | **Dissolution of Public Charter Schools.** The ISBA supports legislation that will provide a mechanism, either through law or rule, that allows school districts to qualify for the additional staffing required to serve students from a dissolved public charter school. Currently there is no mechanism by which funding can follow students from a dissolved charter school to the school district(s) where the students enroll after dissolution. |

# Section 4: Personnel

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| 2010 No. 5 | **Certificate Requirements.** The ISBA supports working with the Professional Standards Commission, the State Department of Education and the Legislature to strengthen the teaching profession by adopting more rigorous requirements and clarifying the process for certification and recertification. Idaho's school districts rely on the certification process to screen job candidates for those who pose a danger to children. The certification process currently allows applicants with unresolved disciplinary proceedings to receive a certificate. To protect the schoolchildren of Idaho, and the teaching profession, the process and requirements for certification need to be clarified and strengthened. |
| 2011 No. 8 | **School Unemployment.** The ISBA supports school districts ability to have increased flexibility to address contractual and employment relationships as well as serving the educational purposes of interns and other such similarly situated individuals. In determining whether or not to employ individuals on a Category I contract, supplemental contract, or to participate in an internship/student teaching experience, a district needs to have a full understanding of the legal obligations, not just during the period of the actual relationship, but subsequent to the cessation of that relationship with regard to unemployment compensation. |
| 2011 No. 11 | **Non-Certificated Personnel.** The ISBA supports the amendment of Section 33-517, Idaho Code to limit the scope of non-certificated employees' grievable actions to alleged violations of Board policies and/or procedures. Non-certificated employees are at-will employees and school districts need to have the flexibility to make appropriate personnel decisions without court intervention based upon the ambiguous term found in Section 33-517, Idaho Code regarding "unfair treatment". |

Contacts:

Karen Echeverria

ISBA Executive Director

Office: 208-854-1476

Cell: 208-866-9352

Email: Karen@idsba.org

Jessica Harrison

ISBA Policy and Government Affairs Coordinator

Office: 208-854-1476

Cell: 208-407-4277

Email: jessica@idsba.org

Mission

The mission of the Idaho School Boards Association is to provide leadership and services to local school boards for the benefit of students and for the advocacy of public education.

# RESOLUTIONS
# 2010

*Resolutions representing the aims and purpose of the Idaho School Boards Association, Inc., legislative and otherwise, shall be considered one of the most important functions of the annual convention.*
**(ISBA By-Laws, Article X, Section 1)**

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**2010 RESOLUTION NO. 1**

**ATHLETIC OFFICIALS SCREENING**

**WHEREAS**, Idaho Code 33-512(12) establishes the duty of the board of trustees of each school district to supervise and regulate extracurricular activities; and

**WHEREAS**, Idaho Code 33-512(16) requires school boards to maintain a safe environment for students by developing a system that cross-checks all contractors or other persons who have irregular contact with students against the statewide sex offender register; and,

**WHEREAS**, school boards recognize the important contribution of activities and athletics in the lives of secondary students grades 7-12, and their safety is of the utmost importance; and

**WHEREAS,** one of the purposes of the Idaho High School Activities Association (IHSAA) is to determine the qualifications of officials for athletic contests and requires officials to annually register with them and complete a background check to be eligible to officiate; and

**WHEREAS,** another purpose of the IHSAA is to protect the activity and athletic interests of high schools and student participants; and

**WHEREAS,** officials for Athletic contests are assigned by the respective sport commissioners of the IHSAA District Board's of Control; and

**WHEREAS,** the current system requires every school district to individually screen each official prior to their working in the district.

**NOW, THEREFORE BE IT RESOLVED**, that in order to create a system to comply with Idaho Code 33-512 (16), the Idaho School Boards Association shall work with the IHSAA and their Boards of Control to create a system using the officials annual registration process to include a cross – check of officials against the statewide sex offender registry before the start of each season and continued monitoring and self reporting of such incidences.

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| **PASSED** | **AYES** | **3255** |
| | **NAYS** | **0** |
| | **TOTAL** | **3255** |

**STATEMENT OF PURPOSE**

The current system whereby every school district / athletic director individually screens officials for each athletic contest is a haphazard system prone to mistaken identity and/or being ignored completely. The IHSAA determines the qualifications of officials and the officials are required to annually register and complete a background check with the IHSAA. An additional step requiring the IHSAA to cross – check the officials against the statewide sex offender registry before the start of each season would eliminate the need for the system currently being implemented by the school districts. One centralized system ensures the highest accuracy and protection of the students and would also reduce the risk of mistaken identity and false hits against the registry.

**Submitted by Minidoka County Joint School District # 331**

**2010 RESOLUTION NO. 2**

## SUPPLEMENTAL LEVIES

**WHEREAS,** there has been a national and state recession that has significantly impacted funding for Idaho Public Schools;

**WHEREAS**, this recession led to State holdbacks;

**WHEREAS,** since FY02, the total dollar value of supplemental levies has increased 81.6% from $59,669,623 to $108,093,637;

**WHEREAS,** as a consequence, Idaho School Districts are relying more heavily on supplemental levies for day to day basic operating expenses;

**WHEREAS**, there is a corresponding need for Districts to have greater long-term financial stability;

**WHEREAS**, Idaho Code § 33-802(3) only allows a supplemental levy to be passed for specific period of time not to exceed two years after being authorized through an election and approved by a majority of the district electors voting in such election; and

**NOW, THEREFORE BE IT RESOLVED**, that the Idaho School Board Association craft and support legislation to amend Idaho Code Section 33-802, to increase the maximum length of a Supplemental Levy from two years to five years.

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| **PASSED** | **AYES** | **2632** |
| | **NAYS** | **491** |
| | **TOTAL** | **3123** |

## STATEMENT OF PURPOSE

Districts are being forced to rely more heavily on Supplemental Levies for day to day operating expense. The above amendments are needed in order to provide Districts with long-term financial stability**.**

**Submitted by Boundary County School District # 101**

**2010 RESOLUTION NO. 3**

## TRANSITION OF TRUSTEE TERMS

**WHEREAS,** an election date consolidation omnibus bill was signed into law;

**WHEREAS,** trustee terms will transition from three years to four years;

**WHEREAS,** the current transition of trustee terms in Idaho Code 33-503A(1)(c) for school districts with five trustees and one elected in 2007, two elected in 2008 and two elected in 2009, has four trustees terms expiring in 2013 and one trustee term expiring in 2011; and

**WHEREAS,** to maintain a balance of experience and knowledge on the board of trustees, it is crucial for three trustee terms to expire in 2013 and two trustee terms to expire in 2011.

**NOW**, **THEREFORE BE IT RESOLVED**, that the Idaho School Boards Association (ISBA) supports amending Idaho Code 33-503A(1)(c) to transitions the terms so that three trustee terms expire in 2013 and two trustee terms expire in 2011.

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| **PASSED** | **AYES** | **3170** |
| | **NAYS** | **33** |
| | **TOTAL** | **3203** |

## STATEMENT OF PURPOSE

As a school district benefits from a balance of experience and knowledge on the board of trustees and continuity in leadership, the Idaho School Boards Association supports a transition to four year terms that includes three trustee terms expiring one election year and two trustee terms expiring the next election year for districts with five trustees.

**Submitted by Idaho School Boards Association Governmental Affairs Committee.**

**2010 RESOLUTION NO. 4**

**SUPERMAJORITY**

**WHEREAS,** a healthy adequate school building is an important asset in delivering a quality education to our children in Idaho;

**WHEREAS,** school bond elections are the primary financial mechanism for funding new buildings;

**WHEREAS,** the Idaho Constitution Article VIII Public Indebtedness and Subsidies, requires two thirds (2/3) of the qualified electors to assent to incurring indebtedness;

**WHEREAS,** the will of the community is expressed by fifty percent of the electors;

**WHEREAS,** the ability to pass bonds is a statewide issue that affects every school district; and

**WHEREAS,** an election date consolidation bill was passed into law that limits elections to four dates a year and diminishes the ability of school districts to pass absolutely critical and essential bonds.

**NOW**, **THEREFORE BE IT RESOLVED**, that the Idaho School Boards Association (ISBA) supports a constitutional question to be put before the electorate to consider changing the supermajority required to pass bonds to a majority.

| | | |
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| **PASSED** | **AYES** | **2828** |
| | **NAYS** | **310** |
| | **TOTAL** | **3138** |

**STATEMENT OF PURPOSE**

The ability to pass bonds is absolutely critical and necessary to the operation of school districts. The election date consolidation bill diminishes the ability of school districts to pass essential bonds and the citizens of Idaho should have the opportunity to decide if their will is expressed by a majority.

**Submitted by Moscow School District # 281, Caldwell School District # 132 and Idaho School Boards Association Governmental Affairs Committee**

**2010 RESOLUTION NO. 5**

## CERTIFICATE REQUIREMENTS

**WHEREAS,** the State of Idaho issues certificates to work in Idaho as a certified educator;

**WHEREAS,** Idaho's school districts rely on the certification process to screen job candidates for those who pose a danger to children; and

**WHEREAS,** the State of Idaho strives to protect the children of Idaho and maintain the high standard of professionalism in the teaching profession through the certification process.

**NOW**, **THEREFORE BE IT RESOLVED**, that the Idaho School Boards Association (ISBA) supports working with the Professional Standards Commission, State Department of Education and the Legislature to strengthen the teaching profession by adopting more rigorous requirements and clarify the process for certification and recertification.

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|---|---|---|
| **PASSED** | **AYES** | **2990** |
| | **NAYS** | **238** |
| | **TOTAL** | **3228** |

## STATEMENT OF PURPOSE

Idaho's school districts rely on the certification process to screen job candidates for those who pose a danger to children. The certification process currently allows applicants with unresolved disciplinary proceedings to receive a certificate. To protect the schoolchildren of Idaho and the teaching profession, the process and requirements for certification need to be clarified and strengthened.

**Submitted Idaho School Boards Association Governmental Affairs Committee.**

**2010 RESOLUTION NO. 6**

## OPEN ENROLLMENT

**WHEREAS,** Section 33-1402, Idaho Code requires parents to apply for application to another school district or to a school outside their zone by February 1;

**WHEREAS,** Section 33-1402, Idaho Code allows the resident and the nonresident district to waive that date if both agree;

**WHEREAS,** Section 33-1402, Idaho Code does not clearly identify who is responsible for notifying the nonresident district about the student's application and acceptance;

**WHEREAS**, Section 33-1402, Idaho Code does not specifically state that charter schools are included in the open enrollment requirements;

**WHEREAS,** charter schools do not normally conduct their yearly lotteries until April of each year; and

**WHEREAS**, it is important for school districts and charter schools to be notified in a timely manner about the number of students that will be leaving their school district or charter school to attend another district or school.

**NOW THEREFORE BE IT RESOLVED**, that the Idaho School Boards Association (ISBA) supports legislation that will:

1. Specifically include charter schools in Section 33-1402, Idaho Code; and
2. Specifically state that the receiving school district, school within the same district, or charter school will notify the home district about the students that will be attending their school during the following school year; and
3. Will allow charter schools until April 5 to make such notification.

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| **PASSED** | **AYES** | **3185** |
| | **NAYS** | **18** |
| | **TOTAL** | **3203** |

## STATEMENT OF PURPOSE

Section 33-1402, Idaho Code sets out the requirements for enrollment options. While parents must apply for enrollment to nonresident school districts, the statute is not clear as to who will notify the home district should the student's application be accepted. Also, while the intent is

clear, this statute does not specifically state that charter schools must apply with the requirements as well. This legislation will clarify both of these issues.

Research shows that many school districts are waiving the February 1 date and making enrollment decisions in April and May. In order to allow charter schools time to conduct their lotteries and notify parents about their student's acceptance into the school, it is important that the charter schools are allowed until April 5 to make such notification.

**Submitted by Idaho School Boards Association Governmental Affairs Committee.**

## SUBJECT

Board Policy I.E. Executive Officers – Second Reading

## REFERENCE

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|---|---|
| October 2007 | Board approved second reading of Board Policy I.E. Executive Officers. |
| December 2008 | Board approved the first reading with changes of Board Policy I.E. Executive Officers, multi-year contracts. |
| February 2009 | Board discussion of Board Policy I.E. Executive Officers |
| June 2009 | Board approved second reading I.E. Executive Officers with amendments, multi-year contracts. |
| August 2009 | Board Approved first reading with changes of Board Policy I.E.4. Reimbursement of expenses |
| October 2009 | Board approved second reading of Board Policy I.E.4 Reimbursement of expenses |
| October 2010 | Board approved first reading of Board Policy I.E.2. Presidents/Agency Heads. |

## APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Sections I.E. Executive Officers.

## BACKGROUND/DISCUSSION

The Board approved changes to Board policy I.E.2.e. providing for clarification that the Board's chief executive officer's are allowed to receive supplemental compensation that is unrelated to his or her service as chief executive officer.

Changes were made between the first and second reading in response to Board member input during the October Board meeting to further clarify the intent of the policy.

## ATTACHMENTS

Attachment 1 – Second Reading I.E. Executive Officers Page 3

## STAFF COMMENTS AND RECOMMENDATIONS

The Board's chief executive officers are often requested to serve on additional Boards or committees or may have additional income outside of their salary and compensation received as a chief executive officer. The changes to this policy would clarify that they are allowed to receive stipends or other forms of compensation for these unrelated duties or activities.

## IMPACT

Approval of proposed changes would clarify that the executive officers under the governance of the Board are allowed to receive compensation from other

sources for activities outside of their duties as chief executive officers of the Board and requires disclosure to the Board, through the Executive Director of any financial interests that could constitute a situation where the chief executive officers' judgment or commitment to the Board may be affected.

**BOARD ACTION**

I move to approve the second reading of proposed amendments to Board Policy section I.E. Executive Officers as submitted.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**Idaho State Board of Education**

# GOVERNING POLICIES AND PROCEDURES

**SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES**

**SUBSECTION: E. Executive Officers** ~~October 2009~~ December 2010

2. Presidents/Agency Heads

e. Compensation and Benefits

(1) Each chief executive officer's annual compensation shall be set and approved by the Board. ~~The~~ A chief executive officer~~s~~ shall not receive supplemental salary compensation related to his or her service as chief executive officer from an affiliated institutional foundation, or from any other source except that institutional Presidents may receive perquisites or benefits as permitted by topic 3, subtopic d, below ~~and as such is specifically approved by the Board in each instance.~~ ~~Each~~ A chief executive officer must disclose to the Board, through its Executive Director or in executive session as appropriate (with updates as necessary), any activities and financial interests, including ~~supplemental salary~~ compensation from an outside source unrelated to his or her service as chief executive officer, that affects ~~are~~ or could potentially affect ~~could constitute situations where~~ the chief executive officer's judgment or commitment to ~~his or her employer~~ the Board or the institution ~~could be affected~~.

(2) In addition to the compensation referred to above, each chief executive officer shall receive the usual and ordinary medical, retirement, leave, educational, and other benefits available to all institutional, agency, and school employees.

(3) Each chief executive officer shall receive reasonable and adequate liability insurance coverage under the state's risk management program.

(4) Relocation and moving expenses incurred by each chief executive officer will be paid in accordance with the policies and rates established by the State Board of Examiners.

(5) Each chief executive officer earns annual leave at a rate of two (2) days per month or major fraction thereof of credited state service.

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## SUBJECT

Board Policy I.J. Use of Institutional Facilities and Services

## REFERENCE

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| June 2010 | Board requested the Planning, Policy and Governmental Affairs Committee bring back proposed amendments to Board policy I.J. incorporating longstanding board action regarding the serving of alcoholic beverages on institution property under into I.J.2.b(6). |
| October 2010 | Board approved the first reading of Board policy I.J. incorporating past Board action in regards to the serving of alcoholic beverages in conjunction with pre-game football events. |

## APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Sections I.J. Use of Institutional Facilities and Services.

## BACKGROUND/DISCUSSION

The Board has waived for approximately six (6) years the restriction outlined in Board policy I.J.2.b(6), prohibiting the serving of alcoholic beverages in conjunction with athletic events on campus under specific conditions. The proposed changes to Board policy I.J. incorporate those conditions into the policy, thereby allowing the Board to approve alcoholic beverage permits based on the specified policy rather than waiving the policy. The current Board policy provides specific conditions under which alcohol can be served for non-athletic events. This policy incorporates those condition, except in those areas in which this policy is more restrictive.

The new language would allow for the institutions to seek approval of permitted events in conjunction with pre-game home football activities and in the stadium suites areas during home football games. The requirements for these permits are in alignment with the existing requirements for non-athletic permitted events in Board policy, with the exception that they are allowing alcohol service at a collegiate athletic event--home football games.

## ATTACHMENTS

Attachment 1 – Second Reading I.J. Use of Institutional Facilities and Services. Page 3

## STAFF COMMENTS AND RECOMMENDATIONS

The proposed changes incorporate the conditions by which the Board has waived policy I.J. in the past. Changes were made between first and second reading to further clarify the conditions under which these permits may be granted, to allow for the specific restrictions currently followed in the stadium

suite areas and to allow for the permit approved for bowl games. Additionally, restrictions were added as a separate section rather than embedded in the current subsection prohibiting alcohol service at collegiate athletic events. Due to these changes and for ease of reading the language is all marked as new.

**IMPACT**

Approval of proposed changes would allow the institutions to bring forward requests for alcoholic beverage permits based on the specific requirements outlined in the policy rather than requiring the Board waive the policy.

**BOARD ACTION**

I move to approve the second reading of proposed amendments to Board Policy section I.J. Use of Institutional Facilities and Services as submitted.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

## Idaho State Board of Education
# GOVERNING POLICIES AND PROCEDURES
**SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES**
**SUBSECTION: J. Use of Institutional Facilities and Services with Regard to the Private Sector**
**~~August 2005~~ December 2010**

## J. Use of Institutional Facilities and Services

1. Use of Institutional Facilities and Services

   a. Consistent with education's primary responsibilities of teaching, research, and public service, the institutions, under the governance of the State Board of Education and Board of Regents of the University of Idaho (Board), have and will continue to provide facilities and services for educational purposes. Such services and facilities, when provided, should be related to the mission of the institution and not directly competitive with services and facilities reasonably available from the private sector. The institutions' provision of services and facilities should be educationally related. In addition, the Board recognizes that the institutions have a role in assisting community and economic development in a manner that supports the activities of the private sector. To this end, cooperation with local, state, and federal agencies is encouraged.

   b. Priority and guidelines for use of institutional services and facilities is as follows:

      i. Institutionally sponsored programs and projects.

      ii. Community programs or projects of an educational nature where the services or facilities provided by the institutions are directly related to the teaching, research, or service mission of the institution.

      iii. Local, state, or federally sponsored programs and projects.

      iv. The institutions will maintain a list of special events, services and facilities provided in those special events, the sponsor's name, the date of the use, and the approximate number of persons attending. This list will be available for public inspection. Individual institutional policies should be adopted in accordance with this general philosophy and policy statement of the Board. To this end, a coordinated effort between the public and private sector is encouraged.

2. Possession, Consumption, and Sale of Alcohol Beverages at Institutional Facilities

   a. Board Administrative Rules IDAPA 08.01.08 provides requirements relative to alcoholic beverages on campus grounds. Said rules generally prohibit the possession or consumption of alcoholic beverages in areas open to and most commonly used by the general public on campus grounds. The rules authorize the Board to waive the prohibition pursuant to Board policies and procedures. The chief executive officer of each institution may waive the prohibition against possession or consumption of alcoholic beverages only as permitted by and in

compliance with this policy. The grant of any such waiver shall be determined by the chief executive officer ("CEO") only in compliance with this Policy and in accordance with the provisions set forth herein, and not as a matter of right to any other person or party, in doing so, the chief executive officer must ensure that the decisions to allow possession and consumption of alcoholic beverages are consistent with the proper image and the mission of the institution.

b. Each institution shall maintain a policy providing for an institutional Alcohol Beverage Permit process. For purposes of this policy, the term "alcoholic beverage" shall include any beverage containing alcoholic liquor as defined in Idaho Code Section 23-105. Waiver of the prohibition against possession or consumption of alcoholic beverages shall be evidenced by issuance of a written Alcohol Beverage Permit issued by the CEO of the institution which may be issued only in response to a completed written application therefore. Staff of the State Board of Education shall prepare and make available to the institutions the form for an Alcohol Beverage Permit and the form for an Application for Alcohol Beverage Permit which is consistent with this Policy. Immediately upon issuance of an Alcohol Beverage Permit, a complete copy of the application and the permit shall be delivered to the Office of the State Board of Education, and Board staff shall disclose the issuance of the permit to the Board no later than the next Board meeting. An Alcohol Beverage Permit may only be issued to allow the sale or consumption of alcoholic beverages on public use areas of the campus grounds provided that all of the following minimum conditions shall be met. An institution may develop and apply additional, more restrictive, requirements for the issuance of an Alcohol Beverage Permit.

   i. An Alcohol Beverage Permit may be granted only for a specifically designated event (hereinafter "Permitted Event"). Each Permitted Event shall be defined by the activity planned, the area or location in which the activity will take place and the period of time during which the activity will take place. The activity planned for the Permitted Event must be consistent with the proper image and mission of the institution. The area or location in which the activity will take place must be defined with particularity, and must encompass a restricted space or area suitable for properly controlling the possession and consumption of alcoholic beverages. The time period for the activity must be a single contiguous time period for a separate defined occurrence (such as a dinner, a conference, a reception, a concert, a sporting competition and the like). An extended series of events or a continuous activity with no pre-determined conclusion shall not be a Permitted Event. The area or location of the Permitted Event, the restricted space or area therein for possession and consumption of alcoholic beverages and the applicable time periods for the Permitted Event must each be set forth in the Alcohol Beverage Permit and in the application therefore.

   ii. The serving of alcoholic beverages must be part of a planned food and beverage program for the Permitted Event, rather than a program serving

alcoholic beverages only. Food must be available at the Permitted Event. Consumption of alcoholic beverages and food cannot be the sole purpose of a Permitted Event.

iii. Non-alcoholic beverages must be as readily available as alcoholic beverages at the Permitted Event.

iv. A Permitted Event must be one requiring paid admission through purchase of a ticket or through payment of a registration fee, or one where admission is by written, personal invitation. Events generally open to participation by the public without admission charges or without written personal invitation shall not be eligible for an alcoholic beverage permit. Only persons who have purchased a ticket or paid a registration fee for attendance at a Permitted Event, or who have received a written invitation to a Permitted Event, and who are of lawful age to consume alcoholic beverages, will be authorized to possess and consume alcoholic beverages at the Permitted Event.

v. Permitted Events which are generally open to the public through purchase of a ticket (such as sporting events, concerts or other entertainment events) must set out a confined and defined area where alcoholic beverages may be possessed and consumed. For such events, the defined area where alcoholic beverages may be possessed and consumed shall be clearly marked as such, and shall be separated in a fashion that entry into the area and exit from the area can be controlled to ensure that only those authorized to enter the area do so and that no alcoholic beverages leave the area. Only those individuals lawfully attending the Permitted Event who are of lawful age to consume alcoholic beverages may be allowed into the defined area, provided that such individuals may be accompanied by youth for whom they are responsible, but only if such youth are, at all times, under the supervision and control of such individuals. For such events there shall be sufficient space outside of the area where alcoholic beverages may be possessed and consumed to accommodate the participating public who do not wish to be present where alcoholic beverages are being consumed.

vi. No student athletic events, (including without limitation NCAA, NIT, NAIA and intramural student athletic events) occurring in college or university owned, leased or operated facilities, or anywhere on campus grounds, shall be Permitted Events, nor shall a Permitted Event be allowed in conjunction with any such student athletic event.

vii. An Alcohol Beverage Permit for a Permitted Event to which attendance is limited to individuals who have received a personal written invitation, or to those who have registered to participate in a particular conference (for example, a reception, a dinner, an exclusive conference) may allow alcoholic beverages to be possessed and consumed throughout the area of the event, provided that the area of the event is fully enclosed, and provided further that

the area of the event must be such that entry into the area and exit from the area can be controlled to ensure that only those authorized to enter the area do so and that no alcoholic beverages leave the area. Additionally, the area of the Permitted Event must not be open to access by the general public, or to access by persons other than those properly participating in the Permitted Event.

viii. Application for an Alcohol Beverage Permit must be made by the organizers of the event. Such organizers must comply with all applicable laws of the State of Idaho and the local jurisdiction with respect to all aspects of the event, including the possession sale and consumption of alcoholic beverages.

ix. The Alcohol Beverage Permit, any required local catering permit, and applicable state or local alcoholic beverages permits shall be posted in a conspicuous place at the defined area where alcoholic beverages are authorized to be possessed and consumed.

x. The sale, service and consumption of alcoholic beverages at a Permitted Event shall be confined to the specific event, area or activity identified on the Beverage Permit application. Any alcoholic beverages allowed at a Permitted Event shall be supplied through authorized contractors of the organizers (such as caterers hired by the organizers). In no event shall the institution supply or sell alcoholic beverages directly. In no event shall the general public or any participants in a Permitted Event be allowed to bring alcoholic beverages into a Permitted Event, or leave the defined area where possession and consumption is allowed while in possession of an alcoholic beverage.

xi. The person/group issued the Beverage Permit and the contractors supplying the alcoholic beverages shall assume full responsibility to ensure that no one under the legal drinking age is supplied with any alcoholic beverage or allowed to consume any alcoholic beverage at the Permitted Event. Further, the person/group must provide proof of insurance coverage, including host liquor liability and liquor legal liability, in amounts and coverage limits sufficient to meet the needs of the institution, but in no case less than $500,000 minimum coverage per occurrence. Such insurance must list the permitted person/group, the contractor, the institution, the State Board of Education and the State of Idaho as additional insured's, and the proof of insurance must be in the form a formal endorsement to the policy evidencing the coverage and the required additional insured's.

xii. The Alcohol Beverage Permit shall set forth the time at which sale, service, possession and consumption of alcoholic beverages will be permitted, which times shall be strictly enforced. Service and sale of alcoholic beverages shall stop at a time in advance of the time of closure of the event sufficient to allow an orderly and temperate consumption of the balance of the alcoholic

beverages then in possession of the participants of the event prior to closure of the event.

xiii. These guidelines shall apply to both institutional and non-institutional groups using institutional facilities.

c. The sale or consumption of alcoholic beverages on campus grounds in conjunction with NCAA football games may be permitted with prior Board approval, and shall be subject to the following conditions:

i. (1) The area must be for sponsors to entertain clients/guests for home football games. Attendance is limited to individuals who have received a personal written invitation and must not be open to access by the general public.
(2) For pre-game events held in institution stadium suite areas, only patrons who hold tickets to seats in the area shall be allowed into the area during games.

ii. (1) The event must be conducted during pre-game only, no more than three-hours in duration, ending at kick-off.
(2) For events held in institution stadium suite areas, the sale of alcohol must begin no sooner than three hours prior to kick off and must end at the start of the 4th quarter to allow for an orderly and temperate consumption of the balance of the alcoholic beverages then in possession of the participants of the game prior to the end of the game.

iii. (1) The event must be conducted in a secured area surrounded by a fence or other methods to control access to and from the area. There must be no more than two entry points manned by security personnel where ID's are checked and special colored wrist bands issued. A color-coded wrist band system must identify attendees and invited guests, as well as those of drinking age. No one under the legal drinking age shall be admitted into the area. The area shall be clearly marked and shall be separated in a fashion that entry into the area and exit from the area can be controlled to ensure that only those authorized to enter the area do so and that no alcoholic beverages leave the area. Only those individuals lawfully attending the event who are of lawful age to consume alcoholic beverage may be allowed into the defined area.
(2) For events held in institution stadium suite areas individuals may be accompanied by youth for whom they are responsible, but only if such youth are, at all times, under the supervision and control of such individuals.

iv. Companies involved in the event must be sent a letter outlining the location and Board alcohol policy. The letter must state the minimum drinking age in Idaho is 21 and that at no time should such companies allow any underage drinking and/or serving of alcohol to visibly intoxicated persons.

v. Alcohol-making or -distributing companies are not allowed to sponsor the event. In no event shall the institution supply or sell alcoholic beverages directly. In no event shall invitees or participants in such event be allowed to

bring alcoholic beverages into the area, or leave the defined area where possession and consumption is allowed while in possession of an alcoholic beverage.

vi. The food provider must provide TIPS trained personnel who monitor the sale and consumption of all alcoholic beverages to those of drinking age. Any required local catering permit, and applicable state or local alcoholic beverage permits, shall be posted in a conspicuous place at the defined area where alcoholic beverages are authorized to be possessed and consumed.

vii. Food must be available at the event. Non-alcoholic beverages must be as readily available as alcoholic beverages.

viii. Security personnel located throughout the area must monitor all alcohol wristband policies and patron behavior.

ix. Event sponsors/food providers must be required to insure and indemnify the State of Idaho, the State Board of Education and the institution for a minimum of $2,000,000, and must obtain all proper permits and licenses as required by local and state ordinances. All applicable laws of the State of Idaho and the local jurisdiction with respect to all aspects of the event, including the possession, sale and consumption of alcoholic beverages, must be complied with. Event sponsors/food provider supplying the alcoholic beverages shall assume full responsibility to ensure that no one under the legal drinking age is supplied with any alcoholic beverage or allowed to consume any alcoholic beverage at the event. Further, event sponsors/food providers must provide proof of insurance coverage, including host liquor liability and liquor legal liability, in amounts and coverage and coverage limits sufficient to meet the needs of the institution, but in no case less than $500,000 minimum coverage per occurrence. Such insurance must list the event sponsor/food provider, the institution, the State Board of Education and the State of Idaho as additional insureds, and the proof of insurance must be in the form of a formal endorsement to the policy evidencing the coverage and the required additional insureds.

x. A report must be submitted to the Board annually after the conclusion of the season before consideration is given to the approval of any future requests for similar events on home football game days.

d. The sale or consumption of alcoholic beverages on campus grounds in conjunction with NCAA football bowl games shall be permitted only with Board approval under the same conditions i. through x, as described in subsection c. above, except that the minimum amount of insurance/indemnification shall be $5,000,000.

~~c~~e. Within residential facilities owned, leased or operated by an institution, the CEO may allow the possession or consumption of alcoholic beverages by persons of legal drinking age within the living quarters of persons of legal drinking age. Consumption of alcohol shall not be permitted in the general use areas of any such residence facility. Possession of alcohol within the general use areas of a residential facility may only be done in a facility where consumption has been

authorized by the CEO, and such possession shall be only as is incidental to, and reasonably necessary for, transporting the alcohol by the person of legal drinking age to living quarters where consumption is allowed. The term "living quarters" as used herein shall mean, and be limited to, the specific room or rooms of a residential facility which are assigned to students of the institution (either individually or in conjunction with another room mate or roommates) as their individual living space.

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| TAB | DESCRIPTION | ACTION |
|---|---|---|
| 1 | **REVISIONS TO MODEL COACH CONTRACTS & AMENDMENT TO BOARD POLICY**<br>Section II.H. - Policies Regarding Coaching Personnel and Athletic Directors – 2nd Reading | Motion to approve |
| 2 | **OPTIONAL RETIREMENT PLAN – VALIC CONVERSION TO MUTUAL FUND PLATFORM** | Motion to approve |

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**SUBJECT**

Revised model Coach Contract and Board Policy II.H. – 2nd Reading

**REFERENCE**

| | |
|---|---|
| June 2010 | Board directed staff to amend the model coach contract |
| October 2010 | Board approved First Reading |

**APPLICABLE STATUTE, RULE OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section II.H.

**BACKGROUND/DISCUSSION**

In October 2010 the Board approved the first reading to amend Board Policy II.H. to incorporate model coach contracts by reference and to update the model contracts.

**IMPACT**

The Board's current model coach contract is referenced in Board policy, but is otherwise a free standing document maintained by Board staff. The proposed policy change would formally incorporate the model coach contract into policy by reference to help ensure that all institutions use the most current Board-approved version.

**ATTACHMENTS**

Attachment 1 – Board Policy II.H. – 2nd Reading Page 3
Attachment 2 – Multiyear Model Athletics Contract Page 5
Attachment 3 – Single Year Model Athletics Contract Page 19

**STAFF AND COMMENTS AND RECOMMENDATIONS**

There was one change between first and second reading. In Section 5.2.2 of the multiyear model contract the language is clarified to read that if an institution exercises its option to terminate a coach for convenience, the institution shall be obligated to pay the coach their salary pursuant to the terms of the agreement less any compensation the coach earns from any other employment.

Board staff recommends approval of the second reading of Board Policy II.H. as submitted.

**BOARD ACTION**

I move to approve the second reading of Board Policy Section II.H. Policies Regarding Coaching Personnel and Athletic Directors, and documents incorporated by reference therein, as presented.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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## H. Policies Regarding Coaching Personnel and Athletic Directors (Institution Employees Only)

1. Agreements Longer Than One Year

   The chief executive officer of an institution is authorized to enter into a contract for the services of a head coach or athletic director with that institution for a term of more than one (1) year, but not more than five (5) years, subject to approval by the Board as to the terms, conditions, and compensation there under, and subject further to the condition that the contract of employment carries terms and conditions of future obligations of the coach or athletic director to the institution for the performance of such contracts. Each contract for the services shall follow the general form approved by the Board as a model contract. Such contract shall define the entire employment relationship between the Board and the coach or athletic director and may incorporate by reference applicable Board and institutional policies and rules, and applicable law. The December 9, 2010 Board revised and approved multiyear model contract is adopted by reference into this policy. The model contract may be found on the Board's website at http://boardofed.idaho.gov/.

2. Agreements For One Year Or Less

   The chief executive officer of an institution is authorized to enter into a contract for the services of a head coach or athletic director with that institution for a term of one (1) year or less without Board approval. Each contract shall follow the general form approved by the Board as a model contract. Such contract shall define the entire employment relationship between the Board and the coach or athletic director and may incorporate by reference applicable Board and institutional policies and rules, and applicable law. The December 9, 2010 Board revised and approved model contract is adopted by reference into this policy. The single-year model contract may be found on the Board's website at http://boardofed.idaho.gov/.

3. Academic Incentives

   Each contract for a head coach shall include incentives, separate from any other incentives, based upon the academic performance of the student athletes whom the coach supervises. The chief executive officer of the institution shall determine such incentives. Each institution shall report to the Board annually concerning each coach's performance relative to the academic incentives of the coach's contract.

4. Part-time Coaches Excepted

The chief executive officer of an institution is authorized to hire part-time head coaches as provided in the policies of the institution. Applicable Board policies shall be followed.

5. Assistant Coaches

   The chief executive officer of the institution is authorized to hire assistant coaches as provided in the policies of the institution. Applicable Board policies shall be followed.

**(MODEL ATHLETICS CONTRACT)**

**EMPLOYMENT AGREEMENT**

This Employment Agreement (Agreement) is entered into by and between _____ (University (College)), and _____ (Coach).

ARTICLE 1

1.1. Employment. Subject to the terms and conditions of this Agreement, the University (College) shall employ Coach as the head coach of its intercollegiate _(Sport)___ team (Team). Coach represents and warrants that Coach is fully qualified to serve, and is available for employment, in this capacity.

1.2. Reporting Relationship. Coach shall report and be responsible directly to the University (College)'s Director of Athletics (Director) or the Director's designee. Coach shall abide by the reasonable instructions of Director or the Director's designee and shall confer with the Director or the Director's designee on all administrative and technical matters. Coach shall also be under the general supervision of the University (College)'s President (President).

1.3. Duties. Coach shall manage and supervise the Team and shall perform such other duties in the University (College)'s athletic program as the Director may assign and as may be described elsewhere in this Agreement. The University (College) shall have the right, at any time, to reassign Coach to duties at the University (College) other than as head coach of the Team, provided that Coach's compensation and benefits shall not be affected by any such reassignment, except that the opportunity to earn supplemental compensation as provided in sections 3.2.1 through _(Depending on supplemental pay provisions used)____ shall cease.

ARTICLE 2

2.1. Term. This Agreement is for a fixed-term appointment of _____ ( __ ) years, commencing on _____ and terminating, without further notice to Coach, on _____ unless sooner terminated in accordance with other provisions of this Agreement.

2.2. Extension or Renewal. This Agreement is renewable solely upon an offer from the University (College) and an acceptance by Coach, both of which must be in writing and signed by the parties. Any renewal is subject to the prior approval of University (College)'s Board of _(Regents or Trustees)__ . This Agreement in no way grants to Coach a claim to tenure in employment, nor shall Coach's service pursuant to this agreement count in any way toward tenure at the University (College).

ARTICLE 3

3.1 Regular Compensation.

3.1.1 In consideration of Coach's services and satisfactory performance of this Agreement, the University (College) shall provide to Coach:

a) An annual salary of $_____ per year, payable in biweekly installments in accordance with normal University (College) procedures, and such salary increases as may be determined appropriate by the Director and President and approved by the University (College)'s Board of _(Regents or Trustees)____ ;

b) The opportunity to receive such employee benefits as the University (College) provides generally to non-faculty exempt employees; and

c) The opportunity to receive such employee benefits as the University (College)'s Department of Athletics (Department) provides generally to its employees of a comparable level. Coach hereby agrees to abide by the terms and conditions, as now existing or hereafter amended, of such employee benefits.

3.2 Supplemental Compensation

3.2.1. Each year the Team is the conference champion or co-champion and also becomes eligible for a _(bowl game pursuant to NCAA Division I guidelines or post-season tournament or post-season playoffs)_, and if Coach continues to be employed as University (College)'s head ___(Sport)_ coach as of the ensuing July 1st, the University (College) shall pay to Coach supplemental compensation in an amount equal to ___(amount or computation)__ of Coach's Annual Salary during the fiscal year in which the championship and _(bowl or other post-season)_ eligibility are achieved. The University (College) shall determine the appropriate manner in which it shall pay Coach any such supplemental compensation.

3.2.2 Each year the Team is ranked in the top 25 in the _(national rankings, such as final ESPN/USA Today coaches poll of Division IA football teams)_ , and if Coach continues to be employed as University (College)'s head __(Sport)__ coach as of the ensuing July 1st, the University (College) shall pay Coach supplemental compensation in an amount equal to ___(amount or computation)___ of Coach's Annual Salary in effect on the date of the final poll. The University (College) shall determine the appropriate manner in which it shall pay Coach any such supplemental compensation.

3.2.3 Each year Coach shall be eligible to receive supplemental compensation in an amount up to ___(amount or computation)___ based on the academic achievement and behavior of Team members. The determination of whether Coach will receive such supplemental compensation and the timing of the payment(s) shall be at the discretion of the President in

consultation with the Director and approved by the University (College)'s Board of _(Regents or Trustees)____. The determination shall be based on the following factors: grade point averages; difficulty of major course of study; honors such as scholarships, designation as Academic All-American, and conference academic recognition; progress toward graduation for all athletes, but particularly those who entered the University (College) as academically at-risk students; the conduct of Team members on the University (College) campus, at authorized University (College) activities, in the community, and elsewhere. Any such supplemental compensation paid to Coach shall be accompanied with a detailed justification for the supplemental compensation based on the factors listed above and such justification shall be separately reported to the Board of __(Regents or Trustees)_ as a document available to the public under the Idaho Public Records Act.

3.2.4 Each year Coach shall be eligible to receive supplemental compensation in an amount up to __(amount or computation)____ based on the overall development of the intercollegiate (men's/women's) _(Sport)__ program; ticket sales; fundraising; outreach by Coach to various constituency groups, including University (College) students, staff, faculty, alumni and boosters; and any other factors the President wishes to consider. The determination of whether Coach will receive such supplemental compensation and the timing of the payment(s) shall be at the discretion of the President in consultation with the Director and approved by the University (College)'s Board of _(Regents or Trustees)____.

3.2.5 The Coach shall receive the sum of _(amount or computation)_ from the University (College) or the University (College)'s designated media outlet(s) or a combination thereof each year during the term of this Agreement in compensation for participation in media programs and public appearances (Programs). Coach's right to receive such a payment shall vest on the date of the Team's last regular season or post-season competition, whichever occurs later. This sum shall be paid __(terms or conditions of payment)_____ . Agreements requiring the Coach to participate in Programs related to his duties as an employee of University (College) are the property of the University (College). The University (College) shall have the exclusive right to negotiate and contract with all producers of media productions and all parties desiring public appearances by the Coach. Coach agrees to cooperate with the University (College) in order for the Programs to be successful and agrees to provide his services to and perform on the Programs and to cooperate in their production, broadcasting, and telecasting. It is understood that neither Coach nor any assistant coaches shall appear without the prior written approval of the Director on any competing radio or television program (including but not limited to a coach's show, call-in show, or interview show) or a regularly scheduled news segment, except that this prohibition shall not apply to routine news media interviews for which no compensation is received. Without the prior written approval of the Director, Coach shall not appear in any commercial endorsements which are broadcast on radio or television that conflict with those broadcast on the University (College)'s designated media outlets.

3.2.6 **(SUMMER CAMP—OPERATED BY UNIVERSITY (COLLEGE))** Coach agrees that the University (College) has the exclusive right to operate youth _(Sport)__ camps on its campus using University (College) facilities. The University (College) shall allow Coach the opportunity to earn supplemental compensation by assisting with the University (College)'s camps in Coach's capacity as a University (College) employee. Coach hereby agrees

to assist in the marketing, supervision, and general administration of the University (College)'s football camps. Coach also agrees that Coach will perform all obligations mutually agreed upon by the parties. In exchange for Coach's participation in the University (College)'s summer football camps, the University (College) shall pay Coach _(amount)__ per year as supplemental compensation during each year of his employment as head _(Sport)_ coach at the University (College). This amount shall be paid __(terms of payment)_____ .

**(SUMMER CAMP—OPERATED BY COACH)** Coach may operate a summer youth _(Sport)__ camp at the University (College) under the following conditions:

a) The summer youth camp operation reflects positively on the University (College) and the Department;

b) The summer youth camp is operated by Coach directly or through a private enterprise owned and managed by Coach. The Coach shall not use University (College) personnel, equipment, or facilities without the prior written approval of the Director;

c) Assistant coaches at the University (College) are given priority when the Coach or the private enterprise selects coaches to participate;

d) The Coach complies with all NCAA (NAIA), Conference, and University (College) rules and regulations related, directly or indirectly, to the operation of summer youth camps;

e) The Coach or the private enterprise enters into a contract with University (College) and _____ (campus concessionaire) for all campus goods and services required by the camp.

f) The Coach or private enterprise pays for use of University (College) facilities including the _____ .

g) Within thirty days of the last day of the summer youth camp(s), Coach shall submit to the Director a preliminary "Camp Summary Sheet" containing financial and other information related to the operation of the camp. Within ninety days of the last day of the summer youth camp(s), Coach shall submit to Director a final accounting and "Camp Summary Sheet." A copy of the "Camp Summary Sheet" is attached to this Agreement as an exhibit.

h) The Coach or the private enterprise shall provide proof of liability insurance as follows: (1) liability coverage: spectator and staff--$1 million; (2) catastrophic coverage: camper and staff--$1 million maximum coverage with $100 deductible;

i) To the extent permitted by law, the Coach or the private enterprise shall defend and indemnify the University (College) against any claims, damages, or liabilities arising out of the operation of the summer youth camp(s)

j) All employees of the summer youth camp(s) shall be employees of the Coach or the private enterprise and not the University (College) while engaged in camp activities. The Coach and all other University (College) employees involved in the operation of the camp(s) shall be on annual leave status or leave without pay during the days the camp is in operation. The Coach or private enterprise shall provide workers' compensation insurance in accordance with Idaho law and comply in all respects with all federal and state wage and hour laws

In the event of termination of this Agreement, suspension, or reassignment, University (College) shall not be under any obligation to permit a summer youth camp to be held by the Coach after the effective date of such termination, suspension, or reassignment, and the University (College) shall be released from all obligations relating thereto.

3.2.7 Coach agrees that the University (College) has the exclusive right to select footwear, apparel and/or equipment for the use of its student-athletes and staff, including Coach, during official practices and games and during times when Coach or the Team is being filmed by motion picture or video camera or posing for photographs in their capacity as representatives of University (College). Coach recognizes that the University (College) is negotiating or has entered into an agreement with (Company Name) to supply the University (College) with athletic footwear, apparel and/or equipment. Coach agrees that, upon the University (College)'s reasonable request, Coach will consult with appropriate parties concerning an (Company Name) product's design or performance, shall act as an instructor at a clinic sponsored in whole or in part by (Company Name), or give a lecture at an event sponsored in whole or in part by (Company Name), or make other educationally-related appearances as may be reasonably requested by the University (College). Notwithstanding the foregoing sentence, Coach shall retain the right to decline such appearances as Coach reasonably determines to conflict with or hinder his duties and obligations as head (Sport) coach. In order to avoid entering into an agreement with a competitor of (Company Name), Coach shall submit all outside consulting agreements to the University (College) for review and approval prior to execution. Coach shall also report such outside income to the University (College) in accordance with NCAA (or NAIA) rules. Coach further agrees that Coach will not endorse any athletic footwear, apparel and/or equipment products, including (Company Name), and will not participate in any messages or promotional appearances which contain a comparative or qualitative description of athletic footwear, apparel or equipment products.

3.3 General Conditions of Compensation. All compensation provided by the University (College) to Coach is subject to deductions and withholdings as required by law or the terms and conditions of any fringe benefit in which Coach participates. However, if any fringe benefit is based in whole or in part upon the compensation provided by the University

(College) to Coach, such fringe benefit shall be based only on the compensation provided pursuant to section 3.1.1, except to the extent required by the terms and conditions of a specific fringe benefit program.

ARTICLE 4

4.1. Coach's Specific Duties and Responsibilities. In consideration of the compensation specified in this Agreement, Coach, in addition to the obligations set forth elsewhere in this Agreement, shall:

4.1.1. Devote Coach's full time and best efforts to the performance of Coach's duties under this Agreement;

4.1.2. Develop and implement programs and procedures with respect to the evaluation, recruitment, training, and coaching of Team members which enable them to compete successfully and reasonably protect their health, safety, and well-being;

4.1.3. Observe and uphold all academic standards, requirements, and policies of the University (College) and encourage Team members to perform to their highest academic potential and to graduate in a timely manner; and

4.1.4. Know, recognize, and comply with all applicable laws and the policies, rules and regulations of the University (College), the University (College)'s governing board, the conference, and the NCAA (or NAIA); supervise and take appropriate steps to ensure that Coach's assistant coaches, any other employees for whom Coach is administratively responsible, and the members of the Team know, recognize, and comply with all such laws, policies, rules and regulations; and immediately report to the Director and to the Department's Director of Compliance if Coach has reasonable cause to believe that any person or entity, including without limitation representatives of the University (College)'s athletic interests, has violated or is likely to violate any such laws, policies, rules or regulations. Coach shall cooperate fully with the University (College) and Department at all times. The names or titles of employees whom Coach supervises are attached as Exhibit C. The applicable laws, policies, rules, and regulations include: (a) State Board of Education and Board of Regents of the University of Idaho Governing Policies and Procedures and Rule Manual; (b) University (College)'s Handbook; (c) University (College)'s Administrative Procedures Manual; (d) the policies of the Department; (e) NCAA (or NAIA) rules and regulations; and (f) the rules and regulations of the (Sport) conference of which the University (College) is a member.

4.2 Outside Activities. Coach shall not undertake any business, professional or personal activities, or pursuits that would prevent Coach from devoting Coach's full time and best efforts to the performance of Coach's duties under this Agreement, that would otherwise detract from those duties in any manner, or that, in the opinion of the University (College), would reflect adversely upon the University (College) or its athletic program. Subject to the terms and conditions of this Agreement, Coach may, with the prior written approval of the Director, who may consult with the President, enter into separate arrangements for outside activities and endorsements which are consistent with Coach's obligations under this Agreement.

Coach may not use the University (College)'s name, logos, or trademarks in connection with any such arrangements without the prior written approval of the Director and the President.

4.3 NCAA (or NAIA) Rules. In accordance with NCAA (or NAIA) rules, Coach shall obtain prior written approval from the University (College)'s President for all athletically related income and benefits from sources outside the University (College) and shall report the source and amount of all such income and benefits to the University (College)'s President whenever reasonably requested, but in no event less than annually before the close of business on June 30th of each year or the last regular University (College) work day preceding June 30th. The report shall be in a format reasonably satisfactory to University (College). In no event shall Coach accept or receive directly or indirectly any monies, benefits, or gratuities whatsoever from any person, association, corporation, University (College) booster club, University (College) alumni association, University (College) foundation, or other benefactor, if the acceptance or receipt of the monies, benefits, or gratuities would violate applicable law or the policies, rules, and regulations of the University (College), the University (College)'s governing board, the conference, or the NCAA (or NAIA).

4.4 Hiring Authority. Coach shall have the responsibility and the sole authority to recommend to the Director the hiring and termination of assistant coaches for the Team, but the decision to hire or terminate an assistant coach shall be made by the Director and shall, when necessary or appropriate, be subject to the approval of President and the University (College)'s Board of (Trustees or Regents) .

4.5 Scheduling. Coach shall consult with, and may make recommendations to, the Director or the Director's designee with respect to the scheduling of Team competitions, but the final decision shall be made by the Director or the Director's designee.

4.7 Other Coaching Opportunities. Coach shall not, under any circumstances, interview for, negotiate for, or accept employment as a coach at any other institution of higher education or with any professional sports team, requiring performance of duties prior to the expiration of this Agreement, without the prior approval of the Director. Such approval shall not unreasonably be withheld.

ARTICLE 5

5.1 Termination of Coach for Cause. The University (College) may, in its discretion, suspend Coach from some or all of Coach's duties, temporarily or permanently, and with or without pay; reassign Coach to other duties; or terminate this Agreement at any time for good or adequate cause, as those terms are defined in applicable rules and regulations.

5.1.1 In addition to the definitions contained in applicable rules and regulations, University (College) and Coach hereby specifically agree that the following shall constitute good or adequate cause for suspension, reassignment, or termination of this Agreement:

a) A deliberate or major violation of Coach's duties under this agreement or the refusal or unwillingness of Coach to perform such duties in good faith and to the best of Coach's abilities;

b) The failure of Coach to remedy any violation of any of the terms of this agreement within 30 days after written notice from the University (College);

c) A deliberate or major violation by Coach of any applicable law or the policies, rules or regulations of the University (College), the University (College)'s governing board, the conference or the NCAA (NAIA), including but not limited to any such violation which may have occurred during the employment of Coach at another NCAA or NAIA member institution;

d) Ten (10) working days' absence of Coach from duty without the University (College)'s consent;

e) Any conduct of Coach that constitutes moral turpitude or that would, in the University (College)'s judgment, reflect adversely on the University (College) or its athletic programs;

f) The failure of Coach to represent the University (College) and its athletic programs positively in public and private forums;

g) The failure of Coach to fully and promptly cooperate with the NCAA (NAIA) or the University (College) in any investigation of possible violations of any applicable law or the policies, rules or regulations of the University (College), the University (College)'s governing board, the conference, or the NCAA (NAIA);

h) The failure of Coach to report a known violation of any applicable law or the policies, rules or regulations of the University (College), the University (College)'s governing board, the conference, or the NCAA (NAIA), by one of Coach's assistant coaches, any other employees for whom Coach is administratively responsible, or a member of the Team; or

i) A violation of any applicable law or the policies, rules or regulations of the University (College), the University (College)'s governing board, the conference, or the NCAA (NAIA), by one of Coach's assistant coaches, any other employees for whom Coach is administratively responsible, or a member of the Team if Coach knew or should have known of the violation and could have prevented it by ordinary supervision.

5.1.2 Suspension, reassignment, or termination for good or adequate cause shall be effectuated by the University (College) as follows: before the effective date of the

suspension, reassignment, or termination, the Director or his designee shall provide Coach with notice, which notice shall be accomplished in the manner provided for in this Agreement and shall include the reason(s) for the contemplated action. Coach shall then have an opportunity to respond. After Coach responds or fails to respond, University (College) shall notify Coach whether, and if so when, the action will be effective.

5.1.3 In the event of any termination for good or adequate cause, the University (College)'s obligation to provide compensation and benefits to Coach, whether direct, indirect, supplemental or collateral, shall cease as of the date of such termination, and the University (College) shall not be liable for the loss of any collateral business opportunities or other benefits, perquisites, or income resulting from outside activities or from any other sources.

5.1.4 If found in violation of NCAA (NAIA) regulations, Coach shall, in addition to the provisions of Section 5.1, be subject to disciplinary or corrective action as set forth in the provisions of the NCAA (NAIA) enforcement procedures. This section applies to violations occurring at the University (College) or at previous institutions at which the Coach was employed.

5.2 Termination of Coach for Convenience of University (College).

5.2.1 At any time after commencement of this Agreement, University (College), for its own convenience, may terminate this Agreement by giving ten (10) days prior written notice to Coach.

5.2.2 In the event that University (College) terminates this Agreement for its own convenience, University (College) shall be obligated to pay Coach, as liquidated damages and not a penalty, the salary set forth in section 3.1.1(a), excluding all deductions required by law, on the regular paydays of University (College) until the term of this Agreement ends ~~or until Coach obtains reasonably comparable employment, whichever occurs first~~ employment, ~~whichever occurs first~~; provided, however, in the event Coach obtains ~~lesser~~ other employment of any kind or nature after such termination, then the amount of compensation the University pays will be adjusted and reduced by the amount of compensation paid Coach as a result of such ~~lesser~~ other employment, such adjusted compensation to be calculated for each University pay-period by reducing the gross salary set forth in section 3.1.1(a) (before deductions required by law) by the gross compensation paid to Coach under the ~~lesser~~ other employment, then subtracting from this adjusted gross compensation deduction according to law. In addition, Coach will be entitled to continue his health insurance plan and group life insurance as if he remained a University (College) employee until the term of this Agreement ends or until Coach obtains employment or any other employment providing Coach with a reasonably comparable health plan and group life insurance, whichever occurs first. Coach shall be entitled to no other compensation or fringe benefits, except as otherwise provided herein or required by law. Coach specifically agrees to inform University within ten business days of obtaining other employment, and to advise University of all relevant terms of such employment, including without limitation the nature and location of employment, salary, other compensation, health insurance benefits, life insurance benefits, and other fringe benefits. Failure to so inform and advise University shall constitute a material breach of this Agreement and University's obligation to pay compensation

under this provision shall end. Coach agrees not to accept employment for compensation at less than the fair value of Coach's services, as determined by all circumstances existing at the time of employment. Coach further agrees to repay to University all compensation paid to him by University after the date he obtains other employment, to which he is not entitled under this provision.

5.2.3 The parties have both been represented by legal counsel in the contract negotiations and have bargained for and agreed to the foregoing liquidated damages provision, giving consideration to the fact that the Coach may lose certain benefits, supplemental compensation, or outside compensation relating to his employment with University (College), which damages are extremely difficult to determine with certainty. The parties further agree that the payment of such liquidated damages by University (College) and the acceptance thereof by Coach shall constitute adequate and reasonable compensation to Coach for the damages and injury suffered by Coach because of such termination by University (College). The liquidated damages are not, and shall not be construed to be, a penalty.

5.3 Termination by Coach for Convenience.

5.3.1 The Coach recognizes that his promise to work for University (College) for the entire term of this Agreement is of the essence of this Agreement. The Coach also recognizes that the University (College) is making a highly valuable investment in his employment by entering into this Agreement and that its investment would be lost were he to resign or otherwise terminate his employment with the University (College) before the end of the contract term.

5.3.2 The Coach, for his own convenience, may terminate this Agreement during its term by giving prior written notice to the University (College). Termination shall be effective ten (10) days after notice is given to the University (College).

5.3.3 If the Coach terminates this Agreement for convenience at any time, all obligations of the University (College) shall cease as of the effective date of the termination. If the Coach terminates this Agreement for his convenience he shall pay to the University (College), as liquidated damages and not a penalty, for the breach of this Agreement the following sum: (a) if the Agreement is terminated on or before _____, the sum of $30,000.00; (b) if the Agreement is terminated between _____ and _____ inclusive, the sum of $20,000.00; (c) if the Agreement is terminated between _____ and _____ inclusive, the sum of $10,000.00. The liquidated damages shall be due and payable within twenty (20) days of the effective date of the termination, and any unpaid amount shall bear simple interest at a rate eight (8) percent per annum until paid.

5.3.4 The parties have both been represented by legal counsel in the contract negotiations and have bargained for and agreed to the foregoing liquidated damages provision, giving consideration to the fact that the University (College) will incur administrative and recruiting costs in obtaining a replacement for Coach, in addition to potentially increased

compensation costs if Coach terminates this Agreement for convenience, which damages are extremely difficult to determine with certainty. The parties further agree that the payment of such liquidated damages by Coach and the acceptance thereof by University (College) shall constitute adequate and reasonable compensation to University (College) for the damages and injury suffered by it because of such termination by Coach. The liquidated damages are not, and shall not be construed to be, a penalty. This section 5.3.4 shall not apply if Coach terminates this Agreement because of a material breach by the University (College).

5.3.5 Except as provide elsewhere in this Agreement, if Coach terminates this Agreement for convenience, he shall forfeit to the extent permitted by law his right to receive all supplemental compensation and other payments.

5.4 Termination due to Disability or Death of Coach.

5.4.1 Notwithstanding any other provision of this Agreement, this Agreement shall terminate automatically if Coach becomes totally or permanently disabled as defined by the University (College)'s disability insurance carrier, becomes unable to perform the essential functions of the position of head coach, or dies.

5.4.2 If this Agreement is terminated because of Coach's death, Coach's salary and all other benefits shall terminate as of the last day worked, except that the Coach's personal representative or other designated beneficiary shall be paid all compensation due or unpaid and death benefits, if any, as may be contained in any fringe benefit plan now in force or hereafter adopted by the University (College) and due to the Coach's estate or beneficiaries thereunder.

5.4.3 If this Agreement is terminated because the Coach becomes totally or permanently disabled as defined by the University (College)'s disability insurance carrier, or becomes unable to perform the essential functions of the position of head coach, all salary and other benefits shall terminate, except that the Coach shall be entitled to receive any compensation due or unpaid and any disability-related benefits to which he is entitled by virtue of employment with the University (College).

5.5 Interference by Coach. In the event of termination, suspension, or reassignment, Coach agrees that Coach will not interfere with the University (College)'s student-athletes or otherwise obstruct the University (College)'s ability to transact business or operate its intercollegiate athletics program.

5.7 No Liability. The University (College) shall not be liable to Coach for the loss of any collateral business opportunities or any other benefits, perquisites or income from any sources that may ensue as a result of any termination of this Agreement by either party or due to death or disability or the suspension or reassignment of Coach, regardless of the circumstances.

5.8 Waiver of Rights. Because the Coach is receiving a multi-year contract and the opportunity to receive supplemental compensation and because such contracts and opportunities are not customarily afforded to University (College) employees, if the University (College)

suspends or reassigns Coach, or terminates this Agreement for good or adequate cause or for convenience, Coach shall have all the rights provided for in this Agreement but hereby releases the University (College) from compliance with the notice, appeal, and similar employment-related rights provide for in the State Board of Education and Board or Regents of the University of Idaho Rule Manual (IDAPA 08) and Governing Policies and Procedures Manual, and the University (College) Faculty-Staff Handbook.

ARTICLE 6

6.1 Board Approval. This Agreement shall not be effective until and unless approved of the University (College)'s Board of _(Regents or Trustees)__ and executed by both parties as set forth below. In addition, the payment of any compensation pursuant to this agreement shall be subject to the approval of the University (College)'s Board of _(Regents or Trustees)___, the President, and the Director; the sufficiency of legislative appropriations; the receipt of sufficient funds in the account from which such compensation is paid; and the Board of _(Regents or Trustees)_ and University (College)'s rules regarding financial exigency.

6.2 University (College) Property. All personal property (excluding vehicle(s) provided through the _____ program), material, and articles of information, including, without limitation, keys, credit cards, personnel records, recruiting records, team information, films, statistics or any other personal property, material, or data, furnished to Coach by the University (College) or developed by Coach on behalf of the University (College) or at the University (College)'s direction or for the University (College)'s use or otherwise in connection with Coach's employment hereunder are and shall remain the sole property of the University (College). Within twenty-four (24) hours of the expiration of the term of this agreement or its earlier termination as provided herein, Coach shall immediately cause any such personal property, materials, and articles of information in Coach's possession or control to be delivered to the Director.

6.3 Assignment. Neither party may assign its rights or delegate its obligations under this Agreement without the prior written consent of the other party.

6.4 Waiver. No waiver of any default in the performance of this Agreement shall be effective unless in writing and signed by the waiving party. The waiver of a particular breach in the performance of this Agreement shall not constitute a waiver of any other or subsequent breach. The resort to a particular remedy upon a breach shall not constitute a waiver of any other available remedies.

6.5 Severability. If any provision of this Agreement is determined to be invalid or unenforceable, the remainder of the Agreement shall not be affected and shall remain in effect.

6.6 Governing Law. This Agreement shall be subject to and construed in accordance with the laws of the state of Idaho as an agreement to be performed in Idaho. Any action based in whole or in part on this Agreement shall be brought in the courts of the state of Idaho.

6.7 Oral Promises. Oral promises of an increase in annual salary or of any supplemental or other compensation shall not be binding upon the University (College).

6.8 Force Majeure. Any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, inability to obtain labor or materials or reasonable substitutes therefor, governmental restrictions, governmental regulations, governmental controls, enemy or hostile governmental action, civil commotion, fire or other casualty, and other causes beyond the reasonable control of the party obligated to perform (including financial inability), shall excuse the performance by such party for a period equal to any such prevention, delay or stoppage.

6.9 Confidentiality. The Coach hereby consents and agrees that this document may be released and made available to the public after it is signed by the Coach. The Coach further agrees that all documents and reports he is required to produce under this Agreement may be released and made available to the public at the University (College)'s sole discretion.

6.10 Notices. Any notice under this Agreement shall be in writing and be delivered in person or by public or private courier service (including U.S. Postal Service Express Mail) or certified mail with return receipt requested or by facsimile. All notices shall be addressed to the parties at the following addresses or at such other addresses as the parties may from time to time direct in writing:

the University (College): Director of Athletics
_____
_____

with a copy to: President
_____
_____

the Coach: _____
Last known address on file with
University (College)'s Human Resource Services

Any notice shall be deemed to have been given on the earlier of: (a) actual delivery or refusal to accept delivery, (b) the date of mailing by certified mail, or (c) the day facsimile delivery is verified. Actual notice, however and from whomever received, shall always be effective.

6.11 Headings. The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation hereof.

6.12 Binding Effect. This Agreement is for the benefit only of the parties hereto and shall inure to the benefit of and bind the parties and their respective heirs, legal representatives, successors and assigns.

6.13 Non-Use of Names and Trademarks. The Coach shall not, without the University (College)'s prior written consent in each case, use any name, trade name, trademark, or other designation of the University (College) (including contraction, abbreviation or simulation), except in the course and scope of his official University (College) duties.

6.14 No Third Party Beneficiaries. There are no intended or unintended third party beneficiaries to this Agreement.

6.15 Entire Agreement; Amendments. This Agreement constitutes the entire agreement of the parties and supersedes all prior agreements and understandings with respect to the same subject matter. No amendment or modification of this Agreement shall be effective unless in writing, signed by both parties, and approved by University (College)'s Board of _(Regents or Trustees)__.

6.16 Opportunity to Consult with Attorney. The Coach acknowledges that he has had the opportunity to consult and review this Agreement with an attorney. Accordingly, in all cases, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any party.

| UNIVERSITY (COLLEGE) | COACH |
|---|---|
| _____ | _____ |
| , President Date | Date |

Approved by the Board of _(Regents or Trustees)_ on the ____ day of _____ , 2010.

# EMPLOYMENT AGREEMENT

This Employment Agreement (Agreement) is entered into by and between _____ (University (College)), and _____ (Coach).

ARTICLE 1

1.1. Employment. Subject to the terms and conditions of this Agreement, the University (College) shall employ Coach as the head coach of its intercollegiate _(Sport)___ team (Team). Coach represents and warrants that Coach is fully qualified to serve, and is available for employment, in this capacity.

1.2. Reporting Relationship. Coach shall report and be responsible directly to the University (College)'s Director of Athletics (Director) or the Director's designee. Coach shall abide by the reasonable instructions of Director or the Director's designee and shall confer with the Director or the Director's designee on all administrative and technical matters. Coach shall also be under the general supervision of the University (College)'s President (President).

1.3. Duties. Coach shall manage and supervise the Team and shall perform such other duties in the University (College)'s athletic program as the Director may assign and as may be described elsewhere in this Agreement. The University (College) shall have the right, at any time, to reassign Coach to duties at the University (College) other than as head coach of the Team, provided that Coach's compensation and benefits shall not be affected by any such reassignment, except that the opportunity to earn supplemental compensation as provided in sections 3.2.1 through _(Depending on supplemental pay provisions used)____ shall cease.

ARTICLE 2

2.1. Term. This Agreement is for a fixed-term appointment of _____ ( __ ) months, commencing on _____ and terminating, without further notice to Coach, on _____ unless sooner terminated in accordance with other provisions of this Agreement

2.2. Extension or Renewal. This Agreement is renewable solely upon an offer from the University (College) and an acceptance by Coach, both of which must be in writing and signed by the parties. Any renewal is subject to the prior approval of University (College)'s Board of _(Regents or Trustees)__ . This Agreement in no way grants to Coach a claim to tenure in employment, nor shall Coach's service pursuant to this agreement count in any way toward tenure at the University (College).

ARTICLE 3

3.1 Regular Compensation.

3.1.1 In consideration of Coach's services and satisfactory performance of this Agreement, the University (College) shall provide to Coach:

a) An annual salary of $_____ per year, payable in biweekly installments in accordance with normal University (College) procedures, and such salary increases as may be determined appropriate by the Director and President and approved by the University (College)'s Board of (Regents or Trustees) ;

b) The opportunity to receive such employee benefits as the University (College) provides generally to non-faculty exempt employees, provided that the Coach qualifies for such benefits by meeting all applicable eligibility requirements; and

3.2 Supplemental Compensation. Each year Coach shall be eligible to receive supplemental compensation in an amount up to (amount or computation) based on the academic achievement and behavior of Team members. The determination of whether Coach will receive such supplemental compensation and the timing of the payment(s) shall be at the discretion of the President in consultation with the Director and approved by the University (College)'s Board of (Regents or Trustees). The determination shall be based on the following factors: grade point averages; difficulty of major course of study; honors such as scholarships, designation as Academic All-American, and conference academic recognition; progress toward graduation for all athletes, but particularly those who entered the University (College) as academically at-risk students; the conduct of Team members on the University (College) campus, at authorized University (College) activities, in the community, and elsewhere. Any such supplemental compensation paid to Coach shall be accompanied with a detailed justification for the supplemental compensation based on the factors listed above and such justification shall be separately reported to the Board of (Regents or Trustees) as a document available to the public under the Idaho Public Records Act.

3.3 Footwear; Apparel; Equipment. Coach agrees that the University (College) has the exclusive right to select footwear, apparel and/or equipment for the use of its student-athletes and staff, including Coach, during official practices and games and during times when Coach or the Team is being filmed by motion picture or video camera or posing for photographs in their capacity as representatives of University (College). Coach recognizes that the University (College) is negotiating or has entered into an agreement with (Company Name) to supply the University (College) with athletic footwear, apparel and/or equipment. Coach agrees that, upon the University (College)'s reasonable request, Coach will consult with appropriate parties concerning an (Company Name) product's design or performance, shall act as an instructor at a clinic sponsored in whole or in part by (Company Name) , or give a lecture at an event sponsored in whole or in part by (Company Name) , or make other educationally-related appearances as may be reasonably requested by the University (College). Notwithstanding the foregoing sentence, Coach shall retain the right to decline such appearances as Coach reasonably determines to conflict with or hinder his duties and obligations as head (Sport) coach. In order to avoid entering into an agreement with a competitor of (Company Name) , Coach shall submit all outside consulting agreements to the University (College) for review and approval

prior to execution. Coach shall also report such outside income to the University (College) in accordance with NCAA (or NAIA) rules. Coach further agrees that Coach will not endorse any athletic footwear, apparel and/or equipment products, including (Company Name) , and will not participate in any messages or promotional appearances which contain a comparative or qualitative description of athletic footwear, apparel or equipment products.

3.4 General Conditions of Compensation. All compensation provided by the University (College) to Coach is subject to deductions and withholdings as required by law or the terms and conditions of any fringe benefit in which Coach participates. However, if any fringe benefit is based in whole or in part upon the compensation provided by the University (College) to Coach, such fringe benefit shall be based only on the compensation provided pursuant to section 3.1.1, except to the extent required by the terms and conditions of a specific fringe benefit program.

ARTICLE 4

4.1. Coach's Specific Duties and Responsibilities. In consideration of the compensation specified in this Agreement, Coach, in addition to the obligations set forth elsewhere in this Agreement, shall:

4.1.1. Devote Coach's full time and best efforts to the performance of Coach's duties under this Agreement;

4.1.2. Develop and implement programs and procedures with respect to the evaluation, recruitment, training, and coaching of Team members which enable them to compete successfully and reasonably protect their health, safety, and well-being;

4.1.3. Observe and uphold all academic standards, requirements, and policies of the University (College) and encourage Team members to perform to their highest academic potential and to graduate in a timely manner; and

4.1.4. Know, recognize, and comply with all applicable laws and the policies, rules and regulations of the University (College), the University (College)'s governing board, the conference, and the NCAA (or NAIA); supervise and take appropriate steps to ensure that Coach's assistant coaches, any other employees for whom Coach is administratively responsible, and the members of the Team know, recognize, and comply with all such laws, policies, rules and regulations; and immediately report to the Director and to the Department's Director of Compliance if Coach has reasonable cause to believe that any person or entity, including without limitation representatives of the University (College)'s athletic interests, has violated or is likely to violate any such laws, policies, rules or regulations. Coach shall cooperate fully with the University (College) and Department at all times. The names or titles of employees whom Coach supervises are attached as Exhibit C. The applicable laws, policies, rules, and regulations include: (a) State Board of Education and Board of Regents of the University of Idaho Governing Policies and Procedures and Rule Manual; (b) University (College)'s Handbook; (c) University (College)'s Administrative Procedures Manual; (d) the policies of the Department; (e)

NCAA (or NAIA) rules and regulations; and (f) the rules and regulations of the (Sport) conference of which the University (College) is a member.

4.2 Outside Activities. Coach shall not undertake any business, professional or personal activities, or pursuits that would prevent Coach from devoting Coach's full time and best efforts to the performance of Coach's duties under this Agreement, that would otherwise detract from those duties in any manner, or that, in the opinion of the University (College), would reflect adversely upon the University (College) or its athletic program. Subject to the terms and conditions of this Agreement, Coach may, with the prior written approval of the Director, who may consult with the President, enter into separate arrangements for outside activities and endorsements which are consistent with Coach's obligations under this Agreement. Coach may not use the University (College)'s name, logos, or trademarks in connection with any such arrangements without the prior written approval of the Director and the President.

4.3 NCAA (or NAIA) Rules. In accordance with NCAA (or NAIA) rules, Coach shall obtain prior written approval from the University (College)'s President for all athletically related income and benefits from sources outside the University (College) and shall report the source and amount of all such income and benefits to the University (College)'s President whenever reasonably requested, but in no event less than annually before the close of business on June 30th of each year or the last regular University (College) work day preceding June 30th. The report shall be in a format reasonably satisfactory to University (College). In no event shall Coach accept or receive directly or indirectly any monies, benefits, or gratuities whatsoever from any person, association, corporation, University (College) booster club, University (College) alumni association, University (College) foundation, or other benefactor, if the acceptance or receipt of the monies, benefits, or gratuities would violate applicable law or the policies, rules, and regulations of the University (College), the University (College)'s governing board, the conference, or the NCAA (or NAIA).

4.4 Hiring Authority. Coach shall have the responsibility and the sole authority to recommend to the Director the hiring and termination of assistant coaches for the Team, but the decision to hire or terminate an assistant coach shall be made by the Director and shall, when necessary or appropriate, be subject to the approval of President and the University (College)'s Board of (Trustees or Regents) .

4.5 Scheduling. Coach shall consult with, and may make recommendations to, the Director or the Director's designee with respect to the scheduling of Team competitions, but the final decision shall be made by the Director or the Director's designee.

4.6 Other Coaching Opportunities. Coach shall not, under any circumstances, interview for, negotiate for, or accept employment as a coach at any other institution of higher education or with any professional sports team, requiring performance of duties prior to the expiration of this Agreement, without the prior approval of the Director. Such approval shall not unreasonably be withheld.

ARTICLE 5

5.1 Termination of Coach for Cause. The University (College) may, in its discretion, suspend Coach from some or all of Coach's duties, temporarily or permanently, and with or without pay; reassign Coach to other duties; or terminate this Agreement at any time for good or adequate cause, as those terms are defined in applicable rules and regulations.

5.1.2 Suspension, reassignment, or termination for good or adequate cause shall be effectuated by the University (College) as follows: before the effective date of the suspension, reassignment, or termination, the Director or his designee shall provide Coach with notice, which notice shall be accomplished in the manner provided for in this Agreement and shall include the reason(s) for the contemplated action. Coach shall then have an opportunity to respond. After Coach responds or fails to respond, University (College) shall notify Coach whether, and if so when, the action will be effective.

5.1.3 In the event of any termination for good or adequate cause, the University (College)'s obligation to provide compensation and benefits to Coach, whether direct, indirect, supplemental or collateral, shall cease as of the date of such termination, and the University (College) shall not be liable for the loss of any collateral business opportunities or other benefits, perquisites, or income resulting from outside activities or from any other sources.

5.1.4 If found in violation of NCAA (NAIA) regulations, Coach shall, in addition to the provisions of Section 5.1, be subject to disciplinary or corrective action as set forth in the provisions of the NCAA (NAIA) enforcement procedures. This section applies to violations occurring at the University (College) or at previous institutions at which the Coach was employed.

5.2 Termination due to Disability or Death of Coach.

5.2.1 Notwithstanding any other provision of this Agreement, this Agreement shall terminate automatically if Coach becomes totally or permanently disabled as defined by the University (College)'s disability insurance carrier, becomes unable to perform the essential functions of the position of head coach, or dies.

5.2.2 If this Agreement is terminated because of Coach's death, Coach's salary and all other benefits shall terminate as of the last day worked, except that the Coach's personal representative or other designated beneficiary shall be paid all compensation due or unpaid and death benefits, if any, as may be contained in any fringe benefit plan now in force or hereafter adopted by the University (College) and due to the Coach's estate or beneficiaries thereunder.

5.2.3 If this Agreement is terminated because the Coach becomes totally or permanently disabled as defined by the University (College)'s disability insurance carrier, or becomes unable to perform the essential functions of the position of head coach, all salary and other benefits shall terminate, except that the Coach shall be entitled to receive any compensation due or unpaid and any disability-related benefits to which he is entitled by virtue of employment with the University (College).

5.3 Interference by Coach. In the event of termination, suspension, or reassignment, Coach agrees that Coach will not interfere with the University (College)'s student-athletes or otherwise obstruct the University (College)'s ability to transact business or operate its intercollegiate athletics program.

5.4 No Liability. The University (College) shall not be liable to Coach for the loss of any collateral business opportunities or any other benefits, perquisites or income from any sources that may ensue as a result of any termination of this Agreement by either party or due to death or disability or the suspension or reassignment of Coach, regardless of the circumstances.

5.5 Waiver of Rights. Because the Coach is receiving the opportunity to receive supplemental compensation and because such contracts and opportunities are not customarily afforded to University (College) employees, if the University (College) suspends or reassigns Coach, or terminates this Agreement for good or adequate cause or for convenience, Coach shall have all the rights provided for in this Agreement but hereby releases the University (College) from compliance with the notice, appeal, and similar employment-related rights provided for in the State Board of Education and Board or Regents of the University of Idaho Rule Manual (IDAPA 08) and Governing Policies and Procedures Manual, and the University (College) Faculty-Staff Handbook.

ARTICLE 6

6.1 Approval. This Agreement shall not be effective until and unless executed by both parties as set forth below. In addition, the payment of any compensation pursuant to this agreement shall be subject to the approval of the University (College)'s Board of _(Regents or Trustees)___, if required, the President, and the Director; the sufficiency of legislative appropriations; the receipt of sufficient funds in the account from which such compensation is paid; and the Board of _(Regents or Trustees)_ and University (College)'s rules regarding financial exigency.

6.2 University (College) Property. All personal property (excluding vehicle(s) provided through the _____ program), material, and articles of information, including, without limitation, keys, credit cards, personnel records, recruiting records, team information, films, statistics or any other personal property, material, or data, furnished to Coach by the University (College) or developed by Coach on behalf of the University (College) or at the University (College)'s direction or for the University (College)'s use or otherwise in connection with Coach's employment hereunder are and shall remain the sole property of the University (College). Within twenty-four (24) hours of the expiration of the term of this agreement or its earlier termination as provided herein, Coach shall immediately cause any such personal property, materials, and articles of information in Coach's possession or control to be delivered to the Director.

6.3 Assignment. Neither party may assign its rights or delegate its obligations under this Agreement without the prior written consent of the other party.

6.4 Waiver. No waiver of any default in the performance of this Agreement shall be effective unless in writing and signed by the waiving party. The waiver of a particular breach in the performance of this Agreement shall not constitute a waiver of any other or subsequent breach. The resort to a particular remedy upon a breach shall not constitute a waiver of any other available remedies.

6.5 Severability. If any provision of this Agreement is determined to be invalid or unenforceable, the remainder of the Agreement shall not be affected and shall remain in effect.

6.6 Governing Law. This Agreement shall be subject to and construed in accordance with the laws of the state of Idaho as an agreement to be performed in Idaho. Any action based in whole or in part on this Agreement shall be brought in the courts of the state of Idaho.

6.7 Oral Promises. Oral promises of an increase in annual salary or of any supplemental or other compensation shall not be binding upon the University (College).

6.8 Force Majeure. Any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, inability to obtain labor or materials or reasonable substitutes therefor, governmental restrictions, governmental regulations, governmental controls, enemy or hostile governmental action, civil commotion, fire or other casualty, and other causes beyond the reasonable control of the party obligated to perform (including financial inability), shall excuse the performance by such party for a period equal to any such prevention, delay or stoppage.

6.9 Confidentiality. The Coach hereby consents and agrees that this document may be released and made available to the public after it is signed by the Coach. The Coach further agrees that all documents and reports he is required to produce under this Agreement may be released and made available to the public at the University (College)'s sole discretion.

6.10 Notices. Any notice under this Agreement shall be in writing and be delivered in person or by public or private courier service (including U.S. Postal Service Express Mail) or certified mail with return receipt requested or by facsimile. All notices shall be addressed to the parties at the following addresses or at such other addresses as the parties may from time to time direct in writing:

the University (College): Director of Athletics
_____
_____

with a copy to: President
_____
_____

the Coach: _____

Last known address on file with
University (College)'s Human Resource Services

Any notice shall be deemed to have been given on the earlier of: (a) actual delivery or refusal to accept delivery, (b) the date of mailing by certified mail, or (c) the day facsimile delivery is verified. Actual notice, however and from whomever received, shall always be effective.

6.11 Headings. The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation hereof.

6.12 Binding Effect. This Agreement is for the benefit only of the parties hereto and shall inure to the benefit of and bind the parties and their respective heirs, legal representatives, successors and assigns.

6.13 Non-Use of Names and Trademarks. The Coach shall not, without the University (College)'s prior written consent in each case, use any name, trade name, trademark, or other designation of the University (College) (including contraction, abbreviation or simulation), except in the course and scope of his official University (College) duties.

6.14 No Third Party Beneficiaries. There are no intended or unintended third party beneficiaries to this Agreement.

6.15 Entire Agreement; Amendments. This Agreement constitutes the entire agreement of the parties and supersedes all prior agreements and understandings with respect to the same subject matter. No amendment or modification of this Agreement shall be effective unless in writing, signed by both parties, and approved by University (College)'s Board of (Regents or Trustees) .

6.16 Opportunity to Consult with Attorney. The Coach acknowledges that he has had the opportunity to consult and review this Agreement with an attorney. Accordingly, in all cases, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any party.

| UNIVERSITY (COLLEGE) | COACH |
|---|---|
| _____ | _____ |
| , President Date | Date |

## SUBJECT

VALIC – conversion to mutual fund platform

## REFERENCE

| | |
|---|---|
| January 2004 | Board authorized TIAA-CREF to offer mutual funds as an alternative investment vehicle |
| December 2005 | Board adopted a Deferred Compensation Plan for employees under Internal Revenue Code section 457 |
| February 2008 | Board directed staff to proceed with preparing an Idaho Tax Deferred 403(b) Plan to replace the separate 403(b) plans offered by the institutions |
| August 2008 | Board approved Idaho Tax Deferred 403(b) Plan |

## APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section II.K.2.
Sections 33-107A, 33-107B, Idaho Code

## BACKGROUND/DISCUSSION

Since 1991 the State of Idaho has offered an Optional Retirement Program (ORP) for higher education faculty and managerial/professional staff. This program is separate from the state Public Employee Retirement System of Idaho (PERSI), and is used by states nationwide for education professionals who often move between states during their career. There are two vendors in Idaho for ORP investment products: TIAA-CREF and VALIC. In 2004, the Board authorized TIAA-CREF to offer mutual funds as an investment product to its clients. The Board also established a 457 deferred compensation plan in January 2006 and a tax deferred 403(b) plan in August 2008.

VALIC has now expressed a desire to convert from its current annuity platform to a mutual fund platform. Existing employees would be grandfathered into the annuity platform, but could make an irrevocable election at any time to migrate to the mutual fund platform. (Current employees would also have the option of freezing their annuity plan and sending all new contributions to mutual funds.) All new participants in the plan would be enrolled in the mutual fund platform.

VALIC's proposal (see Attachment 1) includes a sample investment portfolio. (Note: one of the investment funds (Perkins Small Cap Value Fund) in this proposal is being closed by the fund company. VALIC has added an equivalent replacement which meets the same criteria and performance: American Beacon Small Cap Value Advisor (AASSX)).

## IMPACT

Mutual fund reimbursements (revenue sharing) will be used to offset plan administration fees. Based on the investment options suggested in the proposal, the net administrative fee is zero basis points.

Plan participants will have additional investment options, and will not be required to convert their current investments.

## ATTACHMENTS

Attachment 1 – VALIC Proposal Page 3
Attachment 2 – VALIC Letter Page 15
Attachment 3 – Sample Custodial Agreement Page 17

## STAFF COMMENTS AND RECOMMENDATIONS

Board staff has consulted with tax counsel regarding this proposal. To demonstrate the Board's prudence in monitoring the fees of its retirement plan vendors, we have been advised to request that each vendor for any of our retirement plans agree to disclose to the Board all information required to be disclosed to ERISA plan sponsors pursuant to the final U.S. Department of Labor regulations published under ERISA section 408(b)(2) and effective July 16, 2011, as if the plans were subject to ERISA. VALIC has agreed to provide this disclosure (see Attachment 2). In addition, we were advised to request that VALIC demonstrate to the Board that they maintain a separate custodial account agreement(s) that satisfy section 401(f) of the Internal Revenue Code. VALIC has provided a sample custodian account agreement which satisfies those requirements (see Attachments 2 & 3).

VALIC has provided the following contracts and documents required to implement the mutual fund product for each of the three plans: custodial agreement, service provider agreement, resolutions authorizing individuals to act on behalf of the plan, loan policy, group fixed master application, plan document, and resolution adopting plan. The anticipated live date for adding the mutual fund product is March 1, 2011, so VALIC will need executed agreements by February 1, 2011. However, since the Board's tax counsel did not have an opportunity to review these documents prior to posting the agenda, staff recommends the Board authorize VALIC to offer a mutual fund platform subject to plan document review and approval by Board staff. This will enable VALIC to begin working with the State Controller's Office and institutional IT/payroll staff on any necessary programming changes it order to meet is roll-out deadline.

## BOARD ACTION

I move to approve the request by VALIC to offer mutual funds as an alternative investment vehicle as part of the Board's Optional Retirement Plan, 403(b) and 457 plans, subject to final review and approval of the plan and related documents by the Board's Chief Fiscal Officer and legal counsel.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

# PROPOSAL

## Idaho State Board of Education

September 28, 2010

saving : investing : planning

VALIC

# Idaho State Board of Education

Prepared by: VALIC

This Proposal describes the product and services available to you as a VALIC client. All information contained herein is considered proprietary and should not be disclosed without prior written consent from Officers of VALIC.

The information contained in this proposal expires on **December 29, 2010**. Please direct any requests for extensions to this time frame to the Vice President of Business Case Development at (713) 831-4070.

VALIC represents VALIC Retirement Services Company, VALIC Financial Advisors, Inc., broker/dealer, member FINRA and an SEC registered investment advisor, and the Variable Annuity Life Insurance Company (VALIC).

# VALIC

Few companies can offer the menu of defined contribution, retirement plan products and services afforded by The Variable Annuity Life Insurance Company (VALIC). As your retirement plan partner, we offer robust education, investment, recordkeeping and administration services.

## Strength and Experience

Since 1955, VALIC has specialized in providing retirement programs for a variety of employer types, including elementary and secondary education institutions, higher education institutions, governmental entities, hospital and healthcare organizations, and other non-profit organizations.

With more than $58.8 billion in total assets, VALIC is an industry leader and currently manages long-term investment programs for more than 25,000 organizations representing more than two million participants.

VALIC provides a comprehensive package of investment options and retirement services through a family of companies, which includes: VALIC Retirement Services Company, The Variable Annuity Life Insurance Company and VALIC Retirement Advisors, Inc., broker /dealer, member FINRA and a SEC registered investment advisor.

Our financial strength ratings* reflect the high quality of our fixed investment portfolio, consistent asset and earnings growth, and leading position in its chosen markets. VALIC's financial strength ratings are as follows:

| | | |
|---|---|---|
| A.M. Best | A | (Excellent) |
| Standard & Poor's | A+ | (Strong) |
| Moody's | A1 | (Good) |
| Fitch | A- | (Strong) |

* Independent ratings apply to the financial stability of The Variable Annuity Life Insurance Company, not to the safety or the performance of the mutual funds.

# EXECUTIVE OVERVIEW



## Flexibility in Plan Design and Administration

At VALIC, we adapt our comprehensive services to meet your needs. We have the capability to deliver a broad range of valuable plan features to plan sponsors and their employees.

Available services include:

- Advanced recordkeeping system updated with current laws and regulations
- Seamless implementation services
- Online contribution remittance processing via a secure Web site
- Plan Sponsor Online Web site with plan report generation capability
- Plan documents
- Summary plan descriptions
- Guidance for plan design, compliance and administration
- Employer notification of regulatory updates

## Superior Communication and Financial Planning Services

VALIC provides a comprehensive package of services to keep your employees informed about the plan and its benefits. These include face-to-face service, voice response system, client service professionals at our state-of-the-art Client Care Center, Web site and easy-to-understand literature—all of which are offered in English and Spanish. We also offer your employees comprehensive retirement planning services.

An effective communication and education program is the biggest factor in increasing participation levels, deferral rates and investment diversification among your employees. By using our financial advisors and a wide selection of media, we are able to maximize the number of people we educate and inform. This is a very productive approach, especially when delivered with targeted communications. VALIC's program focuses on helping employees understand the many strategies and challenges of retirement planning. We believe that equipping them with the knowledge needed to make informed decisions, motivating them and helping them develop and maintain a personalized retirement program, allow us to help them achieve their retirement goals. As a result, we have found participation levels and employee satisfaction tend to increase substantially.

VALIC works closely with plan sponsors to develop extensive marketing and communication approaches specific to their needs. During enrollment and ongoing, our onsite financial advisors take a proactive approach in educating employees about their retirement plan(s).

## Financial Advisor Service – Both Onsite and Remote

VALIC understands the importance of local service and has developed a nationwide network of regional and district offices to serve its clients and their employees effectively. From these offices, experienced financial advisors provide in-person services to participants across the country. However, we can offer the right service model for your retirement plan. Because each retirement plan is unique, our service model is flexible. This enables us to deliver exactly what you and your employees need. Our financial advisors can provide onsite investment education, retirement planning and financial planning during group meetings, seminars and individual consultations. Our Retirement Education Center, reached by dialing a toll-free number, has 40 retirement planning experts who provide your participants the same level of service they would receive if our advisors were sitting at their kitchen tables. VALIC has capabilities and resources to exceed the level of service requested by the plan sponsor.

## Legal Support Team

VALIC has a dedicated legal team for its defined contribution activities, including attorneys highly experienced in tax, securities and insurance law. Our tax section is made up of attorneys and tax professionals with significant ERISA expertise as well as proficiency in regulations associated with retirement programs and plans established under Internal Revenue Code sections 401(a)/403(a) including 401(k), 403(b), and 457. This includes non-qualified deferred compensation plans, IRAs and tax-deferred annuities under section 72.

Additionally, VALIC retains a major Washington, D.C. law firm as outside legal counsel to assist in tax matters. VALIC has a Government Affairs department committed to supporting legislative efforts to retain and enhance tax features associated with retirement programs for governmental, healthcare, educational and tax-exempt organizations.

Please note that VALIC's Law Division does not render legal advice to VALIC client groups. However, we are happy to offer, at no additional cost, collaborative (non-advisory) contacts between your legal counsel and ours to discuss plan matters, as the plan sponsor and VALIC might jointly consider appropriate, within the context of our ongoing relationship.

# EXECUTIVE OVERVIEW



## Mutual Fund Platform

VALIC's Open Architecture Mutual Fund Plan

Prepared for Idaho State Board of Education

VALIC

# EXECUTIVE OVERVIEW



## A World of Investment Options

VALIC's goal is to offer the best possible retirement program at a competitive price. With access to more than 5,600 mutual funds through marketing arrangements with more than 100 various mutual fund families and a competitive Fixed-Interest Option through The Variable Annuity Life Insurance Company can create plan portfolios that meet a wide variety of plan sponsor needs.

## Sample Investment Portfolio

The flexibility of our investment offering enables us to provide a customized portfolio of funds to meet the needs of your plan. The portfolio provided in this proposal contains sample investment options for your organization. Keep in mind that this is only a proposed portfolio; our open architecture approach makes available more than 5,600 mutual funds. Changes to the plan's line-up of investment options, other than those initiated by VALIC, may affect pricing.

The sample investment fund line-up presented on the following page was developed based upon VALIC's understanding of your retirement plan goals and objectives. In addition to the funds below, a plan sponsor may choose from more than 5,600 mutual funds through our marketing arrangements with various fund families.

VALIC provides full disclosure of its fees on participant statements and on the Web site. We disclose our revenue sharing policy on our Web site, www.valic.com and in our employee enrollment kits, as well as through quarterly statement messages. We would be happy to create more detailed or specific disclosure if desired. VALIC receives revenue sharing payments from mutual funds, broker-dealers, and investment advisers. We estimates the revenue sharing payments that will be received and uses the revenue sharing to offset the costs of administering and/or recordkeeping each retirement plan. Thus, each plan participant receives a benefit from the revenue sharing in the form of reduced plan administrative fees. The fund families may periodically change the fees and any variation from assumed levels may result in a pricing adjustment. We review the pricing structure as part of plan sponsor fund changes at least annually to accommodate fund family fee changes. Please refer to the sample investment portfolio on the following page.

# EXECUTIVE OVERVIEW



VALIC

Mutual Fund Performance Information
Average Annual Returns (%) as of June 30, 2010

| Asset Category / Fund Name | Ticker | 3-Month Return | YTD Return | 1-Year Return | 3-Year Return | 5-Year Return | 10-Year return | Expense Ratio | Mstar Rating | % Mstar Rank Cat 12 Mo | % Mstar Rank Cat 3 Yr | % Mstar Rank Cat 5 Yr | Fund Revenue |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Foreign Large Blend** | | | | | | | | | | | | | |
| American Funds EuroPacific Gr R3 | RERCX | -12.13 | -11.54 | 9.15 | -8.18 | 4.68 | 2.38 | 1.15 | 5 | 27 | 8 | 10 | 0.60 |
| **World Stock** | | | | | | | | | | | | | |
| American Funds Capital World G/I R3 | RWICX | -12.50 | -12.43 | 8.03 | -9.31 | 2.86 | 5.06 | 1.13 | 4 | 79 | 40 | 27 | 0.60 |
| **Real Estate** | | | | | | | | | | | | | |
| First American Real Estate Secs A | FREAX | -4.08 | 6.24 | 52.58 | -6.67 | 2.87 | 11.50 | 1.27 | 5 | 41 | 11 | 2 | 0.50 |
| **Small Growth** | | | | | | | | | | | | | |
| Prudential Jennison Small Company A | PGOAX | -8.66 | -1.49 | 21.92 | -6.45 | 2.87 | 5.51 | 1.23 | 4 | 24 | 24 | 15 | 0.50 |
| **Small Blend** | | | | | | | | | | | | | |
| Dreyfus Small Cap Stock Index | DISSX | -8.81 | -1.02 | 23.22 | -7.68 | 0.63 | 5.22 | 0.50 | ** | ** | ** | ** | 0.40 |
| **Small Value** | | | | | | | | | | | | | |
| Perkins Small Cap Value S | JISCX | -6.45 | -0.19 | 24.35 | 0.77 | 5.45 | 9.95 | 1.2 | 5 | 61 | 2 | 2 | 0.50 |
| **Mid-Cap Growth** | | | | | | | | | | | | | |
| Prudential Jennison Mid Cap Growth A | PEEAX | -7.91 | -2.06 | 20.95 | -2.70 | 5.55 | 0.11 | 1.21 | 4 | 42 | 8 | 4 | 0.50 |
| **Mid-Cap Blend** | | | | | | | | | | | | | |
| Dreyfus MidCap Index | PESPX | -9.71 | -1.64 | 24.29 | -6.21 | 1.83 | 4.84 | 0.50 | ** | ** | ** | ** | 0.40 |
| **Mid-Cap Value** | | | | | | | | | | | | | |
| RidgeWorth Mid-Cap Value Equity A | SAMVX | -11.20 | -0.30 | 30.59 | -3.91 | 5.70 | | 1.32 | 5 | 8 | 5 | 1 | 0.55 |
| **Large Growth** | | | | | | | | | | | | | |
| American Funds Growth Fund of Amer R3 | RGACX | -11.77 | -8.13 | 10.08 | -8.76 | 0.54 | -0.31 | 0.98 | 3 | 71 | 60 | 32 | 0.60 |
| **Large Blend** | | | | | | | | | | | | | |
| Dreyfus S&P 500 Index | PEOPX | -11.53 | -6.84 | 13.98 | -10.17 | -1.22 | -2.04 | 0.50 | ** | ** | ** | ** | 0.40 |
| American Funds Fundamental Invs R3 | RFNCX | -11.51 | -7.78 | 12.45 | -9.09 | 1.83 | 1.84 | 0.99 | 4 | 59 | 33 | 8 | 0.60 |
| **Socially Responsible** | | | | | | | | | | | | | |
| Calvert Social Investment Equity A | CSIEX | -11.28 | -6.26 | 13.39 | -5.42 | 0.29 | 1.54 | 1.28 | 4 | 37 | 16 | 38 | 0.50 |
| **Large Value** | | | | | | | | | | | | | |
| American Funds American Mutual R3 | RMFCX | -8.42 | -5.60 | 13.83 | -7.80 | 0.43 | 3.88 | 1.03 | 5 | 44 | 10 | 15 | 0.60 |
| **Balanced** | | | | | | | | | | | | | |
| Janus Balanced R | JDBRX | -6.87 | -3.77 | 10.45 | 1.3 | 5.13 | 3.03 | 1.34 | 5 | 81 | 2 | 2 | 0.75 |
| **High Yield Bond** | | | | | | | | | | | | | |
| AIM High Yield Inst | AHIYX | -0.70 | 4.16 | 26.49 | 5.98 | 6.86 | 3.70 | 0.62 | 4 | 23 | 9 | 9 | 0.35 |
| **Intermediate-Term Bond** | | | | | | | | | | | | | |
| Dreyfus Bond Market Index Inv | DBMIX | 3.40 | 5.13 | 8.52 | 7.04 | 5.09 | 5.99 | 0.40 | ** | ** | ** | ** | 0.35 |
| PIMCO Total Return A | PTTAX | 2.64 | 5.58 | 12.81 | 10.62 | 6.95 | 7.33 | 0.90 | 5 | 48 | 3 | 4 | 0.35 |
| **Inflation-Protected Bond** | | | | | | | | | | | | | |
| American Century Infl-Adj Bond Inv | ACITX | 3.81 | 3.99 | 9.49 | 7.58 | 4.77 | 6.96 | 0.48 | 4 | 47 | 26 | 30 | 0.25 |
| **Money Market** | | | | | | | | | | | | | |
| American Century Premium Money Market | TCRXX | 0.00 | 0.01 | 0.10 | 1.95 | 2.97 | 2.64 | 0.46 | NA | NA | NA | NA | 0.25 |
| **Stable Value** | | | | | | | | | | | | | |
| Fixed Interest Option | NA | 0.89 | 1.80 | 3.69 | 3.73 | 3.74 | 4.29 | NA | NA | NA | NA | NA | NA |
| | | | | | | **Averages:** | | **0.92** | **4.4** | **46** | **17** | **13** | |
| **Target Maturity** | | | | | | | | | | | | | |
| Wells Fargo Advantage DJ Target 2010 A | STNRX | -0.86 | 0.84 | 9.42 | 1.56 | 3.39 | 2.61 | 1.01 | 5 | 95 | 8 | 11 | 0.55 |
| Wells Fargo Advantage DJ Target 2020 A | STTRX | -3.88 | -1.03 | 11.73 | -2.39 | 2.55 | 1.16 | 1.03 | 5 | 81 | 3 | 5 | 0.55 |
| Wells Fargo Advantage DJ Target 2030 A | STHRX | -7.34 | -3.46 | 14.28 | -5.77 | 1.43 | 0.10 | 1.04 | 5 | 51 | 5 | 7 | 0.55 |
| Wells Fargo Advantage DJ Target 2040 A | STFRX | -9.57 | -5.01 | 15.50 | -7.55 | 1.01 | -0.86 | 1.05 | 4 | 25 | 18 | 10 | 0.55 |
| Wells Fargo Advantage DJ Target Today A | STWRX | 0.39 | 1.65 | 8.12 | 3.47 | 3.91 | 3.70 | 0.98 | 4 | 95 | 11 | 5 | 0.55 |

*** Peer group rankings (Lipper or Morningstar) are not an appropriate relative performance measurement for a passively managed index fund, as they do not separate indices from actively managed funds within each category. Since the investment objective of this fund is to replicate the returns of the index, tracking error (showing variance from the index) is a more appropriate return measurement.*

***Disclaimers:***

The performance data quoted represents past performance. Current performance may be higher or lower than the performance stated due to recent market volatility. Past performance does not guarantee future result. Investment return and principal value will fluctuate so an investor's shares, when redeemed, may be worth more or less than their original cost. Please visit www.valic.com for month-end performance.

To view or print a prospectus, visit www.valic.com and click on ePrint under Login. Enter your Plan ID in the Login field and click go. Click on "Funds" in Quick Links, and funds available for your plan are displayed. The prospectus contains the investment objectives, risks, charges, expenses and other information about the respective investment company that you should consider carefully before investing. Please read the prospectus carefully before investing or sending money. You may also request a copy by calling 1-888-568-2542.

***Securities and investment advisory services offered through Valic Financial Advisors Inc., member FINRA, SIPC and an SEC-registered investment advisor.***

# EXECUTIVE OVERVIEW



## Fixed-Interest Option

The Fixed-Interest Option* is a group unallocated fixed annuity featuring a highly competitive current interest rate. The rate is declared monthly with interest credited on a daily basis at an annual effective rate. The product credits interest under a portfolio interest crediting method in which all deposits receive the same return regardless of date of initial deposit. The current rate of 3.35 percent is guaranteed through December 2010 with a current minimum guaranteed rate of 3.00 percent, which is subject to change, for the calendar year 2010. The Fixed-Interest Option also features a 2.00 percent minimum guaranteed crediting rate for the life of the contract**

*Fixed unallocated annuity (Policy Form GFA-504). The Variable Annuity Life Insurance Company, Houston, TX
** Subject to state approval.

## Fixed-Interest Option Provisions

- No sales charges will be applied to contributions, and no surrender charges will apply to distributions.
- A participant can make transfers out of the Fixed-Interest Option to our non-competing investment options at any time, or indirectly to a "competing option" subject to a 90-day equity wash provision. A competing option includes any other fixed, stable value, money market, or short-term bond fund; a mutual fund/brokerage window; or other provider's fund line-up available to plan participants.
- Plan sponsor-directed or induced transfers from the Fixed-Interest Option to another investment option under the plan would be restricted to 20 percent per year or subject to a market value adjustment.

## Fee Structure

VALIC's goal is to offer the best possible retirement program at the most competitive price. Using an open architecture approach, we evaluate each plan on an individual basis. We consider a variety of factors such as the level of service to be provided and the number of locations, the number of active plan participants, employee turnover, amount of existing plan assets, type and number of investment options, and annual contributions.

We work with you to determine what level of plan services your organization needs, and tailor a cost-effective program accordingly. For your plan, we propose the following pricing structure that includes VALIC's full range of services as outlined in this proposal.

## Plan Administration Fee

VALIC is pleased to offer our mutual fund platform at a gross asset-based charge of **50 basis points**. This fee is prior to accounting for reimbursements received from the mutual fund companies. All mutual fund reimbursements will be used to offset fees and based on the investment options suggested in this proposal, the net administrative fee is **zero basis points**. Any net, residual fee is assessed only on the mutual fund options, not on the assets invested in our Fixed-Interest Option.

## Loan Fees

$50 setup fee and a $30 annual maintenance fee per loan*

*Fees applicable to loans repaid through payroll deduction.

## Guided Portfolio Services Fees

**Plan Level Fee:** None.

**Participant Level Fee:** We have two levels of Investment Advisory Services. The fees are as follows:

- Participants using GPS Portfolio Advisor will pay an annual fee of $25 to use the service an unlimited number of times for one year. At the end of the year the participant may elect to re-enroll for another year. Portfolio Advisor includes advice through the Internet and telephone support through the Asset Management Center.

- If a participant elects the Portfolio Manager option of GPS, annualized participant fees are:
  - 60 basis points of his/her assets up to $100,000, plus
  - 50 basis points of assets between $100,000 and $250,000, plus
  - 45 basis points of assets that are in excess of $250,000.

  The above fees are charged quarterly in arrears to the participant's account.

## Assumptions

Our pricing structure is based on the following assumptions:

- 403(b) Tax Sheltered Annuity, 401(a) Idaho ORP, and 457(b) Qualified Deferred Compensation
- A five-year agreement

# EXECUTIVE OVERVIEW



- Use of the investment options described in this proposal*
- Electronic remittance of data
- Higher Ed Side-by-Side Conversion
- VALIC Fixed Option Contract - GFA-504

* Please note that our GPS offering is based on the sample investment portfolio included in this proposal. Our sample portfolio assumes that if VALIC modifies the sample investment portfolio (i.e., a fund is deleted from or added to the sample portfolio of investment mutual fund options), then the plan sponsor would offer the updated portfolio of funds. Any changes other than those initiated by VALIC may affect pricing.

If Guided Portfolio Services (GPS) is selected as a voluntary option for your retirement plan participants, Ibbotson Associates, acting as independent financial expert under the DOL SunAmerica Advisory Opinion, will perform an analysis of your investment option lineup, using its proprietary methodology, to determine if it can construct well-diversified portfolios with adequate asset class coverage for use in GPS. If Ibbotson determines that it cannot construct well-diversified portfolios with adequate asset class coverage from the plan's existing investment option lineup, we will notify you of any proposed additional investment option(s).

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VALIC

**The Variable Annuity Life Insurance Company**
2929 Allen Parkway
Houston, TX 77019

November 1, 2010

Matt Freeman
Chief Fiscal Officer
Idaho State Board of Education
650 W. State St., Suite 307
Boise, ID 83702

Re: Idaho State Board of Education Optional Retirement Plan

Dear Mr. Freeman:

This letter is to confirm that VALIC agrees to disclose to the Idaho State Board of Education ("Board") all information required to be disclosed to ERISA plan sponsors pursuant to the final U.S. Department of Labor regulations published under ERISA section 408(b)(2) and effective July 16, 2011, as if the plans were subject to ERISA.

Also, enclosed is a sample custodial account agreement that satisfies the requirements of section 401(f) of the Internal Revenue Code.

If you have any questions, please do not hesitate to contact Tony Cotton at 206-254-1002 or me at 713-831-5077.

Sincerely,

Carolyn Gutierrez
Administrative Officer

Enclosure

cc: Tony Cotton
John Wing
Rich Jackson

VALIC represents The Variable Annuity Life Insurance Company and its subsidiaries VALIC Financial Advisors, Inc. and VALIC Retirement Services Company.

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# CUSTODIAL AGREEMENT

**I. Establishment of Custodial Account.** A custodial account ("Custodial Account") is hereby established by «Employer_Name» ("Employer") to hold, administer, and distribute amounts pursuant to the terms of the «Plan_Name», established pursuant to Section 401(a) of the Internal Revenue Code of 1986, as presently or subsequently amended ("Code"), which provides for the following type(s) of contributions: «Contrib_1», «Contrib_2» and «Contrib_3_», hereinafter referred to as the "Plan." The interests of each participant under the Plan shall be accounted for in a separate Participant Account, as described in Section VI of this Custodial Agreement.

**II. Designation of Custodian.** By signature below of its duly authorized officer, Employer designates that AIG Federal Savings Bank, a federally-chartered savings bank, shall be the non-discretionary directed custodian ("Custodian") of the Custodial Account, beginning on «Service_Efft_Dt» ("Effective Date"); and hereby authorizes Custodian to open and maintain the Custodial Account; and the Custodian accepts such designation.

Except as otherwise provided in this Custodial Agreement, the Custodian shall be directed by the Employer, a plan administrator other than the Employer as designated in the Plan ("Plan Administrator"), or another authorized Plan representative. The Custodian shall hold Custodial Account property in the name of the Plan. The duties of the Custodian shall apply solely with respect to the property allocated to the Custodial Account hereunder, and Custodian shall bear neither responsibility nor liability for other amounts held under the Plan with another trustee, custodian, or other investment or service provider. The Employer hereby agrees that the Custodian shall not serve as, and shall not be deemed to be, a co-custodian or co-trustee and, except as otherwise imposed by applicable law, shall have no co-fiduciary liability for any other person, custodian or trustee. The Custodian shall have no responsibility for any property until it is received and accepted by the Custodian.

**III. Protection of Participants.**

A. Custodial Account property shall be held for the sole and exclusive benefit of participants and their beneficiaries.

B. No amounts allocable under the Plan shall be returned to the Employer, except as otherwise provided in this Custodial Agreement, until all obligations to participants have been satisfied, and unless consistent with the requirements of the Plan, and the Code.

C. A Participant Account may not be assigned or pledged by a participant unless permitted under the Plan, the Code, and this Custodial Agreement.

**IV. Protection of Custodian.** The Custodian shall not be obligated to give any bond or other security for the performance of the Custodian's duties hereunder. The Custodian shall not be liable for any mistake of judgment or other action taken in good faith upon the opinion of counsel or of the Custodian's accountant or auditors, or upon the actions of, or the reports made to the Custodian by, any of Employer's officers, employees, or agents, or the actions of or reports by any regulated investment company or other service provider under the Plan, including any other current or prior custodian or trustee, provided that Custodian acted in good faith in such action or omission and in such reliance.

The provisions of this Custodial Agreement shall be subject to the terms of the Plan, any related service provider agreement ("Service Provider Agreement") entered into with VALIC Retirement Services Company ("Service Provider"), and any annuity contract entered into with The Variable Annuity Life Insurance Company ("VALIC"), except that the terms of such Plan, Service Provider Agreement or annuity contract shall not adversely affect the rights or duties of the Custodian under this Custodial Agreement without the Custodian's prior written consent. Custodian shall be permitted to review the terms of the Plan, and any current or future amendments thereto. Such review shall not constitute an opinion as to the qualification of the Plan or as to any terms thereof and the Custodian shall have no responsibility for determining whether the Plan or any amendment thereof satisfies the qualification requirements of the Code. No amendment or other revision of the Plan or the Plan's administrative rules shall be binding upon the Custodian unless advance written notice of such amendment or other revision is provided to the Custodian. Employer shall retain sole responsibility for taking all necessary steps to ensure that administrative services provided for under this Custodial Agreement are not inconsistent with the terms of the Plan.

**V. Forms and Procedures.** All requests for transactions within Participant Accounts, including any account maintenance requests, and transfers or distributions into or out of such Participant Accounts, must be performed in or on a form or method approved by the Custodian.

**VI. Maintenance of Individual Subaccounts for Participants ("Participant Accounts").** The interests of each participant under the Plan shall be accounted for in a separate Participant Account. Records of individual Participant Accounts shall be maintained by Service Provider pursuant to the Service Provider Agreement between the Employer and Service Provider. To the extent permitted by law, the Custodian shall be relieved of any performance obligations under this Custodial Agreement that are also the obligations of the Service Provider under the Service Provider Agreement or any other service provider under the Plan.

**VII. Correction of Errors.** The Custodian is hereby authorized and directed to make such corrections of contributions to the Plan made under a mistake of fact or such other contributions made in error or other errors as may be corrected under the terms of the Plan, and the Code, including corrections under any available Internal Revenue Service ("IRS") self-correction program, as identified by Employer, Service Provider or another authorized Plan representative. Contributions made to a Participant Account that are identified by the Service Provider, Custodian, the Employer or another authorized Plan representative to have resulted from a mistake of fact shall be returned to the participant or the Employer or reallocated to the proper Participant Account, along with earnings thereon, in accordance with the terms of the Plan, and the Code. A mistake of fact may include, but is not limited to (1) a reasonable error in determining the participant's includible compensation, and (2) a reasonable error in determining the amount to be withheld from a participant's wages or the participant to whom a contribution was to be allocated. A mistake of law shall not be considered a mistake of fact.

If an amount credited to a Participant Account by the Custodian under a mistake of fact or other reasonable mistake is transferred to a successor contract issuer, custodian, or trustee, the Custodian is hereby authorized to request the return of such excess amount from the successor contract issuer, custodian, or trustee.

**VIII. Administration of Loans to Participants**. Subject to applicable provisions of the Plan, and the Code, loans from the Custodial Account may be requested by a participant, provided that such loans are established in or on a form or method acceptable to the Custodian and the Service Provider, and provided that such loans are administered pursuant to a loan program established under the Plan and authorized by the Employer and which conforms to the administrative requirements of the Custodian and the Service Provider. Loan repayments shall be deposited into the Custodial Account in accordance with the participant's current investment allocation.

**IX. Identification of Available Investments.** The investments available under Participant Accounts ("Plan Investment Options") are listed in Appendix A to this Custodial Agreement. This list of available investments, which may also describe requirements or limitations applicable to one or more of the investments, was selected by the Employer or the Plan Administrator, and is hereby accepted by the Custodian. Appendix A may be revised annually following any anniversary of this Custodial Agreement provided that sixty (60) days' advance written notice is provided by the Employer, the Plan Administrator, or another authorized Plan representative to the Custodian of the intent to revise the Appendix, and subject to the Custodian's agreement to administer any additional investment(s) in advance of the addition of such additional investment(s) to Appendix A. The Custodian shall have no duty or responsibility for monitoring, selecting or providing advice with respect to the Plan Investment Options. Investment directions may be communicated to the Custodian by the Employer or another authorized Plan representative, such as the Service Provider, or by participants where permitted by the Plan. In the absence of contrary instructions from the Employer, the Plan Administrator, or another authorized Plan representative, the Custodian shall direct one or more third parties in the execution of investment instructions received from participants. The Custodian shall be entitled to rely upon instructions received from the Employer, the Plan Administrator, another authorized Plan representative, or a participant, subject to the limitation described in the preceding sentence, and shall have no obligation to investigate either the prudence of such instructions or the absence of any instructions.

The Employer hereby directs the Custodian to hold in cash or cash equivalents such amounts as may be necessary for the proper administration of assets and to retain for Custodian's sole benefit any income that it may receive while such amounts are so held as a portion of the reasonable compensation to be paid to the Custodian for its services to the Plan. Custodian may, in addition to or in lieu of charging Employer for the costs incurred by Custodian in providing these Custodial services, invest funds received from Employer through a custodial account in investment vehicles that emphasize safety and liquidity. These investment vehicles will comprise obligations of the United States or its agencies and instrumentalities or other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by, the full faith and credit of the United States. All investment vehicles utilized must be liquid on a daily basis. Custodian may retain any income earned from such investments and, if applicable, any fees charged by Custodian as reasonable compensation for services rendered.

**X. Limitations on Contributions.** Contributions to a Participant Account shall not exceed the applicable limits provided in the Code and in the Plan. Any contributions in excess of applicable limits under the Code or the Plan may be distributed to the Employer or to the participant to the extent permitted under the Code; Treasury Regulations or other regulatory guidance, including any IRS self-correction programs; the Plan; the Custodial Account; the annuity contract or as otherwise provided in this Agreement or agreed by the Employer, Custodian and Service Provider.

**XI. Distributions to Participants and Beneficiaries.** Distributions to participants and beneficiaries may be made only as permitted under the Plan and the Code, subject to any limitations in Employer's agreement with Service Provider. Distributions to participants from Participant Accounts must also comply with applicable distribution requirements under Code Section 401(a)(9), which generally requires that distributions commence not later than the April 1 of the year following the year the Participant either attains age 70½ or retires, whichever is later. It shall be the responsibility of the Employer, the Plan Administrator, or an authorized designee to make determinations of eligibility for such distributions, comply with applicable distribution requirements, and direct the Custodian accordingly. The Custodian shall have no duty to inquire or investigate as to the validity of any such directions.

**XII. Term of Agreement.** This Custodial Agreement shall be coterminous with the Service Provider Agreement and shall be subject to the same renewal and termination rights, requirements and limitations described in the Service Provider Agreement. Termination of the Custodial Agreement by Custodian shall also constitute termination by Service Provider of the Service Provider Agreement. Employer shall notify Custodian in writing of its intent to terminate the services of Service Provider not less than ninety (90) days in advance of such termination. In such written notice the Employer shall identify the successor to the Service Provider and to the Custodian, and Custodian shall resign effective as of the date of termination of the Service Provider, without regard to any other provision of this Custodial Agreement. If no successor Custodian is designated, Employer shall be the successor to the Custodian and shall amend its Plan to so provide, and shall take all necessary steps to so qualify.

**XIII. Taxes and Tax Reporting.** Distributions shall be reported to participants and/or beneficiaries and the IRS by the Custodian. The Custodian may pay out of the Custodial Account any taxes properly levied upon the Custodial Account by any governmental taxing authority.

**XIV. Reports to Employer.** Custodian shall provide periodic reports of aggregate Custodial Account activity to Employer not less frequently than quarterly.

**XV. Employer's Duties.** As a condition of Custodian's performance hereunder, Employer shall remit to Custodian, or to a party designated by Custodian, in a timely manner and in a medium and format that have been agreed to between the Employer and the Custodian, all information and contributions that are reasonably necessary for the Custodian to perform its duties hereunder, and further agrees to hold harmless and indemnify the Custodian for any failure by the Employer or the Plan Administrator to provide such information and/or contributions. Custodian shall have no duty to allocate amounts to a Participant Account prior to the collection of such amounts by the Custodian from the bank or other depository institution maintaining the account of the Employer upon which any negotiable instrument for such contribution is or was drawn. If Custodian makes investments for and/or allocates one or more contributions to Participant Accounts in reliance upon one or more negotiable instruments issued by the Employer, and if any such negotiable instrument is dishonored or otherwise fails to be paid, the Custodian shall be authorized to liquidate such investments and reverse such allocations to reflect the proper value of the Participant Accounts. Employer agrees to indemnify the Custodian for any losses incurred by Custodian from such dishonor or other failure of payment.

**XVI. Broker-Dealer Services.** Enrollment services, investment education, purchases and sales of variable Plan investments, and other registered broker-dealer services will be provided as described in Employer's agreement with Service Provider and not by Custodian.

**XVII. Participant Direction of Investment**. To the extent permitted under the Plan, as determined by the Employer, Custodian is directed to accept and follow investment directions received from individual participants or beneficiaries, subject to any other limitations described in this Custodial Agreement.

**XVIII. Assignment and Delegation.** Custodian may assign or delegate certain of the administrative or recordkeeping services described in this Custodial Agreement to be provided by third parties on behalf of the Custodian.

**XIX. Governing Law; Counterparts.** Except where Federal laws would otherwise control, this Custodial Agreement shall be governed by the laws of the State of Delaware. This Custodial Agreement may be executed in any number of counterparts, each of which shall be considered an original of this Custodial Agreement.

**XX. Acts or Omissions of Other Parties.** Neither Service Provider nor its affiliates, successors and assigns shall have any liability, duty or other obligation with respect to actions or omissions (including incomplete or incorrect data provided to Service Provider) of the Employer, the Plan Administrator, or other authorized Plan representative, or of any concurrent or predecessor Custodian, custodian, or other investment or service provider. Custodian is entitled to rely on instructions provided by the Employer, the Plan Administrator, or another authorized Plan Representative and investment instructions provided by participants and beneficiaries and shall have no duty to inquire with respect to such instructions.

**XXI. Notice.** Notice to either party shall be provided in writing as follows:

**To Employer:**
Attn: «Decision_Maker»
«Title»
«Employer_Name»
«Employer_Address»
«Address2»
«City_», «State» «Zip»

**To Custodian:**
Attn: Robert Rossiter
Senior Vice President
AIG Federal Savings Bank
ALICO Plaza
600 King Street
Wilmington, DE 19801

**XXII. Release of Information.** Where necessary to the proper administration of Employer's Plan, the Custodian may release information to the Employer or a governmental agency examining the Employer's Plan.

**XXIII. Representations and Warranties.** Employer and Custodian each represent and warrant to the other as follows:

a. Each is duly organized, validly existing and in good standing under the laws of the jurisdiction of its organization and, in the case of AIG Federal Savings Bank, the laws of the United States;

b. Each is not a party to or subject to any charter, by-law, agreement, law, rule, regulation, judgment or decree of any kind that would prevent performance of the terms and conditions of this Custodial Agreement;

c. Each has full power and authority to execute and deliver this Custodial Agreement and to consummate and perform the transactions contemplated hereby;

d. This Custodial Agreement has been duly authorized, executed and delivered by Employer and Custodian and constitutes the legal, valid and binding obligation of each, enforceable against each in accordance with its terms; and

e. (Check applicable provision below; if neither checked, paragraph 1. shall apply):

1. _____ (*Only individual executing this agreement authorized to act with respect to the Custodial Account*). Employer has invested the fullest authority at all times in the individual executing this Custodial Agreement, which individual is empowered by resolution and applicable law to execute any documents that Custodian requires relevant to the opening or maintaining of a Custodial Account for the Plan and to take any and all action deemed to be proper in connection with the Custodial Account, including, but not limited to, authority to give written or oral instructions to Custodian with respect to Custodial Account transactions; or

2. _____ (*Individuals other than individual executing this agreement authorized to act with respect to the Custodial Account*). Employer has invested the fullest authority at all times in the individuals named and whose signatures appear in Appendix B, which individuals are empowered by resolution and applicable law to execute any documents that Custodian requires relevant to the opening or maintaining of a Custodial Account for the Plan and to take any and all action deemed by any of them to be proper in connection with the Custodial Account, including, but not limited to, authority to give written or oral instructions to Custodian with respect to Custodial Account transactions.

Said powers and authority granted shall continue fully effective until receipt by Custodian of written notice of change or revision thereof. Employer will certify to Custodian promptly, when and as made, any change in the individual(s) or powers of said individual(s) hereby authorized and such modifications when received by Custodian shall be adequate both to terminate the powers of the individual(s) theretofore authorized and to empower the individual(s) thereby substituted. The Custodian shall be entitled to rely on and shall be fully protected in acting upon directions, instructions, and any information provided by the individual(s) until a notice described in this paragraph is received.

**XXIV. Entire Agreement.** Executed by the authorized representatives of the parties, this Custodial Agreement together with the referenced exhibits and attachments constitutes the entire intent of the parties to this Custodial Agreement and supersedes all prior agreements and understandings, both written and oral, between the parties with respect to the subject matter of this Custodial Agreement.

**XXV. Amendment.** This Custodial Agreement may be amended with the written consent of Employer and Custodian. Custodian may unilaterally amend this Custodial Agreement if it is deemed advisable to do so in order to conform the Custodial Agreement to applicable law and regulations.

Signature of authorized representative of Employer:

_____

_____
Print name of authorized representative of Employer

Date: _____

Appointment of AIG Federal Savings Bank as non-discretionary directed custodian accepted by authorized representative:

_____

_____
Print name of authorized representative of AIG Federal Savings Bank

Date: _____

SAMPLE

**Appendix A**
**to**
**Custodial Agreement**
**Effective «Service_Efft_Dt»**

## Available Investment Options[1]

VALIC receives 12b-1 fees and recordkeeping fees from mutual funds or their affiliates as shown below for administrative and shareholder services. VALIC offsets the plan sponsor's administrative fee by the 12b-1 fees and recordkeeping fees received from the fund families as described in the Service Provider Agreement.

| | | | | Amounts Paid to VALIC from Fund Family | |
|---|---|---|---|---|---|
| | **Fund Name** | **Asset Category** | **Ticker Symbol or CUSIP Number** | **12b-1 Fees (%)** | **Record keeping / Admin Fees (%)** |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | SunAmerica Money Market[2] | Money Market | 866919400 | 0.00 | 0.25 |
| 16 | VALIC Fixed-Interest Option[3] | | | | |

[1] In the event a fund selected by the Employer has been merged with another fund due to fund-company action and the Employer or its authorized Plan representative has not selected a new fund, for any contributions received on behalf of a participant who is participating in such fund, and, where required for the current account balances in the merged fund, Employer hereby directs Service Provider and Custodian to transfer such amounts to the surviving fund of the fund merger.

[2] Investment of Plan forfeitures only

[3] A VALIC group fixed unallocated annuity (policy form GFUA-398). Transfers from this annuity contract shall be subject to a contractually imposed 90-day "equity wash" limitation, meaning that transfers out of this Fixed-Interest Option may not occur to a "competing option," as defined in the annuity contract, for 90 days after such transfer from the Fixed-Interest Option. This fund will be the default investment option for the Plan.

The default investment option(s) will be used:

a. for any contributions received on behalf of a participant who does not have investment elections on file with Service Provider; or
b. in the event a fund selected by the Employer has closed due to fund-company action and the Employer or its authorized Plan representative has not selected a new fund, for any contributions received on behalf of a participant who is participating in such fund; and, where required for the current account balances in the unavailable fund, Employer hereby directs Service Provider and Custodian to transfer such amounts to this investment option.

VALIC represents The Variable Annuity Life Insurance Company and its subsidiaries VALIC Financial Advisors, Inc. and VALIC Retirement Services Company.

SAMPLE

**Appendix B**
**to**
**Custodial Agreement**
**Effective «Service_Efft_Dt»**

**Authorized Individuals**

Name: _____
Title: _____
Signature: _____

Name: _____
Title: _____
Signature: _____

Name: _____
Title: _____
Signature: _____

Name: _____
Title: _____
Signature: _____

Name: _____
Title: _____
Signature: _____

SAMPLE

| TAB | DESCRIPTION | ACTION |
|---|---|---|
| 1 | **NET ASSET BALANCES**<br>College & Universities | Information item |
| 2 | **AMENDMENT TO BOARD POLICY**<br>Section V.M. – Intellectual Property, 2nd Reading | Motion to approve |
| 3 | **AMENDMENT TO BOARD POLICY**<br>Section V.D. – Fiscal Officer, Banking, and Investments, 1st Reading | Motion to approve |
| 4 | **AMENDMENT TO BOARD POLICY**<br>Section V.R.3.a.v. - Self-Support Certificate and Program Fees, 1st Reading | Motion to approve |
| 5 | **AMENDMENTS TO BOARD POLICY**<br>Section V.R.3. – Definitions and Types of Tuition and Fees, and Section V.Q.1. Revenue Deposited into Account, 1st Reading | Motion to approve |
| 6 | **STUDENT TUITION AND FEES**<br>Authorize Institutions to Request Fees in Excess of 10% | Motion to approve |
| 7 | **BOISE STATE UNIVERSITY**<br>Dependent Fee Waiver Pilot Program | Motion to approve |
| 8 | **BOISE STATE UNIVERSITY**<br>Capital Project – TECenter Remodel | Motion to approve |
| 9 | **BOISE STATE UNIVERSITY**<br>Capital Project – Lincoln Ave. Student Housing | Information item |
| 10 | **BOISE STATE UNIVERSITY**<br>Capital Project – Proposed Stadium Expansion | Motion to approve |

| TAB | DESCRIPTION | ACTION |
|---|---|---|
| 11 | **UNIVERSITY of IDAHO**<br>Naming/Memorializing Buildings – Art & Architecture Interdisciplinary Studio Complex | Motion to approve |
| 12 | **LEWIS-CLARK STATE COLLEGE**<br>Settlement Agreement – College Place | Motion to approve |

## SUBJECT

2010 College and Universities' Net Asset Balances

## BACKGROUND/DISCUSSION

The net asset balances have been shown from 2002 through current year including a breakdown of unrestricted net assets into categories developed by staff and the institutions. This format, however, did not inform legislators with respect to the liquidity of the various categories, so staff and the institutions developed a new format for displaying the unrestricted net assets and include Obligated, Designated, and Unrestricted. The net assets are broken down as follows:

**Invested in capital assets, net of related debt:** This represents the institution's total investment in capital assets, net of accumulated depreciation and outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included.

**Restricted, expendable:** This represents resources in which the institution is legally or contractually obligated to spend resources in accordance with restrictions imposed by external third parties.

**Restricted, nonexpendable:** This represents endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal.

**Unrestricted:** This represents resources derived from student fees, state appropriations, and sales and services of educational departments and auxiliary enterprises. These resources also include auxiliary enterprises, which are substantially self-supporting activities that provide services for students, faculty and staff. Not all source of revenues noted above are necessarily present in the unrestricted balance, i.e. state General Funds are normally spent in the fiscal year appropriated, and not carried over into the following fiscal year.

Within **Unrestricted Net Assets**, the institutions reserve funds for the following:

**Obligated:** Contractual obligations represent a variety of agreements which support initiatives or operations that have moved beyond management planning into execution. Obligations include contracts for goods and services, including construction projects. Obligations contain debt service commitments for outstanding debt and staffing commitments for personnel. These amounts also consist of inventories and other balances for which contractual commitments exist.

**Designated:** Designated net assets represent balances not yet legally contracted but have been dedicated to initiatives that have been deemed to be strategic or mission critical. Balances include capital or maintenance projects that are in active planning phases. Facility and administrative returns from sponsored projects (grants and contracts) are reinvested in infrastructure or on efforts to obtain additional grant funding. Documented central commitments to initiatives that have been approved at an executive level are designated.

**Unrestricted Funds Available:** Balance represents reserves available to bridge uneven cash flows as well as future potential reduced funding. Current examples of potential future reductions include:

- Budget reductions or holdbacks
- Enrollment fluctuations
- Unfunded enrollment workload adjustment (EWA)
- Loss of ARRA funding

## IMPACT

The volatility of state funding – as well as fluctuations in enrollment and tuition revenue – necessitates the need for institutions to maintain fund balances sufficient to stabilize operating budgets. Best practices for responsible fiscal policy suggest that institutions maintain an unrestricted fund balance at a level that represents 5 to 15 percent of operating expenses, or is sufficient to fund no less than one to two months of operating expenditures. Finance staff at the Board and the college and universities spent significant time in evaluating these best practices when applied to their own unique budgetary environments. In recognition of the severe financial crisis in which the State currently finds itself, Board staff and the institutions have concluded that 5% of operating expenses (which reflects less than one month of expenses) is a reasonable target for a minimum available reserve. (Since the institutions' state appropriations are not included in operating revenues but non-operating revenues, staff and the institutions decided to use audited operating expenses.) Based on this target reserve, the institutions' unrestricted available balances are:

| | |
|---|---|
| BSU: | 2.2% |
| ISU: | 3.7% |
| UI: | 1.1% |
| LCSC: | 3.5% |

*Note: Designated reserves are not yet legally contracted, so technically they are still subject to management decision or reprioritization. However, it's critical to understand that these net asset balances are a snapshot in time as of June 30, 2010, so reserves shown as "designated" on this report could be "obligated" at any point in the current fiscal year.*

## ATTACHMENTS

BSU Net Asset Balances Page 5
ISU Net Asset Balances Page 6
UI Net Asset Balances Page 7
LCSC Net Asset Balances Page 8

## STAFF COMMENTS AND RECOMMENDATIONS

The institutions will present a brief analysis of unrestricted net assets.

## BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.

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# Boise State University

## Net Asset Balances

**As of June 30, 2010**

Information Taken from Workpapers Relating to Audited Financial Statements

| | | |
|---|---|---|
| 1 | **Net Assets:** | **Boise State University** |
| 2 | Invested in capital assets, net of related debt | $192,322,268 |
| 3 | Restricted, expendable | 20,984,492 |
| 4 | Restricted, nonexpendable | - |
| 5 | Unrestricted | 81,918,020 |
| 6 | Total Net Assets | $295,224,780 |
| 7 | | |
| 8 | **Unrestricted Net Assets:** | **$81,918,020** |
| 9 | Obligated (Note A) | 55,497,644 |
| 10 | Designated (Note B) | 20,462,160 |
| 11 | **Unrestricted Available (Note C)** | **$5,958,216** |
| 12 | | |
| 13 | Operating expenses | 270,684,863 |
| 14 | Ratio of Unrestricted Funds Available to operating expenses | 2.2% |
| 15 | 5% of operating expenses (minimum available reserve target) | 13,534,243 |
| 16 | | |
| 17 | Two months operating expenses | 45,114,144 |
| 18 | Ratio of Unrestricted Funds Available to two months of operating expenses | 13% |
| 19 | Number of days expenses covered by Unrestricted Funds Available | 8 |

**Note A:** **Obligated** - Contractual obligations represent a variety of agreements which support initiatives or operations that have moved beyond management planning into execution. Obligations include contracts for goods and services, including construction projects. Obligations contain debt service commitments for outstanding debt and staffing commitments for personnel. These amounts also consist of inventories and other balances for which a contractual commitments exist.

**Note B:** **Designated** - Designated net assets represent balances that are not yet legally contracted, but have been dedicated to initiatives that have been deemed to be strategic or mission critical. Balances include capital or maintenance projects that are in active planning phases. Facility and administrative returns from sponsored projects (grants and contracts) are reinvested in infrastructure or on efforts to obtain additional grant funding. Documented central commitments to initiatives that have been approved at an executive level are designated.

**Note C:** **Unrestricted Funds Available** - Balance represents reserves available to bridge uneven cash flows as well as future potential reduced funding. Current examples of potential future reductions are:

Budget reductions or holdbacks
Enrollment fluctuations
Unfunded Enrollment Workload Adjustment (EWA)
Loss of ARRA funding

# IDAHO STATE UNIVERSITY

## Net Asset Balances

**As of June 30, 2010**

Information Taken from Workpapers Relating to Audited Financial Statements

| | | |
|---|---|---|
| 1 | **Net Assets:** | **ISU** |
| 2 | Invested in capital assets, net of related debt | $113,836,708 |
| 3 | Restricted, expendable | 8,479,940 |
| 4 | Restricted, nonexpendable | - |
| 5 | Unrestricted | 47,219,698 |
| 6 | Total Net Assets | $169,536,346 |
| 7 | | |
| 8 | **Unrestricted Net Assets:** | **$47,219,698** |
| 9 | Obligated (Note A) | 19,407,645 |
| 10 | Designated (Note B) | 20,194,938 |
| 11 | **Unrestricted Available (Note C)** | **$7,617,115** |
| 12 | | |
| 13 | Operating expenses | 207,824,538 |
| 14 | Ratio of Unrestricted Funds Available to operating expenses | 3.7% |
| 15 | 5% of operating expenses (minimum available reserve target) | 10,391,227 |
| 16 | | |
| 17 | Two months operating expenses | 34,637,423 |
| 18 | Ratio of Unrestricted Funds Available to two months of operating expenses | 22% |
| 19 | Number of days expenses covered by Unrestricted Funds Available | 13.38 |

**Note A:** **Obligated** - Contractual obligations represent a variety of agreements which support initiatives or operations that have moved beyond management planning into execution. Obligations include contracts for goods and services, including construction projects. Obligations contain debt service and staffing commitments for outstanding debt and personnel. These amounts also consist of inventories and other balances for which a contractual commitments exist.

**Note B:** **Designated** - Designated net assets represent balances that are not yet legally contracted, but have been dedicated to initiatives that have been deemed to be strategic or mission critical. Balances include capital or maintenance projects that are in active planning phases. Facility and administrative returns from sponsored projects (grants and contracts) are reinvested in infrastructure or on efforts to obtain additional grant funding. Documented central commitments to initiatives that have been approved at an executive level are designated.

**Note C:** **Unrestricted Funds Available** - Balance represents reserves available to bridge uneven cash flows as well as future potential reduced funding. Current examples of potential future reductions are:

Budget reductions or holdbacks
Enrollment fluctuations
Unfunded Enrollment Workload Adjustment (EWA)
Loss of ARRA funding

# University of Idaho

## Net Asset Balances

**As of June 30, 2010**

Information Taken from Workpapers Relating to Audited Financial Statements

| | | |
|---|---|---|
| 1 | **Net Assets:** | **University of Idaho** |
| 2 | Invested in capital assets, net of related debt | $211,194,033 |
| 3 | Restricted, expendable | 74,964,487 |
| 4 | Restricted, nonexpendable | 67,829,850 |
| 5 | Unrestricted | 26,298,058 |
| 6 | Total Net Assets | $380,286,428 |
| 7 | | |
| 8 | **Unrestricted Net Assets:** | **$26,298,058** |
| 9 | Obligated (Note A) | 16,335,802 |
| 10 | Designated (Note B) | 6,083,302 |
| 11 | **Unrestricted Available (Note C)** | **$3,878,954** |
| 12 | | |
| 13 | Operating expenses | $343,883,326 |
| 14 | Ratio of Unrestricted Funds Available to operating expenses | 1.1% |
| 15 | 5% of operating expenses (minimum available reserve target) | $17,194,166 |
| 16 | | |
| 17 | Two months operating expenses | $57,313,888 |
| 18 | Ratio of Unrestricted Funds Available to two months of operating expenses | 7% |
| 19 | Number of days expenses covered by Unrestricted Funds Available | 4 |

**Note A:** **Obligated** - Contractual obligations represent a variety of agreements which support initiatives or operations that have moved beyond management planning into execution. Obligations include contracts for goods and services, including construction projects. Obligations contain debt service commitments for outstanding debt and staffing commitments for personnel. These amounts also consist of inventories and other balances for which a contractual commitments exist.

**Note B:** **Designated** - Designated net assets represent balances that are not yet legally contracted, but have been dedicated to initiatives that have been deemed to be strategic or mission critical. Balances include capital or maintenance projects that are in active planning phases. Facility and administrative returns from sponsored projects (grants and contracts) are reinvested in infrastructure or on efforts to obtain additional grant funding. Documented central commitments to initiatives that have been approved at an executive level are designated.

**Note C:** **Unrestricted Funds Available** - Balance represents reserves available to bridge uneven cash flows as well as future potential reduced funding. Current examples of potential future reductions are:

Budget reductions or holdbacks
Enrollment fluctuations
Unfunded Enrollment Workload Adjustment (EWA)
Loss of ARRA funding

# Lewis-Clark State College

## Net Asset Balances

**As of June 30, 2010**

Information Taken from Workpapers Relating to Audited Financial Statements

| | | |
|---|---|---|
| 1 | **Net Assets:** | **Lewis-Clark State College** |
| 2 | Invested in capital assets, net of related debt | $41,283,868 |
| 3 | Restricted, expendable | 1,306,498 |
| 4 | Restricted, nonexpendable | - |
| 5 | Unrestricted | 13,464,727 |
| 6 | Total Net Assets | $56,055,093 |
| 7 | | |
| 8 | **Unrestricted Net Assets:** | **$13,464,727** |
| 9 | Obligated (Note A) | 2,827,034 |
| 10 | Designated (Note B) | 9,096,818 |
| 11 | **Unrestricted Available (Note C)** | **$1,540,875** |
| 12 | | |
| 13 | Operating expenses | 43,914,857 |
| 14 | Ratio of Unrestricted Funds Available to operating expenses | 3.5% |
| 15 | 5% of operating expenses (minimum available reserve target) | 2,195,743 |
| 16 | | |
| 17 | Two months operating expenses | 7,319,143 |
| 18 | Ratio of Unrestricted Funds Available to two months of operating expenses | 21% |
| 19 | Number of days expenses covered by Unrestricted Funds Available | 13 |

**Note A:** **Obligated** - Contractual obligations represent a variety of agreements which support initiatives or operations that have moved beyond management planning into execution. Obligations include contracts for goods and services, including construction projects. Obligations contain debt service and staffing commitments for outstanding debt and personnel. These amounts also consist of inventories and other balances for which a contractual commitments exist.

**Note B:** **Designated** - Designated net assets represent balances that are not yet legally contracted, but have been dedicated to initiatives that have been deemed to be strategic or mission critical. Balances include capital or maintenance projects that are in active planning phases. Facility and administrative returns from sponsored projects (grants and contracts) are reinvested in infrastructure or on efforts to obtain additional grant funding. Documented central commitments to initiatives that have been approved at an executive level are designated.

**Note C:** **Unrestricted Funds Available** - Balance represents reserves available to bridge uneven cash flows as well as future potential reduced funding. Current examples of potential future reductions are:

Budget reductions or holdbacks
Enrollment fluctuations
Unfunded Enrollment Workload Adjustment (EWA)
Loss of ARRA funding

**SUBJECT**

Intellectual Property policy amendment - second reading

**REFERENCE**

October 2010 Board approved First Reading

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section V.M.

**BACKGROUND/DISCUSSION**

The Board's intellectual property policy together with the institutions' own technology transfer policies establishes the legal basis for the institutions to claim, disclaim, transfer, or convey intellectual property.

The Idaho Innovation Council endorsed the proposed policy revisions prior to first reading. The Council subsequently submitted some suggested language with respect to intellectual property vision and guiding principles:

*The creation and application of intellectual property is vital to the growth and success of Idaho's innovation ecosystem, therefore our top priority is to capitalize on the development and transfer of advanced technology to ensure the prosperity of Idaho in a rapidly advancing world.*

*The purpose of this policy is to facilitate the agile management of IP so that our institutes of higher education have the greatest ability possible to leverage their IP. Our objectives include fostering the development of IP, assuring its awareness and access to the public domain, and facilitating its transfer, protection, and implementation, as outlined in this subsection.*

*The State Board of Education, on behalf of the state of Idaho, and the Board of Regents, on behalf of the University of Idaho, (hereinafter collectively referred to as the "Board") establishes the deployment of innovation created at Idaho's post secondary research institutions to the commercial sector as a mission priority. To accomplish this mission, Idaho's post secondary institutions are encouraged to utilize intellectual property to actively promote innovation, commercialization through licensing to the private sector, establishing internal entrepreneurial cultures that support technology transfer, and developing working relationships with the private sector that advance local, state, and national economic development. Supporting university policy and programs, including rewards and recognition, performance incentives and entrepreneurial leave programs, should be established or maintained to enable and encourage the deployment of technology. The State Board intends to promote the beneficial use of intellectual property. The following intellectual property policies balance the institutional obligations to preserve open inquiry and realize the commercial value of intellectual property produced by employees of Idaho's postsecondary educational institutions.*

While this language does not necessarily inform governing policy and procedures, staff does recommend it be incorporated into the research strategic plan currently under development.

**IMPACT**

The proposed changes to the policy define the term "intellectual property," clarify ownership and copyright interests, and cleans up and standardize language and terminology.

**ATTACHMENTS**

Attachment 1 – Board Policy V.M. – Second Reading. Page 3

**STAFF COMMENTS AND RECOMMENDATIONS**

There were several changes from the first reading at the request of Mr. Lewis.

1. In section V.M.2., paragraphs b. and c. were revised to further clarify the criteria for claim and disclaims of ownership. Specifically, the types of Board resources used by an employee can be a criterion used in determining whether to claim or disclaim ownership.
2. In section V.M.3.b., the language was revised to provide that institutions have discretion with respect to claiming an ownership interest in certain copyrights.

The Objective and Purposes also contain some minor revisions requested by the Governor's Office.

Board staff recommends approval of the second reading of Board Policy V.M. as submitted.

**BOARD ACTION**

I move to approve the second reading of proposed amendments to Board Policy Section V.M. Intellectual Property as presented, and to direct institutions to bring their technology transfer policies to the Board for review and approval within 12 months.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

1. Objectives and Purposes

   The State Board of Education, on behalf of the state of Idaho, and the Board of Regents, on behalf of the University of Idaho, (hereinafter collectively referred to as the ~~State~~ "Board") recognize the dynamic relationship between research and education in postsecondary educational institutions. The ~~State~~ Board recognizes that~~e~~ inventions, discoveries and published works of commercial importance may be the natural outgrowth of research. The ~~State~~ Board intends to promote the beneficial use of intellectual properties~~ for the public good~~. While postsecondary educational institutions must remain open to intellectual inquiry, ~~at times~~ this openness ~~is juxtaposed with~~ carries with it the obligation~~s~~ to contribute to the economic growth and development of Idaho and the nation. The following intellectual property policies balance the institutional obligations to preserve open inquiry while also actively seeking to foster and advance ~~and realize~~ the commercial value of intellectual property produced by employees of ~~the State's~~Idaho's postsecondary educational institutions.

2. Intellectual Property

   a. Definition. Intellectual property includes, but is not limited to, any invention, discovery, creation, know-how, trade secret, technology, scientific or technological development, plant variety, research data, mark, design, mask work, work of authorship, and computer software regardless of whether subject to protection under patent, trademark, copyright or other laws.

   b. Claim of ownership interest. The ~~State~~ Board~~ of Education~~, on behalf of the state of Idaho, through and by Idaho's postsecondary educational institutions under the governance of the Board (hereinafter referred to as "institutions")~~and the Board of Regents, on behalf of the University of Idaho,~~ claims ownership of any ~~invention or patentable discovery~~intellectual property developed under any of the following circumstances:

      i. Arising from any work performed by an employee of ~~the State Board~~any institution during the course of ~~his~~their duties to the ~~agency or~~ institution;

      ii. Arising from any work performed by an employee of ~~the State Board~~an institution or other individual, using ~~state~~ Board or institution resources not ~~similarly~~ openly available to members of the general public including, but not limited to, laboratories, studios, equipment, production facilities, office space, personnel or specialized computing resources; or

      iii. Arising from any work performed by an employee of ~~the State Board~~an institution under contract in a program or project sponsored by ~~a State Board~~

~~agency or~~an institution or between institutions or a closely related research foundation.

c~~b~~. Disclaimer of ownership interest. The ~~State~~ Board ~~of Education and the Board of Regents of the University of Idaho~~ claims no ownership interest in any ~~invention or patentable discovery~~intellectual property developed by the employee(s) or contractor(s) of an institution under the following circumstances:

i. When the work is performed outside the~~ir~~ assigned duties of the employee/contractor; and

ii. When the employee/contractor is without benefit of ~~State~~ Board or institution facilities except ~~those available to members of the general public, (such as~~ libraries~~)~~.

d~~c~~. Policy review. ~~– Agencies and institutions under the governance of the State Board must secure to the state of Idaho their ownership interest in inventions and patentable discoveries. Agency and i~~Institutional policies setting out ~~patent~~ technology transfer administration, including evaluating, financing, assignment, marketing, protection, and the division and use of royalties, as well as amendments thereto, must be submitted to the ~~State~~ Board for its review and approval.

e~~d~~. Condition of employment - ~~State Board~~Institution employees and contractors must, as a condition of employment or~~f~~ contract, agree and adhere to the ~~State~~ Board approved policy on ~~inventions and patentable discoveries~~intellectual property.

3. Copyrights

a. Notwithstanding Section 2 of this Policy, ~~W~~when institution employees/~~ or~~ contractors are expressly directed to produce specific work for publication, performance or display in the course of their employment duties, the ~~agency or~~ institution ~~may~~ reserves the right to copyright the publication in the name of the state of Idaho or the ~~University of Idaho~~ institution or to publish such work without copyright.

b. Except as noted in 3.a. above, neither the ~~State~~ Board ~~of Education~~ nor any institution ~~and the Board of Regents of the University of Idaho~~ is required to claim~~s~~ an~~no~~ ownership interest in works submitted for publication, performance or display by ~~State Board~~ institution employees/~~ and~~ contractors. ~~Employees/ and contractors retain the right to copyright and publish their own works. That is, as a general rule, all rights to copyrightable material are the property of the creator. The distribution of royalties, if any, is a matter of arrangement between the creator and his~~their ~~publishers or licensees. However~~Instead, institutions subject

to this ~~rule~~Policy may elect, by contract or institutional policy, to claim an interest in copyrightable material produced, in whole or part, by their employees or contractors. ~~For example, different treatment may be accorded by an institution~~Institutional policy shall provide for institutional ownership in circumstances including, but not limited to, the following:

i. ~~i~~In cases of specific contracts providing for ~~an exception~~ institutional ownership,
ii. I~~i~~n cases where the constituent institution or sponsor may employ personnel for the purpose of producing a specific work,
iii. W~~w~~here ~~different treatment~~ institutional ownership is deemed necessary in order to reflect the contribution of the institution to the work ~~as in the case of software, mask works for microcircuit chips, or audiovisual material~~, or
iv. W~~w~~here a sponsored agreement requires ~~otherwise~~ institutional ownership.

4. Intellectual Property Transfer

a. The ~~State~~ Board ~~of Education and the Board of Regents of the University of Idaho~~ delegates to ~~Idaho's postsecondary educational~~the institutions the right to transfer, ~~and~~ convey, license or disclaim ~~ownership~~ rights in intellectual properties developed within ~~the~~ each respective institution~~s~~ under ~~the patents and copyright rule~~this policy. This ~~rule~~ policy ~~will~~ allows the institutions to ~~play appropriate roles in~~effect knowledge transfer and economic growth and development. Under this ~~rule~~policy, ~~the~~each respective institution~~s~~ may:

i. Grant ~~rights to owned~~any or all intellectual property rights~~ies~~ to research foundations for further development or transfer.

ii. ~~Themselves a~~Act ~~as licensors~~ to convey any or all intellectual property rights to ~~commercial ventures~~for-profit, non-profit, and/or governmental entities.

iii. Grant exclusive intellectual property rights to for-profit, non-profit, and/or governmental entities~~a licensee~~.

iv. Collect and disburse license payments in accordance with institutional policy to inventors and their departments and colleges, as well as to their institutions~~, for the general support of research within the institutions~~.

v. Permit institutional employees the right to participate in ownership and governance of for-profit, non-profit, and/or governmental entities~~companies~~ that licensed ~~by the~~ institution~~s~~al intellectual property to produce and market the ~~discoveries~~intellectual property, ~~provided~~ subject to the conflict of interest ~~rules~~ policies~~are followed~~ set forth in Idaho State Board of Education Governing Policies and Procedures, Section I.G. and II.Q..

b. Each ~~of Idaho's postsecondary~~ institution~~s~~ shall~~, within twelve (12) months of the promulgation of this rule~~Policy~~, submit its~~ develop an institutional policy on ~~the transfer of intellectual properties (~~technology transfer~~) for State Board review and approval~~. At a minimum, ~~the~~ an institution's policy shall~~ould~~ include:

   i. The name of the institutional position (or office) with the authority and responsibility for carrying out the policy and binding the institution contractually.

   ii. Policy and plans for patent acquisition (i.e., who initiates, who pays the lawyers, and an enumeration of the duties, responsibilities, and a process for settling debates).

   iii. The range of allowable institutional involvement in the transfer process (i.e., from licensing to acceptance of institutional ownership interests, continued development in institutional facilities for the benefit of the licensee, business planning or production assistance).

c. At the request of the Board ~~T~~the appropriate officer of each ~~postsecondary~~ institution shall report~~, two (2) weeks in advance of the State Board meeting,~~ on ~~patent, copyright, and~~ technology transfer activities that have occurred at the institution and the general effectiveness of the institution in deploying technology. Institutions should report performance data through the annual Association of University Technology Licensing survey.~~ since the prior meeting of the Board~~. ~~With respect to patents, the report shall include what public notice was given prior to the licensee(s) being selected. Further, that~~The report shall~~will~~ also indicate whether any employees of the institution or its respective research foundation have a financial interest in the ~~company~~ entity to which the intellectual property rights were~~was transferred~~ conveyed. Terms of any license or technology transfer contract will be made available in confidence upon request for inspection by the ~~State~~ Board.

## SUBJECT

Fiscal Officer, Banking, and Investments, Board Policy V.D – first reading

## APPLICABLE STATUTES, RULE OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.D.

## BACKGROUND / DISCUSSION

The Board's investment policy was last modified in April 2002. The proposed changes indicated below would add, change or clarify investments permitted by the Board and improve controls as follows:

1) Investments in A rated (or better) corporate bonds or mortgage-back securities. (Current policy allows investment in these vehicles "of AA grade or better.")
2) Investments which meet the rating requirements at the time of the investment acquisition.
3) Investments in securities issued by the State of Idaho, state-related agencies, and local governments of the State (this would include Build America Bonds).
4) Additional key control elements are incorporated into the policy by placing State Board of Education and institutionally designed limitations on portfolio concentrations, credit risk, maturity timeframes, and requiring portfolio reviews. This policy change also assures institutional compliance in accordance with key criteria specified under the standard of conduct for managing and investing institutional funds specified in the Uniform Prudent Management of Institutional Funds Act (Section 33-5003, Idaho Code).

Items 1 and 2 above would make the investment policy substantially similar to Section 67-1210A, Idaho Code, which authorizes the State Treasurer to invest in "…bonds, debentures or notes of any corporation organized, controlled and operating within the United States which have, at the time of their purchase, an A rating or higher by a commonly known rating service."

Similarly, item 3 above parallels investment authority of the State Treasurer as provided in Section 67-1210(b), (c), (e), (g), (h) and (k), Idaho Code.

## IMPACT

These changes would provide institutions flexibility in managing their investment portfolio; standardize key control elements designed to reduce investment risk consistent with prudent management and institutional requirements; and provide for potentially higher returns consistent with institutional and State Board of Education investment policy and objectives.

## ATTACHMENTS

Attachment 1 - Proposed Policy Change, 1st Reading Page 3

## STAFF COMMENTS AND RECOMMENDATIONS

The proposed revisions add a new "investment objectives" section which requires institutions to maintain a written investment policy consistent with the Board's investment policy and the Uniform Prudent Management of Institutional Funds Act. The revisions also change the layout of allowable investments from paragraph form to list form which makes it easier for the reader to find and review approved investment vehicles. Additions to the allowable investments are State and municipal bonds, which brings the Board's investment policy substantially in line with the State's statutory allowable investments. While the policy does lower the acceptable investment grade of corporate bonds and mortgage-backed securities from AA to A, the institutions will be required to adopt a written institutional investment policy which establishes guidelines for (among other things) ratings downgrades. So if an institution holds corporate bonds which are downgraded from A to BBB, the policy will inform what the appropriate action should be. When combined with the revision providing that investments must meet the rating requirements at the time of the investment acquisition, the policy provides the institutions greater flexibility to liquidate an investment to maximize returns or minimize loss exposure.

Staff recommends approval.

## BOARD ACTION

I move to approve the first reading of proposed amendments to Board Policy Section V.D. Fiscal Officer, Banking, and Investments, as presented.

Moved by_____ Seconded by_____ Carried Yes____ No____

## D. Fiscal Officers, Banking, and Investments

1. Bursars

   Each institution~~, school~~ and agency must have a fiscal officer, titled "bursar," designated by the Board. The fiscal officer is primarily responsible for receipt and remittance of money and other evidence of indebtedness and for making reports on fiscal matters directly to the Board. The Board may, from time to time, fix additional duties for the fiscal officers and fix the amount of any performance bond. The financial vice president of each of the institutions of higher education serves as the fiscal officer and/or bursar of that institution.

2. Deposits

   Each institution~~, school~~ and agency must deposit with the state treasurer all money and other evidence of indebtedness received for or on account of the state of Idaho (Section 59-1014, Idaho Code). The University of Idaho may deposit money and other evidence of indebtedness belonging to the University of Idaho in financial institutions approved by the Board of Regents. (*Melgard ~~V~~v. Eagleson*, 31 Idaho 411 (1918).) Deposits with the state treasurer must be made daily when the amount is $200 or more or weekly when the amount is less than $200 in any 24-hour period. The depositor must take in exchange a receipt from the state treasurer (Section 59-1014, Idaho Code). The University of Idaho will make deposits at the intervals provided above. By resolution, the State Board of Examiners may authorize an institution, school or agency to make deposits with the state treasurer less frequently, but in no event less than once a month (Section 67-2025, Idaho Code). Prior approval by the Board is required if any financial institution other than the state treasurer is to receive deposits.

3. Treasurer for Non-State Monies

   The Board may authorize the fiscal officer or other employee of any institution to act as treasurer for any organization or association of students or faculty at the institution and to collect, receive, deposit, and disburse money and other evidence of indebtedness on its behalf. (Section 67-2025, Idaho Code)

4. Local Depositories

   Pending payment of money or other evidence of indebtedness to the state treasurer or to the person otherwise entitled to receive the same, an institution or agency may deposit the same in a suitable bank or trust company in the state of Idaho, subject to the provisions of the public depository law, whether the money is owned by the state of Idaho or otherwise.

5. Security of Funds

Any employee of any institution~~, school~~ or agency under the governance of the Board having money or other evidence of indebtedness in his or her physical custody or administrative control must at all times see that it is safe and secure from loss or theft. A cash receipt should be generated and a reasonable effort made for immediate deposit of the funds with the state treasurer or a suitable financial institution.

6. Misappropriation a Felony

Any employee of an institution~~, school~~ or agency under the governance of the Board charged with receipt, safe-keeping, transfer, or disbursement of money or other evidence of indebtedness who willingly and wrongfully uses or keeps the same may be guilty of a felony under Sections 18-5701 and 18-5702, Idaho Code. (*See also* Section 59-1014, Idaho Code.)

7. Investments

a) Investment Objectives:

Each institution investing funds shall maintain a written investment policy in accordance with the following objectives, in priority:

1. Preservation of capital
2. Maintenance of liquidity
3. Achieve a fair rate of return

b) Each institution's investment policy shall include provisions designed to comply with the Board's Investment policy by establishing guidelines for:

1. Specific investment and overall portfolio maturity
2. Ratings and ratings downgrades
3. Concentration limits
4. Periodic portfolio reviews
5. Other standards consistent with the standard of conduct in managing and investing institutional funds under the Uniform Prudent Management of Institutional Funds Act (Section 33-5003, Idaho Code)

~~a)~~c) General Account funds may not be invested by the Board or any institution, school or agency under its governance.

~~b)~~d) Permanent Endowment funds are invested by the Permanent Endowment Fund Investment Board.

~~Other funds within the control of an institution, school or agency may be invested in FDIC passbook savings accounts, certificates of deposit, U. S. securities, federal funds repurchase agreements, reverse repurchase agreements, federal~~

~~agency securities, large money market funds, bankers acceptances, corporate bonds of AA grade or better, mortgage backed securities of AA grade or better and commercial paper of prime or equivalent grade without prior Board approval. Authority to make investments in any other form requires prior Board approval. Such Board approval may be in the form of general authority to invest or reinvest cash, securities, and other assets obtained and becoming a part of foundation trusts such as the Consolidated Investment Trust of the University of Idaho. The Board requires an annual report on the Consolidated Investment Trust~~.

~~c)~~e) Other funds within the control of an institution may be invested in the following vehicles without prior Board approval:

i. FDIC passbook savings accounts
ii. certificates of deposit
iii. U.S. Government securities
iv. federal funds repurchase agreements
v. reverse repurchase agreements
vi. federal agency securities
vii. large money market funds
viii. bankers acceptances
ix. corporate bonds of A grade or better
x. mortgage-backed securities of A grade or better
xi. commercial paper of prime or equivalent grade
xii. For the state of Idaho:
    (a) general obligations or revenue bonds or other obligations for which the faith and credit of the state are pledged for the payment of principal and interest
    (b) general obligations or revenue bonds of any county, city, metropolitan water district, municipal utility district, school district or other taxing district
    (c) bonds, notes or other similar obligations issued by public corporations of the state of Idaho including, but not limited to, the Idaho state building authority, the Idaho housing authority and the Idaho water resource board
    (d) tax anticipation notes and registered warrants
    (e) tax anticipation bonds or notes and income and revenue anticipation bonds or notes of taxing districts
    (f) revenue bonds of institutions of higher education

xiii. State of Idaho run investment funds for state agencies and other governmental entities.

~~d)~~f) All investments must meet the ratings criteria (if applicable) in Section 7(e) at the time of acquisition.

g) Authority to make investments in any other form requires prior Board approval. Such Board approval may be in the form of general authority to invest or reinvest cash, securities, and other assets obtained and becoming a part of foundation trusts such as the Consolidated Investment Trust of the University of Idaho. The Board requires an annual report on the Consolidated Investment Trust.

## SUBJECT

Self-Support Certificate and Program Fees Board Policy V.R. – first reading

## APPLICABLE STATUTES, RULE OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.R.3.a.v.

## BACKGROUND / DISCUSSION

The institutions have found that the current self-support policy lacks clarity, is redundant, and not always in the best interest(s) of the students who pay the fee. For example:

- Requiring a student to pay for an entire program up front discriminates against those students who rely on financial aid since federal financial aid is only awarded one semester at a time.
- Requiring a student to pay for an entire program rather than on a course-by-course basis discriminates against students who might be eligible to satisfy some requirements by transferring in courses.
- Adult students appreciate the flexibility of being able to choose on a course-by-course basis rather than being tied to a one-size-fits-all model.

In addition, the policy provides that "institutions may offer self-support certificate and degree programs if the fees assessed cover all costs of the program and no appropriated funds are used to support the programs," but then the policy goes on to state that programs "must be encapsulated, separate and distinct from the regular courses of the institution." This statement is interpreted many different ways, almost all of which negatively affect institutions' ability to meet student needs and/or to deliver programs efficiently. It is important to separately account for the revenues and expenses of self-support programs, and institutions should be held accountable for demonstrating this, but in all other respects self-support programs should be a part of, and not apart from, the rest of the academic offerings of an institution.

## IMPACT

These changes could enhance student accessibility to self-support programs. On the institution side, the programs would continue to have to be fully self-supporting.

## ATTACHMENTS

Attachment 1- Board Policy Section V.R.3.a.v. Page 3

## STAFF COMMENTS AND RECOMMENDATIONS

The proposed revisions make the policy more student-centered while still requiring programs to demonstrate financial self-sufficiency. As a control measure to ensure segregation of funds, staff added a clause stipulating that all revenue generated from these fees must be tracked and accounted for separately.

Staff recommends approval.

**BOARD ACTION**

I move to approve the first reading of proposed amendments to Board Policy Section V.R.3.a.v. Self-Support Certificate and Program Fees, as presented

Moved by_____ Seconded by_____ Carried Yes____ No____

**R. Establishment of Tuition and Fees**

1. Board Policy on Student Tuition and Fees

   Consistent with the Statewide Plan for Higher Education in Idaho, the institutions shall maintain tuition and fees that provide for quality education and maintain access to educational programs for Idaho citizens. In setting fees, the Board will consider recommended fees as compared to fees at peer institutions, percent fee increases compared to inflationary factors, fees as a percent of per capita income and/or household income, and the share students pay of their education costs. Other criteria may be considered as is deemed appropriate at the time of a fee change. An institution cannot request more than a ten percent (10%) increase in the total full-time student fee unless otherwise authorized by the Board.

2. Tuition and Fee Setting Process – Board Approved Tuition and Fees

   a. Initial Notice

      A proposal to alter student tuition and fees covered by Subsection V.R.3. shall be formalized by initial notice of the chief executive officer of the institution at least six (6) weeks prior to the Board meeting at which a final decision is to be made.

      Notice will consist of transmittal, in writing, to the student body president and to the recognized student newspaper during the months of publication of the proposal contained in the initial notice. The proposal will describe the amount of change, statement of purpose, and the amount of revenues to be collected.

      The initial notice must include an invitation to the students to present oral or written testimony at the public hearing held by the institution to discuss the fee proposal. A record of the public hearing as well as a copy of the initial notice shall be made available to the Board.

   b. Board Approval

      Board approval for fees will be considered when appropriate or necessary. This approval will be timed to provide the institutions with sufficient time to prepare the subsequent fiscal year operating budget.

   c. Effective Date

      Any change in the rate of tuition and fees becomes effective on the date approved by the Board unless otherwise specified.

3. Definitions and Types of Tuition and Fees

The following definitions are applicable to tuition and fees charged to students at all of the state colleges and universities, except where limited to a particular institution or institutions.

a. General and Professional-Technical Education Tuition and Fees

Tuition and fees approved by the State Board of Education. Revenues from these fees are deposited as required by Section V, Subsection Q.

i. Tuition – University of Idaho

Tuition is defined as the fee charged for the cost of instruction at the University of Idaho. The cost of instruction shall not include those costs associated with the construction, maintenance, and operation of buildings and facilities, student services; or institutional support, which are complementary to, but not a part of, the instructional program. Tuition may be charged only to nonresident students enrolled in the University of Idaho, or to resident students enrolled in the University of Idaho who are in a professional program, college, school, or department approved by the State Board of Education and the Board of Regents of the University of Idaho; who are taking extra studies; or who are part-time students at the institutions.

ii. Matriculation Fee – University of Idaho

Matriculation fee is defined as the fee charged at the University of Idaho for all educational costs other than the cost of instruction, including, but not limited to, costs associated with the construction, maintenance, and operation of buildings and facilities, student services, and institutional support.

iii. Tuition – Boise State University, Idaho State University, Lewis-Clark State College

Tuition is defined as the fee charged for any and all educational costs at Boise State University, Idaho State University, and Lewis Clark State College. Tuition fees include, but are not limited to, costs associated with academic services; instruction; the construction, maintenance, and operation of buildings and facilities; student services; or institutional support.

iv. Professional-Technical Education Fee

Professional-Technical Education fee is defined as the fee charged for educational costs for students enrolled in Professional-Technical Education pre-employment, preparatory programs.

v. Part-time Credit Hour Fee

Part-time credit hour fee is defined as the fee per credit hour charged for educational costs for part-time students enrolled in any degree program.

vi. Graduate Fee

Graduate fee is defined as the additional fee charged for educational costs for full-time and part-time students enrolled in any post- baccalaureate degree-granting program.

vii. Western Undergraduate Exchange (WUE) Fee

Western Undergraduate Exchange fee is defined as the additional fee for full-time students participating in this program and shall be equal to fifty percent (50%) of the total of the tuition fee, matriculation fee, facility fee, and activity fee.

viii. Employee/Spouse Fee

The fee for eligible participants shall be a registration fee of twenty dollars ($20.00) plus five dollars ($5.00) per credit hour. Eligibility shall be determined by each institution. Employees at institutions and agencies under the jurisdiction of the Board may be eligible for this fee. Special course fees may also be charged.

ix. Senior Citizen Fee

The fee for Idaho residents who are 60 years of age or older shall be a registration fee of twenty dollars ($20.00) plus five dollars ($5.00) per credit hour. This fee is for courses on a space available basis only. Special course fees may also be charged.

x. In-Service Teacher Education Fee

The fee shall be one-third of the average part-time undergraduate credit hour fee or one-third of the average graduate credit hour fee. This special fee shall be applicable only to approved teacher education courses. The following guidelines will determine if a course or individual qualifies for this special fee.

(a) The student must be an Idaho public school teacher or other professional employee of an Idaho school district.

(b) The costs of instruction are paid by an entity other than an institution.

(c) The course must be approved by the appropriate academic unit(s) at the institution.

(d) The credit awarded is for professional development and cannot be applied towards a degree program.

xi. Workforce Training Credit Fee

This fee is defined as a fee charged students enrolled in a qualified Workforce Training course where the student elects to receive credit. The fee is charged for processing and transcripting the credit. The cost of delivering Workforce Training courses, which typically are for noncredit, is an additional fee since Workforce Training courses are self-supporting. The fees for delivering the courses are retained by the technical colleges. The Workforce Training fee shall be $10.00 per credit.

b. Institutional Local Fees – Approved by the Board

Institutional local fees are both full-time and part-time student fees that are approved by the State Board of Education and deposited into local institutional accounts. Local fees shall be expended for the purposes for which they were collected.

The facilities, activity and technology fees shall be displayed with the institution's tuition and fees when the Board approves tuition and fees.

i. Facilities Fee

Facilities fee is defined as the fee charged for capital improvement and building projects and for debt service required by these projects. Revenues collected from this fee may not be expended on the operating costs of the general education facilities.

ii. Activity Fee

Activity fee is defined as the fee charged for such activities as intercollegiate athletics, student health center, student union operations, the associated student body, financial aid, intramural and recreation, and other activities which directly benefit and involve students. The activity fee shall not be

charged for educational costs or major capital improvement or building projects. Each institution shall develop a detailed definition and allocation proposal for each activity for internal management purposes.

iii. Technology Fee

Technology fee is defined as the fee charged for campus technology enhancements and operations.

iv. Professional Fees

To designate a professional fee for a Board approved program, *all* of the following criteria must be met:

(a) Credentialing Requirement:

1) A professional fee may be assessed if graduates of the professional program obtain a specialized higher education degree that qualifies them to practice a professional service or to be eligible for credentialing or licensing to practice a professional service.

2) The program leads to a degree that is at least the minimum required for entry to the practice of a profession.

(b) Accreditation Requirement (if applicable): The program meets the requirements of national/specialized/professional accrediting agencies as defined by the State Board of Education.

(c) Extraordinary Program Costs: The cost of the professional program significantly exceeds the cost of nonprofessional programs at the institution. Institutions will be required to provide documentation to support the reported cost of the program.

Institutions will propose professional fees for Board approval based on the costs to deliver the program.

v. Self-Support Certificate and Program Fees

Self-support certificates and degree programs are a defined set of specific courses that ~~must all be~~ once successfully completed ~~in order to earn the~~ result in the awarding of the certificate or degree. ~~Such programs must be encapsulated, separate and distinct from the regular courses of the institution.~~ Institutions may offer self-support certificates and degree programs if the fees assessed cover all costs of the program and no appropriated funds are used to support the program. ~~In addition, students pay a fee for the entire program and may not enroll for program courses on~~

~~an individual course-by-course basis.~~ Students enrolled in the self-support programs may take courses outside of the program as long as they pay the required tuition and fees for those courses. Institutions will establish ~~such~~ fees for self-support programs on an individual program basis according to anticipated expenditures. Self-support certificate and degree program fees are retained by the institution and shall be tracked and accounted for separately (e.g. an institution could maintain a separate local fee account at the college or department level).

vi. Contracts and Grants

Special fee arrangements are authorized by the Board for instructional programs provided by an institution pursuant to a grant or contract approved by the Board.

vii. Student Health Insurance Premiums or Room and Board Rates

Fees for student health insurance premiums paid either as part of the uniform student fee or separately by individual students, or charges for room and board at the dormitories or family housing units of the institutions. Changes in insurance premiums or room and board rates or family housing charges shall be approved by the Board no later than three (3) months prior to the semester the change is to become effective. The Board may delegate the approval of these premiums and rates to the chief executive officer.

c. Institutional Local Fees and Charges Approved by Chief Executive Officer

These local fees and charges are assessed to support specific activities and are only charged to students that engage in these particular activities. Local fees and charges are deposited into local institutional accounts and shall only be expended for the purposes for which they were collected.

i. Continuing Education

Continuing education fee is defined as the additional fee to part-time students which is charged on a per credit hour basis to support the costs of continuing education.

ii. Course Overload Fee

This fee may be charged to full-time students with excessive course loads as determined by each institution.

iii. Special Course Fees or Assessments

A special course fee is a fee required for a specific course or special activity and, therefore, not required of all students enrolled at the institution. Fees such as penalty assessments, library fines, continuing education fees, parking fines, laboratory fees, breakage fees, fees for video outreach courses, late registration fees, and fees for special courses offered for such purposes as remedial education credit that do not count toward meeting degree requirements are considered special course fees. All special course fees or penalty assessments, or changes to such fees or assessments, are established and become effective in the amount and at the time specified by the chief executive officer of the institution. The chief executive officer is responsible for reporting these fees to the Board upon request.

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## SUBJECT

Revisions to Board Policy V.R.3. and V.Q.1. to implement SJR 101

## REFERENCE

| | |
|---|---|
| June 17-18, 2009 | Motion to endorse SJR 101- carried unanimously |
| June 16-17, 2010 | Motion to approve legislative ideas as submitted (including legislative change for University of Idaho tuition fees) – carried unanimously |

## APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Sections V.R.3. and V.Q.1.
Sections 33-3717 and 33-3717A, Idaho Code

## BACKGROUND/DISCUSSION

The University of Idaho proposes changes to policies on institution fees to correspond to proposed revisions in Idaho Code intended to implement the constitutional amendment that allows the Regents of the University of Idaho to charge tuition fees to in-state students in the same fashion as Boise State University, Idaho State University and Lewis-Clark State College. The proposed changes accomplish the following:

- eliminate the current sections applicable to the University of Idaho alone (Sections V.R.3.a.i and ii), which distinguish between tuition and matriculation fees, and insert the University of Idaho into current section V.R.3.a.iii;
- clarify that all institutions may charge tuition fees; and
- remove references to "matriculation fee" from section V.R.a.3.vii and from section V.Q.1.a since the distinction between tuition fee and matriculation fee will no longer be relevant.

## IMPACT

The proposed revisions will make Board policy consistent with the proposed legislation (approved by the Board in June 2010) implementing the SJR 101 constitutional amendment. This legislation has been submitted and will be introduced in the 2011 legislative session as soon as practicable. The legislation contains an emergency clause which will make it effective immediately upon passage and signature by the governor. The University of Idaho proposes accepting the attached policy changes for first reading in order to have the draft vetted and finalized in time for final policy approval in conjunction with the legislature acting on the proposed legislation.

**ATTACHMENTS**

Attachment 1 – Proposed Policy V.R. Page 3
Attachment 2 – Proposed Policy V.Q. Page 11
Attachment 2 – Proposed legislation (for reference) Page 13

**STAFF COMMENTS AND RECOMMENDATIONS**

SJR 10 proposed amending Section 10, Article IX, of the Idaho Constitution to clarify that the Board of Regents of the University of Idaho may charge students tuition, as authorized by law. The constitutional amendment passed on November 2, 2010 by a vote of 64.1% to 35.9%. The proposed policy changes would reflect UI's new constitutional authority to charge tuition.

Staff recommends approval.

**BOARD ACTION**

I move to approve the first reading of proposed amendments to Board Policy section V.R.3.a. and section V.Q.1.a. as submitted.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**R. Establishment of Tuition and Fees**

1. Board Policy on Student Tuition and Fees

   Consistent with the Statewide Plan for Higher Education in Idaho, the institutions shall maintain tuition and fees that provide for quality education and maintain access to educational programs for Idaho citizens. In setting fees, the Board will consider recommended fees as compared to fees at peer institutions, percent fee increases compared to inflationary factors, fees as a percent of per capita income and/or household income, and the share students pay of their education costs. Other criteria may be considered as is deemed appropriate at the time of a fee change. An institution cannot request more than a ten percent (10%) increase in the total full-time student fee unless otherwise authorized by the Board.

2. Tuition and Fee Setting Process – Board Approved Tuition and Fees

   a. Initial Notice

      A proposal to alter student tuition and fees covered by Subsection V.R.3. shall be formalized by initial notice of the chief executive officer of the institution at least six (6) weeks prior to the Board meeting at which a final decision is to be made.

      Notice will consist of transmittal, in writing, to the student body president and to the recognized student newspaper during the months of publication of the proposal contained in the initial notice. The proposal will describe the amount of change, statement of purpose, and the amount of revenues to be collected.

      The initial notice must include an invitation to the students to present oral or written testimony at the public hearing held by the institution to discuss the fee proposal. A record of the public hearing as well as a copy of the initial notice shall be made available to the Board.

   b. Board Approval

      Board approval for fees will be considered when appropriate or necessary. This approval will be timed to provide the institutions with sufficient time to prepare the subsequent fiscal year operating budget.

   c. Effective Date

      Any change in the rate of tuition and fees becomes effective on the date approved by the Board unless otherwise specified.

3. Definitions and Types of Tuition and Fees

The following definitions are applicable to tuition and fees charged to students at all of the state colleges and universities, except where limited to a particular institution or institutions.

a. General and Professional-Technical Education Tuition and Fees

Tuition and fees approved by the State Board of Education. Revenues from these fees are deposited as required by Section V, Subsection Q.

~~i. Tuition – University of Idaho~~

~~Tuition is defined as the fee charged for the cost of instruction at the University of Idaho. The cost of instruction shall not include those costs associated with the construction, maintenance, and operation of buildings and facilities, student services; or institutional support, which are complementary to, but not a part of, the instructional program. Tuition may be charged only to nonresident students enrolled in the University of Idaho, or to resident students enrolled in the University of Idaho who are in a professional program, college, school, or department approved by the State Board of Education and the Board of Regents of the University of Idaho; who are taking extra studies; or who are part-time students at the institutions.~~

~~ii. Matriculation Fee – University of Idaho~~

~~Matriculation fee is defined as the fee charged at the University of Idaho for all educational costs other than the cost of instruction, including, but not limited to, costs associated with the construction, maintenance, and operation of buildings and facilities, student services, and institutional support.~~

i~~iii~~. Tuition fees– Boise State University, Idaho State University, Lewis-Clark State College, University of Idaho

Tuition fees are ~~is defined as~~ the fees charged for any and all educational costs at Boise State University, Idaho State University, ~~and~~ Lewis Clark State College and University of Idaho. Tuition fees include, but are not limited to, costs associated with academic services; instruction; the construction, maintenance, and operation of buildings and facilities; student services; or institutional support.

~~iv~~ii. Professional-Technical Education Fee

Professional-Technical Education fee is defined as the fee charged for educational costs for students enrolled in Professional-Technical Education pre-employment, preparatory programs.

~~v~~iii. Part-time Credit Hour Fee

Part-time credit hour fee is defined as the fee per credit hour charged for educational costs for part-time students enrolled in any degree program.

~~vi~~iv. Graduate Fee

Graduate fee is defined as the additional fee charged for educational costs for full-time and part-time students enrolled in any post- baccalaureate degree-granting program.

~~vii~~v. Western Undergraduate Exchange (WUE) Fee

Western Undergraduate Exchange fee is defined as the additional fee for full-time students participating in this program and shall be equal to fifty percent (50%) of the total of the tuition fee, matriculation fee, facility fee, and activity fee.

~~viii~~vi. Employee/Spouse Fee

The fee for eligible participants shall be a registration fee of twenty dollars ($20.00) plus five dollars ($5.00) per credit hour. Eligibility shall be determined by each institution. Employees at institutions and agencies under the jurisdiction of the Board may be eligible for this fee. Special course fees may also be charged.

~~ix~~vii. Senior Citizen Fee

The fee for Idaho residents who are 60 years of age or older shall be a registration fee of twenty dollars ($20.00) plus five dollars ($5.00) per credit hour. This fee is for courses on a space available basis only. Special course fees may also be charged.

~~x~~viii. In-Service Teacher Education Fee

The fee shall be one-third of the average part-time undergraduate credit hour fee or one-third of the average graduate credit hour fee. This special fee shall be applicable only to approved teacher education courses. The following guidelines will determine if a course or individual qualifies for this special fee.

(a) The student must be an Idaho public school teacher or other professional employee of an Idaho school district.

(b) The costs of instruction are paid by an entity other than an institution.

(c) The course must be approved by the appropriate academic unit(s) at the institution.

(d) The credit awarded is for professional development and cannot be applied towards a degree program.

~~xi~~ix. Workforce Training Credit Fee

This fee is defined as a fee charged students enrolled in a qualified Workforce Training course where the student elects to receive credit. The fee is charged for processing and transcripting the credit. The cost of delivering Workforce Training courses, which typically are for noncredit, is an additional fee since Workforce Training courses are self-supporting. The fees for delivering the courses are retained by the technical colleges. The Workforce Training fee shall be $10.00 per credit.

b. Institutional Local Fees – Approved by the Board

Institutional local fees are both full-time and part-time student fees that are approved by the State Board of Education and deposited into local institutional accounts. Local fees shall be expended for the purposes for which they were collected.

The facilities, activity and technology fees shall be displayed with the institution's tuition and fees when the Board approves tuition and fees.

i. Facilities Fee

Facilities fee is defined as the fee charged for capital improvement and building projects and for debt service required by these projects. Revenues collected from this fee may not be expended on the operating costs of the general education facilities.

ii. Activity Fee

Activity fee is defined as the fee charged for such activities as intercollegiate athletics, student health center, student union operations, the associated student body, financial aid, intramural and recreation, and other activities which directly benefit and involve students. The activity fee shall not be

charged for educational costs or major capital improvement or building projects. Each institution shall develop a detailed definition and allocation proposal for each activity for internal management purposes.

iii. Technology Fee

Technology fee is defined as the fee charged for campus technology enhancements and operations.

iv. Professional Fees

To designate a professional fee for a Board approved program, *all* of the following criteria must be met:

(a) Credentialing Requirement:

1) A professional fee may be assessed if graduates of the professional program obtain a specialized higher education degree that qualifies them to practice a professional service or to be eligible for credentialing or licensing to practice a professional service.

2) The program leads to a degree that is at least the minimum required for entry to the practice of a profession.

(b) Accreditation Requirement (if applicable): The program meets the requirements of national/specialized/professional accrediting agencies as defined by the State Board of Education.

(c) Extraordinary Program Costs: The cost of the professional program significantly exceeds the cost of nonprofessional programs at the institution. Institutions will be required to provide documentation to support the reported cost of the program.

Institutions will propose professional fees for Board approval based on the costs to deliver the program.

v. Self-Support Certificate and Program Fees

Self-support certificates and programs are a defined set of specific courses that must all be successfully completed in order to earn the certificate. Such programs must be encapsulated, separate and distinct from the regular courses of the institution. Institutions may offer self-support certificates and programs if the fees assessed cover all costs of the program and no appropriated funds are used to support the program. In addition, students pay a fee for the entire program and may not enroll for program courses on an individual course-by-course basis. Students enrolled in the self-support

programs may take courses outside of the program as long as they pay the required tuition and fees for those courses. Institutions will establish such fees on an individual program basis according to anticipated expenditures. Self-support certificate and program fees are retained by the institution.

vi. Contracts and Grants

Special fee arrangements are authorized by the Board for instructional programs provided by an institution pursuant to a grant or contract approved by the Board.

vii. Student Health Insurance Premiums or Room and Board Rates

Fees for student health insurance premiums paid either as part of the uniform student fee or separately by individual students, or charges for room and board at the dormitories or family housing units of the institutions. Changes in insurance premiums or room and board rates or family housing charges shall be approved by the Board no later than three (3) months prior to the semester the change is to become effective. The Board may delegate the approval of these premiums and rates to the chief executive officer.

c. Institutional Local Fees and Charges Approved by Chief Executive Officer

These local fees and charges are assessed to support specific activities and are only charged to students that engage in these particular activities. Local fees and charges are deposited into local institutional accounts and shall only be expended for the purposes for which they were collected.

i. Continuing Education

Continuing education fee is defined as the additional fee to part-time students which is charged on a per credit hour basis to support the costs of continuing education.

ii. Course Overload Fee

This fee may be charged to full-time students with excessive course loads as determined by each institution.

iii. Special Course Fees or Assessments

A special course fee is a fee required for a specific course or special activity and, therefore, not required of all students enrolled at the institution. Fees

such as penalty assessments, library fines, continuing education fees, parking fines, laboratory fees, breakage fees, fees for video outreach courses, late registration fees, and fees for special courses offered for such purposes as remedial education credit that do not count toward meeting degree requirements are considered special course fees. All special course fees or penalty assessments, or changes to such fees or assessments, are established and become effective in the amount and at the time specified by the chief executive officer of the institution. The chief executive officer is responsible for reporting these fees to the Board upon request.

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1. Revenue Deposited into Account

To provide for greatest equity in distribution of state appropriated funds, all or a portion of the following fees or charges, as determined by the Board, are deposited into the following accounts:

a. Restricted Current Fund (0660-01)

~~(1) Matriculation fee~~

(~~2~~1) Professional-Technical Education fee

b. Unrestricted Current Fund (0650-01)

(1) General education fee.

(2) Nonresident tuition.

(3) Western Undergraduate Exchange (WUE) fee.

(4) Graduate fee.

(5) In-service teacher education fee.

(6) Employee/spouse fee.

(7) Federal Morrill Act funds, if appropriated.

(8) Senior citizen fee.

(9) WICHE fee.

(10)Revenue derived from rental of state-constructed and/or state-maintained facilities to non-institutional users

(11)Summer school fee

(12)Course overload fee

(13)Workforce Training Credit Fee

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AN ACT

RELATING TO TUITION AT THE UNIVERSITY OF IDAHO; REPEALING SECTION 33-3717, IDAHO CODE; AMENDING SECTION 33-3717A RELATING TO FEES AT STATE COLLEGES AND UNIVERSITIES TO ELIMINATE THE EXEMPTION FOR THE UNIVERSITY OF IDAHO; AND DECLARING AN EMERGENCY.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. That Section 33-3717, Idaho Code, be, and the same is hereby repealed.

SECTION 2. That Section 33-3717A, Idaho Code, be, and the same is hereby amended to read as follows:

33-3717A. FEES AT STATE COLLEGES AND UNIVERSITIES ~~OTHER THAN THE UNIVERSITY OF IDAHO~~. (1) The state board of education and the board of regents of the University of Idaho may prescribe fees, including tuition fees, for resident and nonresident students enrolled in all state colleges and universities ~~other than the university of Idaho~~. For purposes of this section, said fees, including tuition fees, may be used for any and all educational costs at the state colleges and universities including, but not limited to, costs associated with:

(a) Academic services;
(b) Instruction;
(c) The construction, maintenance and operation of buildings and facilities;
(d) Student services; or
(e) Institutional support.

The state board of education also may prescribe fees for all students for any additional charges that are necessary for the proper operation of each institution.

(2) A resident student is a student who meets the residency requirements imposed by section 33- 3717B, Idaho Code.

(3) Nothing contained in this section shall prevent the state board of education from waiving fees, including tuition fees, to be paid by nonresident students, as defined in section 33-3717C, Idaho Code, who are enrolled in the state colleges and universities.

(4) Nothing contained in this section shall apply to community colleges now or hereafter established pursuant to chapter 21, title 33, Idaho Code, or to postsecondary professional-technical schools now or hereafter established and not connected to or a part of a state college or university.

SECTION 3. An emergency existing therefor, which emergency is hereby declared to exist, this act shall be in full force and effect on and after its passage and approval.

STATEMENT OF PURPOSE

RS _____

The purpose of this legislation is to grant the State Board of Education the authority to set fees, including tuition fees, for all resident and nonresident students attending the University of Idaho. This legislation is in response to voter approval of SJR 101 in the 2010 general election to allow the University of Idaho to charge tuition fees and tuition, consistent with authority currently provided for the state's other higher education institutions. The purpose of this legislation is not to increase student fees. Rather, it is designed to clarify the purposes for which those funds may be used. The reason this legislation is needed is that the current law restricts the ability of the University of Idaho to charge tuition. Since the fees collected from the students cannot be used for instructional costs, the students cannot have their fees used to support core instructional activities, i.e., faculty salaries, additional faculty, library support, etc.

FISCAL NOTE

Under current law, University of Idaho student fees only can be used for designated purposes. The intent of this legislation is not designed to increase student fees, but rather to provide greater flexibility to the University of Idaho with respect to the use of fees to fund educational and instructional costs. This legislative proposal is not intended to increase student fees more than otherwise might occur. Accordingly, there will be no fiscal impact to the General Fund.

Contact:

STATEMENT OF PURPOSE/FISCAL NOTE Bill Number _____

## SUBJECT

2011-2012 (Fiscal Year 2012) Student Tuition & Fees

## APPLICABLE STATUTES, RULE OR POLICY

State Board of Education Governing Policies & Procedures, Section V.R.1.

## BACKGROUND / DISCUSSION

Idaho's public college and universities continue to sustain unprecedented budget cuts at a time when enrollment is burgeoning in typical countercyclical fashion. From FY 2009 to FY 2011, the year-over-year original General Fund appropriation for the college and universities is down 23.7% or $67,640,700. While the FY 2010 and FY 2011 budget cuts were partially mitigated by federal stimulus funds, those moneys will not be available in FY 2012.

In FY 2011, the Legislature appropriated 37% of the college and universities' total operating budget revenues. Of that amount, State General Funds represent 19.6%, student fees represent 16.2%, endowment earnings represent 0.9% and federal stimulus funds represent 0.4%. The remaining 63% of the institutions' operating budgets reflect non-appropriated funds. If one looks only at the appropriated funds as a percent of the total appropriation, General Fund is 53%, student fees 43.6%, endowment funds 2.37% and federal stimulus 1%.

As a hypothetical, a cautiously optimistic revenue growth of 3% in FY 2012 combined with funding only the most critical operations leaves the State budget in a deficit position of over $220M. The State will be severely challenged just to maintain current levels of funding at the institutions, so the institutions must continue to look to expenditure controls and efficiencies as well as a diversity of funding resources to meet their ongoing budget needs. As evidenced above, student fee revenues represent a growing part of the institutions' diversified funding portfolio. The Board's policy on student tuition and fees provides that "[a]n institution cannot request more than a ten percent (10%) increase in the total full-time student fee unless otherwise authorized by the Board."

## IMPACT

Approval of this request would allow the institutions to begin discussions and hearings on their campuses of a range of fee increases.

## STAFF COMMENTS AND RECOMMENDATIONS

The financial crisis in which the State finds itself creates many budgeting uncertainties for the institutions. The institutions will begin fee hearings on their campuses in January 2011 in preparation for the Board's fee setting in April 2011. Authorizing the institutions to request a fee increase of 10% would provide institutions the flexibility to consider a range of fee increase options.

Staff recommends approval.

**BOARD ACTION**

I move to authorize the colleges and universities under the jurisdiction of the Board to request a student fee increase in excess of 10% for fiscal year 2012 as the institutions deem necessary. Said authorization does not constitute an express or implied endorsement, recommendation or approval of any student fee increase.

Moved by_____ Seconded by_____ Carried Yes____ No____

**BOISE STATE UNIVERSITY**

**SUBJECT**

Request to implement pilot dependent fee waiver program

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section V.R.3.

**BACKGROUND/DISCUSSION**

Boise State University requests Board approval to implement a pilot dependent fee program starting in fall 2011. The purpose is to determine the financial feasibility of adding a dependent as an eligible participant in the employee and spouse fee policy to improve employment benefits for University employees. The program is planned for two years so that data can be gathered regarding the cost to the institution, impact on enrollments, class availability and benefit value to employees. This program would not impact the current policy that pertains to employee and spouse fees except that only one eligible participant per family could enroll each semester. In other words, employees not enrolling a dependent will continue to have the fee waiver available for both employee and spouse per the existing policy. Proposed eligibility requirements and benefits for the dependent fee program are as follows:

Eligibility:

- Permanent employees at .5 FTE or greater who have been employed at the University for five months of continuous benefits-eligible service and are not on probationary status.
- Dependent is defined as an unmarried child up to age 26. The benefit may be taxable to dependents over age 24, and for any graduate level courses, per Internal Revenue Code.
- Fee program is for employee ***OR*** spouse ***OR*** dependent (one person per family per semester); or employee ***AND*** spouse, if not enrolling a dependent.

Benefits:

- The fee rate for the dependent is for a maximum of 16 credits per semester. (Dependent would pay the full per credit fee for credits greater than 16).
- Cost to dependent (would be) (is) a $25 registration fee, plus 35% of current resident tuition and fees. Based on fall 2010 tuition and fees this would be $928 for a full-time, undergraduate student or $81 per credit. Course and lab fees will apply.

A comparison of dependent fee waiver policies at western and peer institutions is attached.

**IMPACT**

Initial estimates and review of this type of program at other institutions indicate that the cost impact to the University is mitigated by allowing only one person in the employee's family to participate, and charging more for the dependent. In the future, the rate charged could be lower for either the dependent only or there could be consideration of the same rates for the employee, spouse and dependent. That is, increase the current waiver of $5 per credit for the employee and spouse to the same percentage that is eventually charged to the dependent.

**ATTACHMENTS**

Attachment 1 – Comparison of Dependent Fee Waiver Policies Page 3

**STAFF COMMENTS AND RECOMMENDATIONS**

The lack of funding for salary increases for the past two years (and for the immediate foreseeable future) and erosion of benefits has created employee recruitment and retention challenges for all state agencies and institutions. In an effort to mitigate these challenges Boise State University is proposing to pilot a dependent fee waiver program. This would provide University employees with the option of a fee waiver for a spouse <u>or</u> dependent. The University would pilot the dependent fee waiver for two years which would provide sufficient data upon which to conduct a cost-benefit analysis.

Staff recommends the Board consider and discuss the following policy and management issues:

1. While this request to pilot a dependent fee waiver is not unreasonable, it could have an unintended consequence of placing pressure on the other institutions to offer the same type of benefit. Each institution has its own unique budgetary and human resource needs and priorities, but regardless, their employees still may very well desire to have access to substantially similar benefits as those offered at a sister institution.
2. Upon what criteria or metrics will the efficacy of the program be measured or evaluated?
3. What pressures will this program place on enrollment and course availability?
4. In this very challenging budget environment the Board must weigh the cost of foregone review against the benefit of providing the university with a new recruitment and retention tool.

**BOARD ACTION**

I move to approve the request by Boise State University to implement a two year pilot dependent fee program effective for fall 2011 in accordance with the terms set forth in the Background/Discussion in support of this request.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

# COMPARISION OF DEPENDENT FEE WAIVER POLICIES AT PEER AND WESTERN INSTITUTIONS

| Institution | Eligibility | Waiting Period | Credit Max | Cost | Comments |
|---|---|---|---|---|---|
| **Boise State** | • Employees (Permanent, benefits-eligible)<br>• Spouses | none | 9 per semester | $20 registration fee plus $5 per credit hour | |
| **CA State Univ.- Fresno** | • Employees<br>• Domestic partners<br>• Spouses<br>• Dependents | none | 6 per term (or 2 classes, if greater)<br><br>Parents can transfer up to 12 total credits to a child. | $0, except $1 for each of three student fees | • Fee waiver is for employee **OR** spouse/partner **OR** dependent<br><br>• Must be work-related or for career development<br><br>• GPA must be 2.0 or above to take more classes in subsequent terms. |
| **Cleveland State** | • Employees<br>• Domestic partners<br>• Spouses<br>• Dependents | None for employee<br><br>Two years for dependent s | | | • No details available |
| **Georgia State** | • FT, benefits-eligible Employees<br>• PT nursing faculty w/2-year work commitment | 6 months | 8 per semester | $0 | • Taxable in excess of $5,250 limit<br><br>• Must get a C or better for continued eligibility |
| **Indiana Univ – Purdue Univ - Indianapolis** | • FT Employees<br>• Retirees<br>• Disabled former employees<br>• Spouse<br>• Domestic partner<br>• Unmarried dependent children through age 23 | none | 140 hours max per student; or first baccalaureate degrees | 50% of resident rate + 25% for virtual high school classes | • Graduate level course subsidy is taxable income |
| **Portland State** | • Employees<br>• Domestic partners<br>• Spouses<br>• Dependents | | 12 credits per semester | 30% of resident rate<br><br>Spouses, partners and dependents also pay all fees<br><br>(no fees for employees) | • Fee waiver is for employee **OR** spouse/partner **OR** dependent of permanent employees working at least half time |

| Institution | Eligibility | Waiting Period | Credit Max | Cost | Comments |
|---|---|---|---|---|---|
| **San Francisco State** | • Employees, (except temp PT)<br>• Domestic partners<br>• Spouses<br>• Dependents | 6 years for coaches<br><br>3 years for temp faculty unit employees | | $0 | • Fee waiver is for employee **OR** spouse/partner **OR** dependent of permanent employees<br><br>• Must be work-related or for career development |
| **Univ of Akron – main campus** | • Employees (FT)<br>• Spouses of FT employees<br>• Unmarried dependents of FT employees | none | 6 credits per semester | $0, including fees for employees; spouses and dependents pay all fees, other than tuition | |
| **Univ of Massachusetts – Boston** | • FT Employees<br>• Spouse<br>• Domestic partner<br>• Unmarried dependent children through 25 | 6 months | 7 credits per semester | $0 for FT employees & their spouses or dependents<br><br>$0 for PT employees (.5 FTE or more)<br><br>Spouses or dependents of PT employees are not eligible | • Only 1 course during work hours<br><br>• Separate Tuition Remission benefits for continuing education, distance learning classes |
| **Univ of Memphis** | • FT employees for fee waiver<br>• FT and PT employees for staff scholarship and audit<br>• Spouse<br>• Dependent children to age 26<br>• Spouses & Dependents of retirees and deceased employees w/ 10 + yrs of service (for 5 years); 2 years for those with <10 yos | 6 months for staff scholarship and audit<br><br>1 year of service for spouse/ dependents of PT (.5 FTE) employees | Fee waiver: 1 course per term<br><br>Audit/scholarship: 6 hours for FT<br><br>3 hours for PT | 0% for employees<br><br>50% for spouses and dependents | • Only 1 course during work hours; space available basis<br><br>• Separate Fee Waiver and Audit/ staff scholarship programs<br><br>• Must pass class for continued eligibility |

| Institution | Eligibility | Waiting Period | Credit Max | Cost | Comments |
|---|---|---|---|---|---|
| **Univ of Missouri – Kansas City** | • Employees (.75 + FTE) w/6+ mo appts.<br>• Retirees<br>• Spouse<br>• Dependent | 6 months for employee<br><br>5 years for spouse or dependent enrollment | Employee: 6 hours per semester<br><br>3 hours during summer/ Intersession<br><br>Spouse or Dependent limited to 140 hours | Employees: 25% regular course fees; 100% of all other fees<br><br>Spouse & Dependents: 50% tuition<br><br>100% of Fees are paid in addition | |
| **Univ of Nebraska - Omaha** | • FT Employees<br>• Retirees<br>• Spouse<br>• Unmarried dependent children to age 24 | | 6 credits per semester (9 hrs for dependents)<br><br>15 credits per 12 months | 0% | • Fee waiver is for employee **OR** spouse **OR** dependent of FT employees |
| **Univ of New Orleans** | • FT non-academic and other academic (non-faculty) employees | I year | 6 hours per semester<br><br>3 hours during summer | 0% | • Job-related classes only<br><br>• Only 1 class during work hours |
| **Univ of Texas – San Antonio** | • 12-mo employees working 20+ hours/week | | 6 hours per fiscal year | 50% of tuition + $5 fee | |
| **University of Montana** | • Employees<br>• (Permanent,<br>• .75 FTE or greater)<br>• Spouses<br>• Dependents-unmarried up to age 25. | After one semester of employment for faculty<br><br>Employee dependents with 5+ yrs of continuous service | None indicated | Faculty/staff: $0 Waiver is for the "in-state, incidental fee only" - all other fees apply<br><br>Dependent tuition waiver = 50% of residential tuition only | • Fee waiver is for employee **OR** spouse **OR** dependent |
| **University of Arizona** | • Employee (.5 FTE or more, expected to be employed 6+ months) | None | 9 per semester (6 in each summer session) | Tuition rate: $25, plus lab and course fees<br><br>Dependents pay 25% of resident tuition, plus lab and course fees | |

| Institution | Eligibility | Waiting Period | Credit Max | Cost | Comments |
|---|---|---|---|---|---|
| **University of Arizona, con't.** | • DP children<br>• Spouses<br>• Dependents<br>• Retirees and their dependents<br>• Disabled former employees, survivors, and their dependents | | | | |
| **University of Utah** | • FT (.75 FTE or greater) Employees<br>• Spouse<br>• Dependents (unmarried to age 26)<br>• Retirees and Emeriti, and their dependents<br>• Survivors and dependents of deceased employees | 6 months for employees<br><br>1 year for spouses<br><br>3 years consecutive FT employ-ment for dependents | none | 50% of resident or non-resident rate for employee, spouse or dependent and surviving spouses or dependents<br><br>$0 cost for Emeriti and spouse; | • Graduate classes taxable for employees in excess of $5,250 limit<br><br>• Graduate classes taxable for all others |
| **University of Nevada – Las Vegas** | • Employees<br>• Spouse<br>• Domestic partners; DP children<br>• Dependent children to age 24<br>• Retirees and Emeriti, and their dependents<br>• Disabled former employees | none | 6 – fall or spring semester<br><br>No limit in summer sessions<br><br>No limit for dependents | Benefit pays $92.06 per credit for undergraduate at UNLV; lower amts at other NV institutions<br><br>$166.21 paid per credit for graduate courses<br><br>Other amounts for dental, medical and law school tuition | • Graduate classes taxable for employees in excess of $5,250 limit |
| **University of Nevada - Reno** | • Employees (.5 FTE or more)<br>• Domestic partners<br>• Spouses<br>• Dependents to age 24<br>• Retirees, emeriti and | None for faculty<br><br>Six months for classified | 6 credits per semester<br><br>Faculty teaching for credit limited to the lesser of 6 credits/semeste r or the number of credits | $0 cost<br><br>For classified: no charge for job-related courses or degree courses<br><br>Includes fees | • Temporary part-time faculty are eligible for the grants-in-aid benefit<br><br>• Temporary classified employees are not eligible |

| | | | | | |
|---|---|---|---|---|---|
| | dependents | | taught during the semester | | |
| **Institution** | **Eligibility** | **Waiting Period** | **Credit Max** | **Cost** | **Comments** |
| **University of Nevada-Reno con't.** | • Survivors and dependents of deceased employees | | Unlimited credits for spouse or dependents<br><br>Max of 12 credits per fiscal year for classified employees | | |

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## BOISE STATE UNIVERSITY

### SUBJECT

Renovation of the Boise State University TECenter

### REFERENCE

| | |
|---|---|
| April 2001 | Board tabled motion to approve construction of the TECenter to June 2001 Board meeting |
| June 2001 | Board approved the construction of the TECenter at a cost of $1,990,168, funded through a grant from the US Department of Commerce |

### APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.K.2.

### BACKGROUND/DISCUSSION

The Boise State University TECenter is a program and facility that focuses on economic development by fostering entrepreneurial startup companies and assisting existing businesses to expand. Staff at the TECenter assist entrepreneurs by providing coaching to help them manage risks. The TECenter also provides physical space for startup companies to grow and develop their businesses.

The 38,311 square foot TECenter was originally approved for construction in 2001 and fully constructed by 2003 through the award of a United States Economic Development Administration (EDA) grant. Original construction left portions of the building unfinished for future improvement.

In October 2010, the University was awarded a new EDA grant in the amount of $1,000,000 to complete the unfinished spaces in the TECenter and to improve other existing spaces in the same facility. This grant will provide improvements to approximately 26,330 square feet of lease space and upgrade 1,932 square feet of shared conference and computer lab spaces.

### IMPACT

Renovation costs, including soft costs and contingencies, are estimated at $1,000,000. The source of funding for this project is a new EDA grant of $1,000,000 awarded in October 2010.

This project will be procured through the standard process through the State of Idaho Department of Public Works and/or the State of Idaho Department of Purchasing as appropriate. Portions of the work may be bid as a series of alternates in an effort to assure a successful award within the budget. Furniture, fixtures and equipment will be procured and installed within the existing budget.

Current funding sources for the project are as follows:

| | |
|---|---|
| EDA Grant Funds | $1,000,000 |

**ATTACHMENTS**

Attachment 1 – Project Budget Page 3
Attachment 2 – Capital Project Tracking Sheet Page 4

**STAFF COMMENTS AND RECOMMENDATIONS**

This is a request to proceed with build-out and renovation of an existing facility on BSU's Nampa site. The source of funds is 100% federal grant, but BSU will request General Fund occupancy costs.

Staff recommends approval.

**BOARD ACTION**

I move to approve the request by Boise State University to proceed with renovation of the TECenter for a total cost not to exceed $1,000,000, and to direct staff to provide written notification of final Board approval to the Governor and the Joint Finance-Appropriations Committee.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

Attachment 1

## Architectural & Engineering Services
# Project Budget

| | |
|---|---|
| **Project Number:** | DPW11-202 |
| **Project Title:** | TECenter Renovation |
| **Date:** | 10/1/2010 |

| Category | Budget |
|---|---|
| Architectural Fees | 45,000 |
| Commissioning, Testing, Plan Check, Etc. | 16,000 |
| Construction Costs | 570,909 |
| Construction Contingency | 60,000 |
| **Subtotal** | 691,909 |
| | |
| University Costs | 57,000 |
| Project Contingency | 57,091 |
| Furniture, Fixtures and Equipment (FF&E) | 194,000 |
| | |
| **Total Project** | $ 1,000,000 |

**Office of the Idaho State Board of Education**
**Capital Project Tracking Sheet**
Oct-10

**History Narrative**

1 **Institution/Agency:** Boise State University **Project:** TECenter Renovation
2 **Project Description:** Original construction of the TECenter left various spaces in unfinished condition. This project will complete the unfinished portions and improve other portions of the facility.
3 **Project Use:** To renovate portions of the Boise State University TECenter
4 **Project Size:** Approximately 28,232 square feet
5
6

| | Sources of Funds | | | | Use of Funds | | | |
|---|---|---|---|---|---|---|---|---|
| 7 | | | | | | Use of Funds | | |
| 8 | PBF | ISBA | Other * | Total Sources | Planning | Const | Other | Total Uses |
| 9 **Initial Cost of Project** | $ - | $ - | $ 1,000,000 | $ 1,000,000 | $ 45,000 | $ 646,909 | $ 308,091 | $ 1,000,000 |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |
| 19 | | | | | | | | |
| 20 | | | | | | | | |
| 21 | | | | | | | | |
| 22 **Total Project Costs** | $ - | $ - | $ 1,000,000 | $ 1,000,000 | $ 45,000 | $ 646,909 | $ 308,091 | $ 1,000,000 |

23

| | | | |-------- * Other Sources of Funds--------\| | | | | |
|---|---|---|---|---|---|---|---|---|
| 24 | | | | | | | | |
| 25 **History of Funding:** | PBF | ISBA | Institutional Funds | Student Revenue | Other | Total Other | Total Funding |
| 26 Requested 10/2010 | $ - | $ - | | | $ 1,000,000 | $ 1,000,000 | $ 1,000,000 |
| 27 | | | | | | | $ - |
| 28 | | | | | | | |
| 29 | | | | | - | - | - |
| 30 Total | $ - | $ - | $ - | $ - | $ 1,000,000 | $ 1,000,000 | $ 1,000,000 |

**BOISE STATE UNIVERSITY**

**SUBJECT**

Update on Lincoln Avenue Student Housing Construction Project

**REFERENCE**

| | |
|---|---|
| February 2008 | Board approved extension of Expansion Zone and Capital Projects update |
| June 2009 | Board approved MOU with American Campus Communities |
| February 2010 | Board reviewed summary of ground lease terms |
| April 2010 | Board did not approve ground lease with American Campus Communities |
| June 2010 | Board postpones approval for construction of housing facilities on Lincoln Avenue pending additional financial information |
| August 2010 | Board delayed consideration to approve construction of housing facilities on Lincoln Ave., pending receipt of actual project bids |

**APPLICABLE STATUTE, RULE OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section V.K.2.

**BACKGROUND/DISCUSSION**

Demand for on-campus housing at Boise State University continues to grow and the 2005 University Master Plan identified locations adjacent to Lincoln Avenue as the proposed site for this development.

Following the Board's decision to end the public private partnership with American Campus Communities (ACC), the University terminated the MOU with ACC, paid the termination expenses (including the amounts needed to ensure ownership of all plans and specifications and to retain the existing design professionals) and worked with the Division of Public Works (DPW) to bid the 360 bed townhome project.

The University's settlement with ACC in accordance with the Board approved MOU specified the payment of those settlement costs required to transfer ownership and development rights of the plans, design documents, and construction documents to the University. The University and DPW are now

ready to proceed to bid for construction contracts to build a portion of the original housing utilizing these plans and documents.

While the University intends to adhere to the proposed student housing design, we have opted to construct a portion of the proposed project represented by the townhouse style housing, versus traditional "dorm" style housing. Thus, the initial phase of this project will be approximately 360 beds of the 874 bed original plan. The remainder of the original Phase I may be completed at a later date as financial conditions permit.

**IMPACT**

Following the final settlement with ACC in October 2010, University staff worked with DPW to finalize contracts with the architectural consultant team and the necessary revisions were made to the design documents to prepare them for the public bidding process. These documents were released for bidding to a prequalified pool of general contractors on November 9, 2010. The bids for the project are scheduled to be opened on December 7 and bidders are required to honor their bids for 45 calendar days after the bid opening date.

Based on the accepted construction bid, the total project costs will be presented, including construction costs, design and engineering fees, ACC settlement costs, site utilities and other development costs. The complete project pro forma financial information and project financing will be presented at the meeting.

The project will be funded with a combination of bond reserves resulting from savings from previous building projects, University and student housing reserves. University reserves will be repaid with rental revenues from the project. Full details will be presented at the Board meeting.

**ATTACHMENTS**

Attachment 1 – Architectural Site Plan Rendering Page 5

The following information will be available and presented at the meeting:

- Project Budget, based on bid accepted by DPW
- Capital Project Tracking Sheet
- Ten-Year Debt Projection
- Debt Service Schedule
- Lincoln Avenue Student Housing Pro Forma Budget

**STAFF COMMENTS AND RECOMMENDATIONS**

Since project bids close on December 7 – two days before the December Board meeting – it was not possible for this to be an action item. However, since bid proposals are only good for 45 days from the date of opening, a special meeting will be necessary if the Board chooses to approve the project.

**BOARD ACTION**

This item is for informational purposes only. The University requests that the Board agree to consider this project for approval to proceed with construction at an agreed upon date after the Board and Board staff have had sufficient time to review the information presented and prior to the expiration of the 45 day bid hold period, or January 21, 2011.

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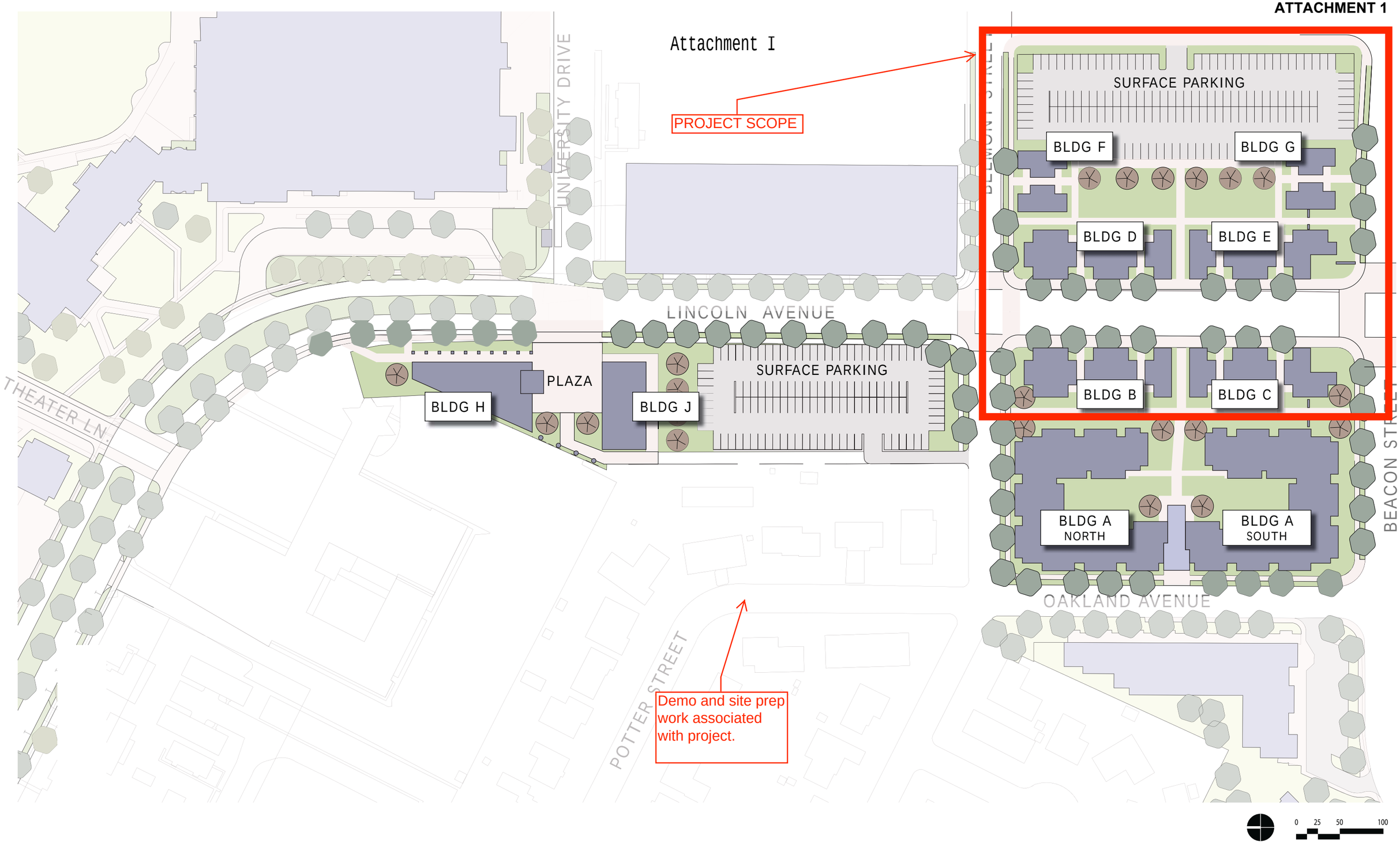


ARCHITECTURE
URBAN DESIGN
INTERIOR DESIGN

BSU STUDENT HOUSING BOISE, IDAHO

ACC | 18013.02 • CONCEPT DESIGN • 03.17.09

PHASE 1A SITE PLAN

PHONE: 303.449.8900
FAX: 303.449.3886
WWW.OZARCH.COM

PAGE 3

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**BOISE STATE UNIVERSITY**

**SUBJECT**

Bronco Stadium Expansion Projects

**REFERENCE**

| | |
|---|---|
| April 2007 | East Jr. High Purchase Agreement |
| June 2007 | East Jr. High land swap and joint use agreement including master plan illustration |
| August 2009 | East Jr. High Demolition of various structures |

**APPLICABLE STATUTE, RULE OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section V.K.1.

**BACKGROUND/DISCUSSION**

Boise State University has initiated a capital campaign for the future expansion of and upgrades to Bronco Stadium and the former site of East Jr. High (to be known as Dona Larsen Park pending Board approval at a future date). These projects will be developed in phases and each phase will be brought for review and approval by the Board as the program is further developed, financing is secured, and the phases defined. The University will give a presentation and overview of the proposed multi-phased project at the February 2011 Board meeting.

**IMPACT**

Boise State Athletics has commenced a fundraising campaign for the first phase of a multi-phased stadium expansion project which includes the renovation of Dona Larsen Park. To date $8.8 million has been raised.

As envisioned, the initial phase consists of constructing new track and field facilities for both men's and women's sports at Dona Larson Park, as well as building a new football complex and additional seating at Bronco Stadium. Details of the initial phase include:

- Dona Larsen Park
  - Running track and throwing areas
  - Football field (synthetic turf)
  - Bleachers for spectators, restrooms and press box
  - Parking
- Football Complex
  - Locker room and team room

    - Training room, equipment room and weight room
    - Coaches offices and meeting rooms
    - Academic area
- Additional seats
    - Add up to 5,000 new seats in the stadium

Current concept level estimates for this initial phase of the project range from $33 to $40 million depending on final scoping and design development details.

The University has retained the services of Ellerbe Beckett, an architectural firm from San Francisco that specializes in sports facilities, to develop a long-range plan for future stadium expansion. Architectural fees incurred to date are $65,000. Geotechnical studies conducted by CH2MHILL are also underway to more clearly define the projected costs of future stadium development. The estimated cost of geotechnical engineering work is $70,000.

Phase I and future phases will be brought forward for approval once planning and design commences and a preliminary budget is set.

**STAFF COMMENTS AND RECOMMENDATIONS**

This is a request to authorize Boise State University to begin formal planning as required by Board Policy V.K.1. for phase 1 of a future expansion of, and upgrades to, Bronco Stadium and Dona Larsen Park.

**BOARD ACTION**

I move to request approval for Boise State University to begin formal planning for phase 1 of a capital improvements project to expand Bronco Stadium and move the track and field facilities to Dona Larson Park at a cost that is estimated to exceed $500,000.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

## UNIVERSITY OF IDAHO

### SUBJECT

Conditional Authorization request for naming of the Interdisciplinary Studio Complex

### REFERENCE

| | |
|---|---|
| August 2008 | Regents authorization for project planning and design for an interdisciplinary studio complex, at a cost not to exceed $400,000, to be funded with private in-kind donations and gift funds (item 10 on page 18 of official meeting minutes). |

### APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section I.K.1

### BACKGROUND/DISCUSSION

As approved by the Regents in 2008, the University of Idaho initiated planning for the Interdisciplinary Studio Complex. This complex is conceived as a flexible, indoor/outdoor learning complex emphasizing the three-dimensional, constructible components of the curricula. Space for studio and lecture classrooms will be augmented by space for construction of small and large projects, storage of tools and equipment, storage of accreditation materials, faculty offices, and research studios. The complex is conceived as a series of spaces that minimize barriers between enclosed and non-enclosed space. In other words, a series of enclosed spaces will be incorporated into a working garden.

Conceptual planning for the facility has been completed with donated design services by SH Architecture, whose principals include University of Idaho alumni. Further design work and subsequent construction will be dependent upon success in private fundraising as well as future Regents' authorization in support of these later phases of the project. Current project cost estimates range from $4M to $5M.

The University has identified a key donor, Mario Alvarez, a University of Idaho alumnus, who is considering funding up to $4M in support of the project. His financial support, however, is contingent upon our ability to name the facility after his brother, Eduardo Alvarez, who died at a young age.

Accordingly, the University seeks the Regents' conditional authorization to name the facility after Eduardo Alvarez, subject to receipt of this substantial gift and full funding of the project.

The project is fully consistent with the University's Strategic Plan, Long Range Campus Development Plan (LRCDP), and the Campus Infrastructure Master Plan.

**IMPACT**

Approval of this request will pave the way for a substantial private gift, helping to ensure the financial viability of this project. The University is committed to funding this project solely with donated funds and services.

**STAFF COMMENTS AND RECOMMENDATIONS**

Board Policy I.K.1.b.(2) sets forth the parameters by which a building, facility, or administrative unit may be named for other than a former employee of the system of higher education: "no commitment for naming shall be made to a prospective donor of a gift prior to Board approval of the proposed name." In short, either the Board's approval must be contingent on the receipt of the gift, or the donor's gift must be contingent on the Board's approval of the name.

UI's prospective donor desires an assurance that the proposed facility will be named for his brother if the donation is made. Approval of this naming request contingent upon receipt of the gift will provide both UI and its donor the assurance needed that the wishes of the donor will be honored and help bring the proposed facility to fruition.

Staff recommends approval.

**BOARD ACTION**

I move to approve the request by the University of Idaho to name the proposed Interdisciplinary Studio Complex after Eduardo Alvarez, contingent upon receipt of a substantial gift from the Alvarez family in support of the project.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

## LEWIS-CLARK STATE COLLEGE

### SUBJECT

Approval of the College Place residence hall settlement agreement discussed in executive session

### APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.W.2.

### BACKGROUND/DISCUSSION

Lewis-Clark State College (LCSC) requests approval of the settlement agreement with College Place, LLC, consistent with the terms discussed in executive session.

### IMPACT

Approval of the proposed settlement agreement would settle any and all claims of any nature arising out of or in any way connected with all transactions between the parties which could be asserted against LCSC, its officers, employees and agents, the Idaho State Board of Education, and/or the State of Idaho.

### STAFF COMMENTS AND RECOMMENDATIONS

Staff has no comments or recommendations.

### BOARD ACTION

I move to approve the settlement agreement associated with the legal matter discussed in executive session and to authorize the Vice President for Finance and Administration at Lewis-Clark State College to sign all necessary settlement documents on behalf of the Board of Trustees.

Motion by _____ Seconded by _____ Carried Yes _____No_____

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| TAB | DESCRIPTION | ACTION |
|---|---|---|
| 1 | COLLEGE OF WESTERN IDAHO – APPROVAL OF NOTICE OF INTENT: TERMINIATION OF THE INFORMATION TECHNOLOGY PROGRAM AND DIGITAL HOME TECHNOLOGY TECHNICIAN OPTION | Motion to Approve |
| 2 | COLLEGE OF WESTERN IDAHO – APPROVAL OF NOTICE OF INTENT: INACTIVATION OF THE PRACTICAL NURSING PROGRAM | Motion to Approve |
| 3 | APPOINTMENT OF IDAHO EXPERIMENTAL PROGRAM TO STIMULATE COMPETITIVE RESEARCH (EPSCoR) COMMITTEE MEMBERS | Motion to Approve |
| 4 | WAIVER OF BOARD POLICY III.Q.4.c, PLACEMENT IN ENTRY-LEVEL COLLEGE COURSES | Motion to Approve |

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## COLLEGE OF WESTERN IDAHO

### SUBJECT

College of Western Idaho (CWI) Request for Approval of Termination of the Information Technology Program and Digital Home Technology Technician Option.

### APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section III.G.8. and IDAPA 55.01.02 - Section 101.02, Conditions for Reduction or Termination, Inadequate Student Enrollment.

### BACKGROUND/DISCUSSION

The College of Western Idaho proposes to terminate the Information Technology program and Digital Home Technology Technician option. The termination of the Information Technology program is due to conversion to standalone programs specific to the content area, rather than through a blanket program.

The Digital home Technology Technician option student enrollment is below the acceptable standard in accordance with IDAPA 55.01.02, Section 101.02, which reads, "**Inadequate Student Enrollment.** Student enrollment has been below an acceptable standard for two (2) consecutive years. (Standard to be predetermined at the local level based on facilities requirements, equipment needs, and an acceptable student/teacher ratio.) Seventy-five percent (75%) of capacity is considered a generally acceptable standard." Student interest in this program waned when the construction industry took a downturn as this option was linked to construction of new "SMART" homes. The program's creation aligned with the peak of the housing construction boom. The decline of student interest correlated with the construction decline of the recession.

### IMPACT

There is no fiscal impact caused by the termination of this program and option. All Information Technologies students are enrolled in other options of the program, which have been converted to standalone programs, and are therefore unaffected by the discontinuation of this program. The standalone programs created from the Information Technologies options are: Computer Support Specialist, Information Security and Digital Forensics, Internetworking and Communication Technologies, Network Administration, and Web Development. Enrollment in these five standalone programs is strong.

There are currently no students enrolled in the Digital Home Technology option. Some equipment and concepts of 'Smart Home' technology have been incorporated in the electronics program and computer support program.

### ATTACHMENTS

**STAFF COMMENTS AND RECOMMENDATIONS**

The Division of Professional-Technical Education has reviewed the request and recommends State Board approval. The Council on Academic Affairs and Programs and Board staff have also reviewed and recommend approval.

**BOARD ACTION**

I move to approve the request by College of Western Idaho to terminate the Information Technology program and Digital Home Technology Technician option as shown in Attachment 1 effective immediately.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

Institution Tracking No. 660-10-20

# IDAHO STATE BOARD OF EDUCATION

## ACADEMIC/PROFESSIONAL-TECHNICAL EDUCATION

## NOTICE OF INTENT

**To initiate a**

**New, Expanded, Cooperative, Discontinued, program component or Off-Campus Instructional Program or Instructional/Research Unit**

Institution Submitting Proposal: **College of Western Idaho**

Name of College, School, or Division: **Professional Technical Division**

Name of Department(s) or Area(s): **Information Technologies Program including Digital Home Technology Technician option**

Indicate if this Notice of Intent (NOI) is for an Academic or Professional Technical Program
Academic _____ Professional - Technical X

This is a New, Expanded, Cooperative, Contract, or Off-Campus Instructional Program, or Administrative/Research Unit (circle one) leading to:

_____
(Degree or Certificate)

Proposed Starting Date: _____

**For New Programs:**

Program (i.e., degree) Title & CIP 2000

**For Other Activity:**

- [ ] Program Component (major/minor/option/emphasis)
- [ ] Off-Campus Activity/Resident Center
- [ ] Instructional/Research Unit
- [ ] Addition/Expansion
- [ ] Discontinuance/consolidation
- [ ] Contract Program
- [X] Other **Termination of program and option**

| | | | |
|---|---|---|---|
| College Dean (Institution) | 8/11/10 Date | VP Research & Graduate Studies | Date |
| Chief Fiscal Officer (Institution) | 8/11/2010 Date | State Administrator, SBOE | 9-13-10 Date |
| Chief Academic Officer (Institution) | 8/11/10 Date | Chief Academic Officer, OSBE | Date |

*Revised 12/10/08*
*Page 1*

Burton L. Glendon 8-13-10

President Date SBOE/OSBE Approval Date

**Before completing this form, refer to Board Policy Section III.G., Program Approval and Discontinuance.**

1. Briefly describe the nature of the request e.g., is this a new program (degree, program, or certificate) or program component (e.g., new, discontinued, modified, addition to an existing program or option).

Discontinue Information Technologies program, as all options except Digital Home Technology Technician have been converted to standalone programs. The Digital Home Technology Technician option will not be converted to a stand-alone program and will be discontinued with the program. This option has been unofficially inactivated because of lack of student interest. Student interest waned when the construction industry took a downturn as this option was linked to construction of new "SMART" homes.

2. Provide a statement of need for program or a program modification. Include student and state need, demand, and employment potential. **Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests**. (Use additional sheets if necessary.).

NA

3. Briefly describe how the institution will ensure the quality of the program (e.g., accreditation, professional societies, licensing boards, etc.).

NA

4. Identify similar programs offered within the state of Idaho or in the region by other colleges/universities. If the proposed request is similar to another program, provide a rationale for the duplication. This may not apply to PTE programs if workforce needs within the respective region have been established.

**NA**

5. Describe how this request is consistent with the State Board of Education's policy or role and mission of the institution. (i.e., centrality).

Discontinuance of the Information Technologies program is consistent with the College of Western Idaho's mission to provide relevant career education programs representing identified industry needs. The options converted to stand-alone programs allow CWI to provide up-to-date curriculum focused and aligned with discrete industry sectors. The Information Technologies program is no longer needed to support this mission.

6. Is the proposed program in the 8-year Plan? Indicate below.

Yes ____ No ____

If not on 8-year plan, provide a justification for adding the program.

7. Describe the impact this change will have on students currently enrolled in the existing program.

All Information Technologies students are enrolled in the program options which have been converted to standalone programs, and are thus unaffected. There are no students enrolled in Digital Home Technology.

8. Resources--Faculty/Staff/Space Needs/Capital Outlay. (Use additional sheets if necessary.):

| Estimated Fiscal Impact | FY NA | FY Na | FY Na | Total |
|---|---|---|---|---|
| **A. Expenditures** | | | | |
| 1. Personnel | | | | |
| 2. Operating | | | | |
| 3. Capital Outlay | | | | |
| 4. Facilities | | | | |
| **TOTAL:** | | | | |
| **B. Source of Funds** | | | | |
| 1. Appropriated-reallocation | | | | |
| 2. Appropriated – New | | | | |
| 3. Federal | | | | |
| 4. Other: | | | | |
| **TOTAL:** | | | | |
| **B. Nature of Funds** | | | | |
| 1. Recurring * | | | | |
| 2. Non-recurring ** | | | | |
| **TOTAL:** | | | | |

*** Recurring is defined as ongoing operating budget for the program, which will become of the base.**
****Non-recurring is defined as one-time funding in a fiscal year and not part of the base.**

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## COLLEGE OF WESTERN IDAHO

### SUBJECT

College of Western Idaho (CWI) Request for Approval of Inactivation of the Practical Nursing Program

### APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section III.G. and IDAPA 55.01.02 - Section 101.01, Conditions for Reduction or Termination, Inadequate Job Opportunities.

### BACKGROUND/DISCUSSION

The College of Western Idaho proposes to inactivate their Practical Nursing (PN) program due to lack of demand for practical nurses in accordance with IDAPA 55.01.02, Section 101.01, Inadequate Job Opportunities**.** Adequate job opportunities no longer exist in relation to the number of graduates in Practical Nursing as exhibited by local, regional, and statewide employment data. According to an Economic Modeling Specialist, Inc. gap analysis there were 136 PN graduates with 72 open positions. Additionally, there are several other postsecondary institutions with active PN programs and are producing graduates in the Treasure Valley to meet the current demand. It is important to note that during recruitment for 40 PN student slots for this year, CWI did not have enough qualified applicants in their Sep-Oct recruitment to fill the 40 slots and had to reopen in November to actually fill the 40 positions. CWI also gathered information from hospital partners and various associations indicating a hiring trend away from PN toward RN candidates in the Treasure Valley.

### IMPACT

Faculty for the Practical Nursing Program and the AS in Nursing Program at CWI are shared among both programs. There are currently 40 students enrolled in the program and are scheduled to graduate December 2011.

### ATTACHMENTS

Attachment 1 - CWI Notice of Intent Page 3

### STAFF COMMENTS AND RECOMMENDATIONS

The Division of Professional-Technical Education has reviewed the request and recommends State Board approval. The Council on Academic Affairs and Programs and Board staff has also reviewed and recommends approval.

### BOARD ACTION

I move to approve the request by College of Western Idaho to inactivate the Practical Nursing Program.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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Institutional Tracking No. **ATTACHMENT 1**

# Idaho State Board of Education

Academic/Professional-Technical Education
Notice of Intent

RECEIVED
SEP 28 2010
OFFICE OF THE STATE BOARD OF EDUCATION

Institution Submitting Proposal: College of Western Idaho

Name of College, School, or Division: Division of Professional Technical Education

Name of Department(s) or Area(s): Health Professions, Human Service & Drafting

Indicate if this Notice of Intent (NOI) is for an Academic or Professional-Technical Program
Academic _____ Professional - Technical X

For a New, Expanded, or Off-Campus Instructional Program, or Administrative/Research Unit (circle one), and list the title/name:

Advanced Technical Certificate ( ATC) Practical Nursing
(Title of Degree or Certificate or Name of Unit)

Proposed Starting Date: January 2011

**For New Programs:**

Program (i.e., degree) Title

CIP 2010 Code
(consult Institutional Researcher/Registrar)

**For Existing Programs:**

Practical Nursing
Program (i.e., degree) Title

51.1613
CIP 2010 Code

**For Other Instructional Activity:**

- [ ] Program Component (major/minor/option/emphasis)
- [ ] Off-Campus Program Activity
- [ ] Instructional/Research Unit
- [ ] Addition/Expansion
- [ ] Discontinuance/consolidation
- [ ] Contract Program/Collaborative
- [X] Other-Inactivation effective January 2011

| | | | |
|---|---|---|---|
| College Dean (Institution) | 9/3/10 Date | VP Research and/or Graduate Dean (as applicable) | Date |
| Chief Fiscal Officer (Institution) | 9/3/2010 Date | State Administrator, SDPTE (as applicable) | 9-29-10 Date |
| Chief Academic Officer (Institution) | 9/3/10 Date | Chief Academic Officer, OSBE | Date |
| President | 9-22-10 Date | SBOE/OSBE Approval | Date |

*Revised 5/4/10*
*Page 1*

**Before completing this form, refer to Board Policy Section III.G., Program Approval and Discontinuance.**

1. Briefly describe the nature of the request.
2.

***Inactivation of current Practical Nursing program, effective January 2011***

***Students currently enrolled scheduled to graduate December 2011***

2. Provide a statement of need for a new program or a program modification. Include (but do not limit to) the following:

   a) A projection of full-time and part-time enrollment over a three year period of time
   b) A projection of state work force needs such as job titles requiring this degree. Also include Department of Labor research on employment potential.
   c) A description of how the proposed change will act to stimulate the state economy by advancing the field, providing research results, etc.

   ***Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests.***

According to the EMI *Gap Analysis* used recently to create viability (pg 16) in 2008 in Ada and Canyon counties there were 136 graduates from Practical Nursing Program with 72 openings annually. It indicated an annual surplus of 64/yr.

3. Briefly describe how the institution will ensure the quality of the program (e.g., program review, accreditation, professional societies, licensing boards, etc.).

4. Identify similar programs offered within the state of Idaho or in the region by other colleges/universities. If the proposed request is similar to another program, provide a rationale for the duplication. ***This may not apply to PTE programs if workforce needs within the respective region have been established.***

Degrees offered by school/college or program(s) within disciplinary area under review

| Institution and Degree name | Level | Specializations within the discipline (to reflect a national perspective) | Specializations offered within the degree at the institution |
|---|---|---|---|

| | | | |
|---|---|---|---|
| BSU | | | |
| CSI | | | |
| CWI | | | |
| EITC | | | |
| ISU | | | |
| LCSC | | | |
| NIC | | | |
| UI | | | |

Enrollment and Graduates (i.e., number of majors or other relevant data)
By Institution for the Proposed Program
Last three years beginning with the current year and the 2 previous years

| Institution | Relevant Enrollment Data | | | Number of Graduates | | |
|---|---|---|---|---|---|---|
| | Current | Previous Year | Previous Year | Current | Previous Year | Previous Year |
| BSU | | | | | | |
| CSI | | | | | | |
| CWI | 40 | 40 | 40 | 40 | 38 | 39 |
| EITC | | | | | | |
| ISU | | | | | | |
| LCSC | | | | | | |
| NIC | | | | | | |
| UI | | | | | | |

5. Describe how this request is consistent with the State Board of Education's policy or role and mission of the institution.

6. Describe how this request fits with the institution's vision and/or strategic plan.

7. Is the proposed program in your institution's regional 8-year plan? Indicate below.

   Yes _____ No _____

   If not on your institution's regional 8-year plan, provide a justification for adding the program.

8. List potential ways your campus can collaborate with other institutions on this program to reduce cost and expand learning opportunities in Idaho. For example, what courses, if any, can be delivered electronically by another state institution.

9. Explain how students are going to learn about this program and where students are going to be recruited from (i.e., within institution, out-of-state, internationally).

Student Advising and Website posting informing students of PN inactivation and other health career opportunities.

0. This section requires institutions to reference all cost savings and/or additional resources needed. (Use additional sheets if necessary.):

| Estimated Fiscal Impact | FY___2009_____ | | FY_2010_____ | | FY____2011____ | | Cumulative Total | |
|---|---|---|---|---|---|---|---|---|
| | Recurring | Non-Recurring | Recurring | Non-Recurring | Recurring | Non-Recurring | Recurring | Non-Recurring |
| **A. Expenditures** | | | | | | | | |
| 1. Personnel | 254,970 | | 265,920 | | 91,790 | | 612,680 | |
| 2. Operating | | | 8,400 | | 4,200 | | 12,600 | |
| 3. Equipment | | | 0 | | 0 | | | |
| 4. Facilities | | | 0 | | 0 | | | |
| **Total Expenditures** | 254,970 | | 274,320 | | 95,990 | | 625,280 | |

*PN program teachout 1 ½ semester in 10-11 budget. Faculty lines shared with CWI PTE AS Nursing Program. CWI PTE ASN Program planned move to General Education Budget 2012 ~~&~~ or 2013.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **B. Source of Funds** | | | | | | | | |
| 1. Appropriated - Reallocation | | | | | | | | |
| 2. Appropriated - New | | | | | | | | |
| 3. Federal | | | | | | | | |
| 4. Other (Specify) | | | | | | | | |
| **Total Expenditures** | | | | | | | | |

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## SUBJECT

Appointment of Idaho Experimental Program to Stimulate Competitive Research (EPSCoR) Committee Members

## APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section III.W.2

## BACKGROUND/DISCUSSION

The Experimental Program to Stimulate Competitive Research (EPSCoR) represents a federal-state partnership to enhance the science and engineering research, education, and technology capabilities of states that traditionally have received smaller amounts of federal research and development funds. As a participating state, Idaho EPSCoR is subject to federal program requirements and policy established by the Idaho State Board of Education (Board). The purpose of EPSCoR is to build a high-quality, academic research base to advance science, technology, engineering and mathematics (STEM) to stimulate sustainable improvements in research and development capacity and competitiveness.

Idaho EPSCoR is guided by a committee appointed by the Board. The membership of this committee is constituted to provide for geographic, academic, business and state governmental representation as specified in Board policy. In the event there should be a vacancy in membership, the committee is required to advertise an open appointment in appropriate state, regional, or local publications. Applicants are required to provide a written statement expressing interest in membership and must also provide evidence of qualifications, and identify their primary residence. If an incumbent candidate is interested in reappointment and is eligible to continue serving, the committee will forward a recommendation to the Board, along with a letter of interest and statement of qualifications for the incumbent. The committee reviews all applications and identifies the most qualified candidates for the Board's consideration.

EPSCoR Committee has two members whose terms are due for reappointment and have submitted letters of interest for reappointment to the Committee. In addition, two new members have been identified and are being recommended for appointment.

## ATTACHMENTS

Attachment 1 – Letter from EPSCoR
Attachment 2 – Letter of Interest/Qualifications – Laird Noh
Attachment 2 – Letter of Interest/Qualifications – Leo Ray
Attachment 4 – Letter of Interest/Qualifications – Gynii Gilliam
Attachment 5 – Letter of Interest/Qualifications – Frank Roberto

**STAFF COMMENTS AND RECOMMENDATIONS**

The process of selecting candidates is in compliance with the Board's Policy. Board staff supports the recommendations forwarded from the EPSCoR Committee.

**BOARD ACTION**

A motion to approve the reappointment of Laird Noh to the Idaho Experimental Program to Stimulate Competitive Research Committee as a representative of the private sector, effective July 1, 2011 for a five year term.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

A motion to approve the reappointment of Leo Ray to the Idaho Experimental Program to Stimulate Competitive Research Committee as a representative of the private sector, effective July 1, 2011 for a five year term.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

A motion to appoint Gynii Gilliam to the Idaho Experimental Program to Stimulate Competitive Research Committee as a representative of the private sector, effective July 1, 2011 for a five year term.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

A motion to appoint Frank Roberto to the Idaho Experimental Program to Stimulate Competitive Research Committee as a representative of the private sector, effective July 1, 2011 for a five year term.

Moved by_____ Seconded by_____ Carried Yes_____ No_____

October 19, 2010

Dr. Doyle Jacklin
Chair, Idaho EPSCoR Committee
PO Box 443029
Moscow, ID 83844-3029

Dear Dr. Jacklin,

Please accept this letter expressing my interest in becoming a member of the Idaho EPSCoR committee. Having worked as an economic development professional in several Idaho counties, I believe that EPSCoR's mission to "build a high-quality, academic research base to serve as a backbone for scientific and technological (S&T) enterprise" is critical to the future of our state.

As the executive director of Bannock Development Corporation, I have been privileged to work closely with Dr. Pamela Crowell of Idaho State University in our joint effort to develop the ISU Research and Business Park. In addition to my work on the ISU Research Park, I have a long history of working with research and development organizations, and I believe my perspective on the economic impact of competitive research will be a valuable contribution to your committee.

At Bannock Development, we have been strategically focused for some time on the recruitment of technology based companies on the in the alternative energy and medical industries, and have enjoyed considerable success in our efforts. This success has been due in no small part to our ability to create public/private partnerships that meet the needs of interested firms. It would be my pleasure to contribute my experience in these areas to the success of EPSCoR's mission.

Thank you for your consideration.

Gynii A Gilliam
Executive Director

Bannock Development Corporation
ISU Research and Business Park
1651 Alvin Ricken Dr - Pocatello, ID 83201
www.bannockdevelopment.org
Phone: (208) 233-3500

# GYNII ABRACOSA GILLIAM

459B Pheasant Ridge Drive * Chubbuck, Id 83202
Phone: (208)879-4311 * Cell: (208)756-7889
E-mail: gynii@bannockdevelopment.org

## EDUCATION

- Master of Urban and Regional Planning, University of Michigan, Ann Arbor, December 1981. Rackham Graduate School of Architecture and Planning Fellowship
- Bachelor of Arts in Political Science, University of California, Los Angeles, December 1978. California State Scholarship and Presidential Classroom Scholarship for a Comparative Government Study in Copenhagen, Denmark

## PROFESSIONAL EXPERIENCE

**Executive Director, Bannock Development Corporation:**
Pocatello, Idaho June 2006 – present

Primary Responsibilities:
- Develop and implement a marketing and promotional plan, which includes attracting business from outside the Bannock County area and retention/expansion of the area's existing businesses.
- Create and maintain a good working relationship with other private and public economic development agencies.
- Ensure that site location and local business inquiries are handled in a professional and timely manner including maintenance of a tracking system and monthly reports to BDC's Board of Directors, respecting client's confidentiality at all times.
- Coordinate site visits to the Bannock County area by business prospects.
- Develop and maintain a pool of contacts to provide financing for retention, expansion, and attraction of businesses including, but not limited to, loans and grants.

Key accomplishments:
- Played a major role in the recruitment and retention of approximately 3,000 jobs. Includes recruitment and retention efforts with Hoku Materials, Nordic Windpower, Petersen, Inc., Whisper Creek Log Homes, Heinz Frozen Foods, Premier Technology, Inc., ON Semiconductor, and Farmers Insurance.
- Helped secure over $315 million in government and private funding to support specific job creation and retention projects
- Submitted 145 site location proposals, and hosted 79 corporate recruitment site visits
- Created and maintained successful partnerships with industry leaders, economic development leaders, government officials, and others in order to facilitate cooperation in recruitment and retention efforts.

**Executive Director, North Custer & Lemhi County Economic Development Corporation**
Challis & Salmon, Idaho December 2002 – May 2006

Primary Responsibilities:
- Develop, implement, and coordinate business creation, retention, expansion, and recruitment programs

- Serve as liaison with various governmental agencies, local community groups, and private sector organizations.

Key accomplishments:

- Built strong partnerships between public and private entities to create an effective economic development program;
- Provided needed assistance in financing, site selection, and management to help businesses create over 300 new jobs, decreasing unemployment from 7.8% to 4.8%;
- Coordinated the necessary network, financing, and management to recruit a call center to Salmon, relocate a diverging division of a window manufacturing plant from Boise to Salmon, as well as establish several new local businesses in the region;
- Attracted quality businesses and community programs to the newly-built Salmon Business Incubation Center to put operations at "break-even" within 24 months of grand opening;
- Brought over $1 million in program funding (grants, in kind, and cash donations) for key economic and community development projects;
- Initiated a higher-education ISU and EITC affiliated distance learning program to help workers improve their skills, as well as their earning potential; and,
- Coordinated the development of the Challis Rapid Reaction Observatory (CRRO) in partnership with NASA and BSU to provide unprecedented educational opportunities for Idaho students to participate in world-class astrophysics research.

**Consultant, Research Analyst and Secondary-level Instructor**: Los Angeles, California & Challis, Idaho 1997 - 2002; 1977 - 1985

Involved with various research studies, surveys, analysis, and presentations in different aspects of community planning, urban redevelopment, site planning & design, economic development, and transportation analysis. Examples of specific work include: conducting data assessment and developing a contact network for a Philippine-based company looking for trade partners in the US; conducting a relational review of long haul driver fatigue and highway accidents, preparing a socio-economic impact analysis for the General Motors Residential Relocation Project in Detroit, Michigan; and developing community planning strategies for the Cyprus Thompson Creek Mining Project in Challis, Idaho. Have also lent assistance as a substitute instructor for School District #181.

Work history in this field includes:

- Challis High School, Substitute Teacher: Calculus, English & History, 1997 - 2002
- VGA Enterprises, Principal and Owner, 1997 - 1999
- Transportation Research & Marketing, Inc., Challis & Salt Lake City: 1983-1985
- Community Planning & Zoning Projects, City of Challis & Custer County: 1982-1983
- Harbridge House, Inc and Resource Assessment, Inc., Los Angeles: 1977 - 1980

**Proprietor, Flower Shop and Gift Gallery**, Challis, Idaho 1986 – 1996

Operated all facets of the business: administration, operations, marketing, financial analysis, future planning, as well as the floral design work. Very profitable venture: started as a one-man operation with a $2000 personal investment, growing to employing four part-time assistants and designers by its 4th year. Started and sold two other profitable business ventures during this time period: Lone Tree Greenhouse and Interior Design Boutique. All three businesses are still operating in Challis, Idaho.

## COMMUNITY DEVELOPMENT VOLUNTEER EXPERIENCE AND PROFESSIONAL/PERSONAL AFFILIATIONS

**Regional and State Level Participation:** 1995 - present

Working on the challenges to help improve business, community, economic, and environmental programs in rural Idaho:

- Idaho Economic Development Association (IEDA), Executive Board, 2003 - present
- Regional Coordinating Council (RCC), Southeast Idaho, Executive Board, 2003-present
- GEM Communities Region VI Council, 1995 - present
- Idaho Rural Partnership (IRP), Board of Directors, 1997-2001
- Idaho Natural Heritage Project, Board of Directors, 1999-2001

**Local Level Involvement**: 1982 - present

Assisting with various rural economic development projects including: the Challis Gem Community Planning process, city/county planning and zoning concerns, Main Street beautification plans, business development & tourism expansion programs, as well as, business workshops and one-on-one management and marketing assistance.

- Challis Area Chamber of Commerce, 1985 - present
- Challis Arts Council, 1985 - present
- Challis Volunteer Fire Department, 1982-1987

## REFERENCES

- Roger Madsen, Director, Idaho Commerce and Labor. Email: Roger.Madsen@cl.idaho.gov Phone: 208-334-2670
- Wendi Secrist, Program Director, Manpower. Email: wendis@uidaho.edu. Ph: 208-870-6573
- Randy Shroll, Business Development Manager, Idaho Department of Commerce. Email: randy.shroll@commerce.idaho.gov. Ph:(208)334-2650 x 2124
- Gregg Seibert, Business Development Specialist, Idaho Department of Commerce. Email: greg.seibert@commerce.idaho.gov. Ph: (208)334-2650 x 2131
- Patti Burke, Past Chairman, Lemhi County Economic Development Corporation. Ph: 208-331-4759
- Ralph Cottle, Chairman, Bannock Economic Development Corporation. Email: rcottle@ccb-idaho.com. Ph: 208-232-5373
- Nancy Bergmann, Economic Development Program Liaison, Idaho National Laboratory. Email: Nancy.Bergmann@inl.gov Phone: 1-208-526-1375
- Tim Solomon, Executive Director, Regional Development Alliance. Email: tim@regalliance.org Phone: 1-208-528-9400

Idaho National Laboratory

October 11, 2010

Dr. Doyle Jacklin
Chair, Idaho EPSCoR Committee
PO Box 443029
Moscow, ID 83844-3029

SUBJECT: NOMINATION TO SERVE ON IDAHO EPSCoR COMMITTEE

Dear Dr. Jacklin:

I was very pleased to be asked by Dr. Melinda Hamilton if I would be interested in filling a vacancy on the Idaho EPSCoR Committee. I know EPSCoR programs are very important to improving the competitive edge of rural states like Idaho, and would be very pleased to participate if confirmed by the committee's membership. I am attaching a copy of my current resume along with this letter per the guidance I received from Mr. Rick Schumaker.

Please do not hesitate to contact me at (208)526-1096, or email me (francisco.roberto@inl.gov) if you require any additional information in support of my nomination.

Sincerely,

Frank Roberto
Biological Systems Department

FR

Attachments
As Stated

P.O. Box 1625 • 2525 North Fremont Ave. • Idaho Falls, Idaho 83415 • 208-526-0111 • www.inl.gov
Battelle Energy Alliance, LLC

**FRANCISCO FIGUEROA ROBERTO**
Biological Systems Department
Idaho National Laboratory
P.O. Box 1625
Idaho Falls, ID 83415–2203
Phone (208)526-1096 Fax (208)526-0828
E-mail Francisco.Roberto@inl.gov

## EDUCATION

1985 Ph.D., Biochemistry, University of California, Riverside

1980 B.S., Biochemistry, University of California, Davis

## PROFESSIONAL EXPERIENCE

2004 to present Directorate Fellow, Energy and Environment Science and Technology Directorate
Battelle Energy Alliance, Idaho National Laboratory (INL), Idaho Falls, ID

2000-2004 Scientific Fellow
Bechtel BWXT Idaho LLC (BBWI), Idaho National Engineering and Environmental Laboratory (INEEL)

1994 - 2004 Group Leader, Biocatalysis and Molecular Biology
BBWI, INEEL

Responsible for technical coordination of 20 scientists, postgraduate student, and technicians engaged in diverse research projects and integration with the Biotechnology Department.

At present, principal investigator or co-investigator for projects in the areas of:

1. Application of molecular techniques, including whole genome sequencing, polymerase chain reaction (PCR), 16S rRNA sequencing, and other gene probe technologies to studies of microbial ecology and physiology in subsurface sediments, mineral deposits and extreme environments.
2. Microbiology and molecular genetics of acidophilic bacteria with potential applicability in the bioleaching of sulfide minerals and bioenergy production.
3. Development of counter–terrorism, counter–narcotics, and other national security/nonproliferation strategies based on biotechnology. In addition, I am the primary biotechnologist responsible for emergency response and diagnosis of potential bioterrorist threats at the INL. I hold DOE Q and SCI clearances.

4. Molecular detection and molecular biology of the zoonotic pathogen, Brucella.

I have also functioned as the technical lead for biosafety policies, practices and administration at the INL since 1989.

| | |
|---|---|
| 1996 - 2000 | Consulting Scientist<br>Lockheed Martin Idaho Technologies Company, and BBWI, INEEL |
| 1994 - 1996 | Advisory Scientist<br>Lockheed Martin Idaho Technologies Company, Idaho National Engineering Laboratory (INEL) |
| 1993-1994 | Team Leader, Biocatalysis and Geomicrobiology<br>EG&G Idaho, Inc., INEL |
| 1991 - 1994 | Technical Leader, Molecular Biology<br>EG&G Idaho, Inc., INEL |
| 1992-1994 | Scientific Specialist<br>EG&G Idaho, Inc., INEL |
| 1988 - 1992 | Senior Scientist<br>EG&G Idaho, Inc., INEL |

**ACADEMIC EXPERIENCE**

| | |
|---|---|
| 2001-present | Adjunct Faculty Member<br>Dept. of Environmental Toxicology, The Institute for Environmental and Human Health, Texas Tech University, Lubbock, TX |
| 1993 to Present | Affiliate Faculty Member<br>Department of Microbiology, Molecular Biology and Biochemistry, and Plant, Soil, and Entomological Sciences, University of Idaho, Moscow, Idaho. Most recent course taught: Introduction to Biotechnology, Spring Semester 2001 (PLSC 399) |
| 1989 – Present | Affiliate Faculty Member<br>Department of Biological Sciences, Idaho State University, Pocatello, |

Idaho. Graduate advisor for 4 M.S. students. Most recent course taught: Bioterrorism, Spring Semester 2006 (BIOL 499/599/562)

1989 - Present — National Laboratory Host Scientist
INL/U.S. Department of Energy. Mentor to over 40 secondary, undergraduate, graduate and postdoctoral students during summer internships or longer-term appointments, and host to 5 visiting faculty. See Mentoring Activities for postgraduate students mentored in degree programs or postdoctoral appointments.

1984 - 1988 — Postgraduate Researcher
Department of Plant Pathology, University of California, Davis
Biochemical and molecular analysis of cytokinin involvement in bacterial pathogenesis (in the laboratory of Prof. Tsune Kosuge).

Jan-Mar 1983 — Teaching Assistant, Plant Tissue Culture Laboratory
Department of Botany and Plant Sciences, U. C. Riverside, Prof. T. Murashige, Instructor.

1980 - 1985 — Research Assistant
Department of Biochemistry, U. C. Riverside, Profs. L. M. Shannon and J. B. Mudd, Research Co-directors.

Dissertation research examining growth cycle-related changes in the biosynthesis of complex lipids and preliminary investigation of a novel ß-oxidation activity in *Nicotiana glutinosa* cell suspension cultures.

1978 - 1980 — Laboratory Assistant
Department of Biochemistry and Biophysics, U. C. Davis, Prof. P. K. Stumpf, Principal Investigator.

**PROFESSIONAL AFFILIATIONS and ACTIVITIES**

American Society for Microbiology
Society for General Microbiology
American Biological Safety Association
Sigma Xi

Chair, Subcommittee on Consequence Assessment and Protective Actions (SCAPA) Biosafety Working Group, 2007-present (co-chair, 2006-7)

Vice president, American Society for Microbiology Intermountain Branch, 2010-2011

Chairman, INL Technical Library Advisory Committee, 1993-2005.

Chairman, INL Institutional Biosafety Committee since 1989.

Member, Idaho State University Institutional Biosafety Committee.

Member, U.S. Dept. of Energy Biological Warfare Convention Interlaboratory Working Group

Member, (DOE representative) Transportation subcommittee, Working Group on Strengthening the Biosecurity of the United States, February-July 2009

Editorial Board, *Applied and Environmental Microbiology*, 2002-2004

Editorial Board, *Journal of Industrial Microbiology and Biotechnology*, 1999-2001

Session chair, 2nd Joint Topical Conference on Emergency Preparedness and Response and Robotics, American Nuclear Society, Albuquerque, NM, Mar. 11, 2008.

Session chair, 24th Symposium on Biotechnology for Fuels and Chemicals, 2002

Member, International Scientific Committee, International Biohydrometallurgy Symposium 2001

Reserve Police Officer, Level 1, City of Idaho Falls, ID, 1994-1998

Executive Secretary, Organizing Committee, and Session Chair, International Biohydrometallurgy Symposium '93, Jackson Hole, WY.

Laboratory Mentor, Minority Access to Energy-related Research Careers (MAERC). Keynote speaker, MAERC Annual Technical Program Review, 1993.

*Ad hoc* and panel reviewer for U.S. Dept. of Energy, U.S. Civilian Research and Development Foundation, U.S. Environmental Protection Agency, National Science Foundation, *Brock Biology of Microorganisms*, 11th edition (2 chapters), *FEMS Microbiology Letters*, *Archives of Microbiology*, *Journal of Soil Contamination*, *Applied Biochemistry and Biotechnology*, *Biotechnology and Bioengineering*, South African Foundation for Research Development

## MENTORING ACTIVITIES

### Graduate Students

Ms. Frances Anderson, MS, Idaho State University,1991 (Dugway Proving Grounds, UT)
Dr. Frank Harmon, MS Idaho State University, 1992 (Ph.D. UC Davis)
Ms. Amber Miller, MS Idaho State University, 2000 (INL)

Ms. Heather Silverman, MS Idaho State University, 2001 (INL)
Dr. Corey Radtke, Ph.D. Texas Tech University, 2005 (INL)

**Postdoctoral Fellows (and current institution)**
Dr. Thomas Clark, 1994-1996 (Little Bear Laboratories, Denver, CO)
Dr. Shu-Lun (Simon) Wong, 1995 (Hong Kong Environmental Protection Department)
Dr. Patricia Siering, 1997-1998 (Dept. of Biology, Cal State Humboldt)
Dr. David Wells, 1997 (Rocky Mountain Lab, Hamilton, MT)
Dr. Christian Pitulle, 1998-2000 (Applied Biosystems, Inc., Raleigh, NC)
Dr. Deborah Newby, 2000-2003 (INL)

## CONTINUING EDUCATION

Completed NIMS IEM-006A, WMD Awareness, IEM-313, WMD:Incident Management/Unified Command and IEM-332, Agriculture and Food Vulnerability Assessment, 2007-8

Completed 40-hour Biosafety Level 3 Safety Training, Emory University, 2007

Completed Management of Technical Professionals and Organizations, MIT Sloan School of Management, September 1999

Completed 2 year Japanese Program for Professionals, University of Washington Technical Japanese Program, 1995

## PROFESSIONAL AWARDS and CERTIFICATIONS

Outstanding Mentor Award, U.S. Dept. of Energy Office of Science, 2009

R&D 100 (R&D Magazine) nominee for Blue Mussel Adhesive (w/Heather Silverman), 2006

Finalist, Idaho Innovation Awards, Blue Mussel Adhesive (w/Heather Silverman), 2006

Certified Biological Safety Professional (Certificate No. 05-122), American Biological Safety Association

Specialist Microbiologist in Biological Safety Microbiology (Certificate No. 4848), National Registry of Certified Microbiologists

NOVA Award for Technical Excellence, Lockheed Martin Corporation, 1998

Underwood Fund Travel Grant, Biotechnology and Biological Sciences Research Council (BBSRC), Great Britain, 1999

**PATENTS**

Thompson, V.S., W.A. Apel, D.W. Reed, B.D. Lee, D.N. Thompson, F.F. Roberto, and J.A. Lacey, 2009. Thermophilic and thermoacidophilic metabolism genes and enzymes from *Alicyclobacillus acidocaldarius* and related organisms, Methods. United States Patent Application Serial No. 2009/0269827 A1.

Silverman, H.G. and F.F. Roberto, 2006. Cloning and expression of recombinant adhesive protein Mefp-1 of the Blue Mussel, *Mytilus edulis*. United States Patent No. 6,987,170 B1

Silverman, H.G. and F.F. Roberto, 2006. Cloning and expression of recombinant adhesive protein Mefp-2 of the Blue Mussel, *Mytilus edulis*. United States Patent No. 6,995,012 B1

Clark, T.R., and F.F. Roberto, 2003. Microbial production of epoxides. United States Patent No. 6,576,449 B2.

Radtke, C.W. and F.F. Roberto, 2000. Method for the decontamination of soil containing solid organic explosives therein. United States Patent No. 6,051,420.

**PUBLICATIONS**

Silverman, H.G. and F.F. Roberto, 2010. Byssus formation in *Mytilus*. In: *Adhesion phenomena in nature*, J. Byern, I. Grunwald (Editors), SpringerWien, New York. *In press*.

Roberto, F.F., and H.G. Silverman, 2010. Adhesive proteins from mussels. In: *Innovations in Materials Manufacturing, Fabrication, and Environmental Safety*, M. Schwartz (Editor), CRC Press, New York. *In press*.

Foster, J.T., L.B. Price, S.M. Beckstrom-Sternberg, W.D. Brown, D.M. Kiesling, C.A. Allen, T. Pearson, C.M. Liu, J. Beckstrom-Sternberg, F. Roberto,and P. Keim, 2010. Subgenome typing of Brucella species. *Submitted to J. Bacteriol*.

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Laird Noh
3442 Addison Avenue E
Kimberly, Id 83341
208-733-3617

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October 12, 2010

Dr. Doyle Jacklin
Chair, Idaho EPSCoR Committee
PO Box 443029
Moscow, ID 83844-3029

Dear Dr. Jacklin:

This is to convey my interest in reappointment to the Committee. Your consideration is appreciated.

Sincerely yours,

Laird Noh

EVIDENCE OF QUALIFICATION

Laird Noh

BS, Business and Agriculture, University of Idaho, 1960
MBA, University of Chicago (emphasis in finance), 1963
Assist. Prof. of Economics, Boise Junior College, 1963-64
Doctor of Natural Resources, Honorary, University of Idaho, 2007

President, Noh Sheep Company, Kimberly, Idaho, a family owned range livestock company which has been in continuous business since 1908.

Chairman of the Board of Rocky Mountain Sheep Marketing Association, a producer owned marketing cooperative which markets 80,000–100,000 lambs and sheep in Idaho and 4 other western states, Boise, Idaho.

Member, Dean's Advisory Board, College of Agriculture and Life Sciences, University of Idaho
Member, Advisory Board of the Kimberly, USDA, Agricultural Research Center
Vice Chair, Idaho EPSCoR Committee

Past President, National Lamb Feeders Association
Past member, National Forest Service Advisory Committee to the Secretary of Agriculture

Idaho State Senate, 1980–2004
Chair, Senate Resources and Environment Committee, 1982-2004

Silver Ram Award for outstanding leadership, The American Sheep Industry, 1977
Lifetime Achievement Award, The Nature Conservancy, 2003

My personal life has been deeply involved with agriculture; food and fiber production. All of agriculture is heavily dependent upon advances in knowledge and its application. . Our family has been engaged in sheep production in Idaho for four generation and our continued success has, and continues to be dependent upon application of advancing knowledge.

Quality research, and its availability to individual producers in all economic endeavors, is absolutely essential for success and survival, and never more than today, as other nations greatly expand their scientific efforts and all markets are world markets

In my experience, especially in the Legislature, science, and research have too few advocates. Advancement and understanding of its importance has been one of my constant goals.

# Fish Breeders of Idaho, Inc.
# Fish Processors, Inc.
# Big Bend Trout, Inc.

Sept. 16, 2010

Dr Doyle Jacklin
Chair, Idaho EPSCoR Committee
PO Box 443029
Moscow, ID 83844-3029

To Dr. Doyle Jacklin
From Leo E. Ray
Subject EPSCoR Committee

I believe very strongly in our University system. EPSCoR has made major improvement in the University system nation wide. EPSCoR's effect on education and research in Idaho is an example of that improvement.

I have been pleased to be part of EPSCoR by serving on the Idaho EPSCoR Committee. I am interested in serving another term. I believe I can be of service to EPSCoR.

Attached is a copy of my resume.

Sincerely

Leo E. Ray

Leo E. Ray

P.O. BOX 479 • HAGERMAN, IDAHO 83332 • (208) 837-6114 • FAX (208) 837-6254
Email: fpi@qwestoffice.net

RESUME

LEO E. RAY
4647 D River Road, Buhl, Idaho 83316
Phone 208 543 6407
Office 208 837 6114
Fax 208 837 6254

Born Dec. 9, 1937 Logan County, Oklahoma
Married: Judith K. Croddy; Hillsdale, Michigan, 1959
Children Tana Kim Dace, Tod Kent Ray, Kacy Kay Ray- Deceased

SHORT RESUME

1973 – Present: Leo Ray and Judith Ray built and operate Fish Breeders of Idaho, Inc., Big Bend Trout, Inc. and Fish Processors, Inc. Leo and son Tod raise channel catfish, blue catfish, Tilapia, rainbow trout, sturgeon and aquarium fish on geothermal wells and cold water springs. They process and market the food fish. Sturgeon eggs are made into caviar and marketed. Fish Breeders of Idaho was the first successful catfish raceway farm in the United States. Leo was the first person to successfully raise Tilapia in the United States. Fish Breeders of Idaho was the first successful catfish or Tilapia farm to use concrete facilities. It was the first successful fish farm to use geothermal water. It was the first catfish and Tilapia processing west of the Rocky Mountains. The farm was started in 1973 and has continually expanded. In 2010 tropical fish for the aquarium market was added to the products raised and marketed.

DETAILED RESUME:
2010 _ Started raising tropical fish for the aquarium market.
2004 – Present Idaho Aquaculture Commission
2004 – 2007 Board of Directors U.S. Trout Farmers Association
2003 – Present Member of Aquaculture Industry Advisory committee for Western Regional Aquaculture Consortium, the U.S.D.A. Land Grant College research fund.
2003 Recipient: Governor's Award for Innovative Geothermal Energy development.
1999 Recipient: Jim Lyle award; University of Idaho for outstanding contribution from a non U. of Idaho graduate.
1998 Recipient: Honorary Associate Alumnus Award; University of Idaho
1998 – Present: Member University of Idaho EPSCOR Committee.
1987 – President U. S. Trout Farmers Association
1997 – 2003: Board of Directors University of Idaho Research Foundation
1996 - Present: Member of University of Idaho, Hagerman Fish Culture Experimental Station advisory board.
1996 – 2003 Raised alligators on geothermal water.
1988 – 1994 Consultant. Designed and built a warm water fish farm and processing plant in Mexico for Bannamex.
1987 – 1991 Member of Aquaculture Industry Advisory board for Western Regional Aquaculture Consortium, the U.S.D.A. Land Grant College research fund.

1987 – 2001: Member of the University of Idaho College of Natural Resources Industry Advisory Committee.
1982 – Present: Member of the College of Southern Idaho Industry Advisory Board
1980-1984: Served as Industry Advisor to the Joint Subcommittee on Aquaculture (Washington, D.C.) for the trout industry.
1982 President U. S. Trout Farmers Association
1977 – 1980: Served as Industry Advisor to the Joint Subcommittee on Aquaculture (Washington, D.C.) for the catfish industry.
1979 – Recipient: Governor's Achievement Award from Governor John Evans for the development of clean energy for his innovative use of geothermal energy in aquaculture.
1978 Recipient: Catfish Farmer of the Year by Catfish Farmers of America.
1977 President of Catfish Farmers of America
1974 Built the first profitable Tilapia farm in the U. S.
1973 Built Fish Breeders of Idaho, Buhl Idaho
1969-1971 Built Fish Breeders, a catfish farm at Niland, California. Maintained involvement and ownership in this farm until 1988.
1965-1969 Teacher; Katella High School, Anaheim, California
1964-1965 Teacher, Grants, New Mexico
1963-1964 Teacher, Dumas, Texas
1963 – Present: Post graduate studies of over 100 semester hours at North Texas State College, California State College Long Beach, Hamlin University, California State College Chico, University of California Berkeley and College of Southern Idaho.
1963 Graduated with Bachelor of Science, Major Zoology; University of Oklahoma, Norman, Oklahoma.
1962 Worked for Dr Howard P. Clemens on Catfish and Tilapia research while an undergraduate at the University of Oklahoma.
1961 Psychiatric Aide, Oklahoma State Mental Hospital Norman, Oklahoma
1957-1960: United States Army, Army Security Agency.
1957 Summer job: Southwestern Publishing Co. selling bibles Hillsdale Michigan.
1956 Summer job: Green Giant Canning company Wisconsin and Illinois
1955-1957 Student: Oklahoma State University.
1955 Graduated High School; Marshall, Oklahoma
1937-1955: Raised on a farm; Marshall, Oklahoma

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**SUBJECT**

Wavier of Board Policy III.Q.4.c, Placement in Entry-Level College Courses

**REFERENCE**

| | |
|---|---|
| December 2008 | Information Item Presented to Board on the Formation of a Task Force to Examine Alternative Approaches for Placement of Students into First-Year Writing Courses (English 90, 101, and 102). |

**APPLICABLE POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section III.Q, Admission Standards

**BACKGROUND/DISCUSSION**

Board Policy III.Q., Admission Standards provides coverage for both Admission and course placement. The current English placement system presents many challenges for the English Department Chairs and Writing Program Administrators from Idaho's public colleges and universities. These experts agree that Idaho college students can be placed more appropriately into first-year writing courses (English 90, 101, or 102) by research-based, pedagogically-sound placement systems.

The placement for incoming students at all Idaho public institutions into English 90, English 101, or English 102 is currently based on ACT/SAT scores. Institutions also use COMPASS scores to place students into 101 or 102. Additionally, students may receive credit for English 101 based on their COMPASS and ACT/SAT score.

On June 5, 2008, the Council on Academic Affairs and Programs (CAAP) was presented with a proposal on behalf of the English Department Chairs and Writing Program Administrators to form a task force that would explore alternatives or new methods for more accurately placing students in first-year writing courses. CAAP supported the establishment of an English Placement task force. CAAP developed a charge with deliverables and timeline for the task force, which was shared with the Board at their December 4-5, 2008 meeting.

Over the course of two years, the task force reviewed best practices to establish a common framework to be used in developing alternative placement mechanisms. Institutions involved with the taskforce, and with the support of CAAP, implemented pilot programs as a means of determining the effectiveness of these alternative placement options. Every public college and university in Idaho participated in the task force. The taskforce found that additional placement measures led to a positive initial experience in college during a critical transition period, and that institutions and students managed resources more efficiently.

**Summaries of Alternative Placement Options**

North Idaho College (NIC) used COMPASS eWrite in conjunction with COMPASS Writing and Reading and as a means to decide initial placement when COMPASS Writing placement scores did not agree with Reading placement scores. For some time, NIC noticed a unique disparity in student's COMPASS placement scores. It appeared that some students scored low (into English 045 or English 099) on the Writing portion of COMPASS; however, they had relatively good Reading scores, testing into college-level courses. Prior to their pilot program, a student in this situation would have been placed in a remedial writing course. Because of this disparity, NIC decided to refine initial placement by including the COMPASS eWrite to the placement process. The pilot study sought to 1) verify the eWrite placement rubric, corresponding it to an instructor's holistic reading of the writing sample, and 2) verify the appropriateness of the eWrite placement in conjunction with the Writing and Reading scores as a means to determine proper placement. The criterion used to identify the pilot group was the disparity between a student's COMPASS Writing and Reading scores, with the Reading score placing a student at college level.

Boise State University piloted Evidenced-Based Placement (an online, interactive placement tool) to provide a more cohesive, consistent, and individualized writing placement experience for incoming students. Based on their work through the website, students select either English 90 or 101. If they believed they were ready to begin their experience in English 102, they compiled and submitted a portfolio application for consideration in English 102. Boise State University wanted to design a more refined placement system for entering students that met all of the parameters of the common framework. In addition, they were especially interested in creating a process that might foster student self-efficacy and decision-making. At the same time, they wanted a system that was scalable so that they would be able to expand its scope to include more students.

The University of Idaho (UI) piloted a Directed Self Placement system, which gives the responsibility to students in determining the best course rather than the institution. After weighing the best evidence that can be assembled to determine the student's placement, the student then makes their decision on the course they will take. The course could be English 090, 101, or even 102. The requirements for the placement system are that a student must not have had any previous college credit; not received a grade of N or F on a previous college course, nor should the student have withdrawn from such a course; the student must write a placement essay of the type the UI specifies; and the student must read the UI's comments carefully and then respond in writing about what they have decided to do and why.

The English Placement Taskforce presented CAAP with several recommendations at their September 2, 2010 meeting, which included the following:

- Continued institutional commitment to the collaboratively-developed Framework for Writing Placement
- Amending language to Board Policy III.Q., Admission Standards to distinguish between admission and placement
- Reviewing the current placement chart for first-year writing in Board Policy III.Q., and place differently within the policy
- Evaluating how to award students college credit for course work actually taken

Upon further review of Board Policy III.Q., staff identified several other areas that will require revision. Rather than modify only portions of Board policy staff believes that a whole scale analysis and revision will be necessary as part of our college completion agenda. Additionally, CAAP and Board staff need to discuss taskforce recommendations to evaluate the process of awarding students college credit for course work actually taken.

In order for institutions to continue with placement pilots, Board approval is needed to waive the criteria in policy III.Q.4.c. for placement in entry-level college courses to permit the alternative placement mechanisms for English until the policy is further revised, or until the conclusion of the Fall 2012 term, whichever occurs first.

## IMPACT

The impact of this decision will be limited to those institutions wishing to continue or expand the alternative placement programs. For those institutions, the fiscal impact will vary. Some report anticipated cost savings due to being better able to anticipate the sections needed, or from the reduced cost of the alternative placement mechanism.

## ATTACHMENTS

Attachment 1 – Board Policy III.Q., Admission Standards Page 5
Attachment 2 – Framework for Placement Page 15

## STAFF COMMENTS AND RECOMMENDATIONS

Each of the seven public institutions participated in the process of analyzing and designing the common framework for placement. Because of budget cuts and turnover, three of the seven institutions conducted pilots. Those institutions utilized best practices to develop models that were effective and efficient in appropriately establishing student placement. Staff believes it is appropriate and necessary to allow institutions the ability to continue with the pilots as their mechanism for English placement until staff has had the opportunity to bring forward revisions to the policy in its entirety. To ensure the institutions governed under the Board are in compliance with Board Policy III.Q., staff recommends the

Board approve the temporary waiver of Policy III.Q.4.c. This will allow staff time to work with CAAP and other constituents to ensure that there is a consistent model for placing students, which is transparent for students and counselors, and to ensure that policy is in alignment with the Board's strategic plan, 60% statewide completion goal, and other initiatives underway by the Board.

**BOARD ACTION**

I move to waive the criteria in Board policy III.Q.4.c for placement in entry-level college English courses to permit the alternative placement mechanisms for English until the conclusion of the Fall 2012.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

## Q. Admission Standards

1. Coverage

   Boise State University, College of Southern Idaho, Eastern Idaho Technical College, Idaho State University, Lewis-Clark State College, North Idaho College and The University of Idaho are included in this subsection. The College of Southern Idaho and North Idaho College are exempted from certain provisions of this admission policy as determined by their local boards of trustees.

2. Purposes

   The purposes of the admission policies are to:

   a. promote institutional policies which meet or exceed minimum statewide standards for admission to higher education institutions;

   b. inform students of the academic and applied technology degree expectations of postsecondary-level work;

   c. improve the quality of academic and applied technology degree preparation for postsecondary programs;

   d. enhance student access to academic and applied technology degree programs; and

   e. admit to postsecondary education institutions those students for whom there is a reasonable likelihood of success.

3. Policies

   The college and universities must, with prior Board approval, establish institutional policies which meet or exceed the following minimum admission standards. Additional and more rigorous requirements also may be established by the college and universities for admission to specific programs, departments, schools, or colleges within the institutions. Consistent with institutional policies, admission decisions may be appealed by applicants to the institutional admissions committee.

4. Academic College and University Regular Admission

   A degree-seeking student with fewer than fourteen (14) credits of postsecondary work must complete each of the minimum requirements listed below. (International students and those seeking postsecondary professional-technical studies are exempt.)

   a. Submit scores received on the ACT (American College Test) or SAT (Scholastic Aptitude Test) and/or other standardized diagnostic tests as determined by the institution.

These scores will be required of applicants graduating from high school in 1989 or later. Exceptions include applicants who have reached the age of 21. These applicants are subject to each institution's testing requirements.

b. Graduate from an accredited high school and complete the courses below with a 2.00 grade point average. Applicants who graduate from high school in 1989 or later will be subject to the admission standards at the time of their graduation.

| Subject Area | Minimum Requirement | Select from These Subject Areas |
|---|---|---|
| English | 8 credits | Composition, Literature |
| Math | 6 credits | A minimum of six (6) credits, including Applied Math I or Algebra I; Geometry or Applied Math II or III; and Algebra II. A total of 8 credits are strongly recommended.<br><br>Courses not identified by traditional titles, i.e., Algebra I or Geometry, may be used as long as they contain all of the critical components (higher math functions) prescribed by the State Mathematics Achievement Standards.<br><br>Other courses may include Probability, Discrete Math, Analytic Geometry, Calculus, Statistics, and Trigonometry. Four (4) of the required mathematics credits must be taken in the 10th, 11th, and 12th grade. |
| Social Science | 5 credits | American Government (state and local), Geography, U.S. History, and World History.<br>Other courses may be selected from Economics (Consumer Economics if it includes components as recommended by the State Department of Education), Psychology, and Sociology. |
| Natural Science | 6 credits | Anatomy, Biology, Chemistry, Earth Science, and Geology. Physiology, Physics, Physical Science, Zoology. A maximum of two (2) credits may be derived from vocational science courses jointly approved by the State Department of Education and the State Division of Professional-Technical Education, and/or Applied Biology, and/or Applied Chemistry. (Maximum of two (2) credits).<br><br>Must have laboratory science experience in at least two (2) credits.<br><br>A laboratory science course is defined as one in which at least one (1) class period per week is devoted to providing students with the opportunity to manipulate equipment, materials, or specimens; to develop skills in observation and analysis; and to discover, demonstrate, illustrate, or test scientific principles or concepts. |

| Subject Area | Minimum Requirement | Select from These Subject Areas |
|---|---|---|
| Humanities Foreign Language | 2 credits | Literature, History, Philosophy, Fine Arts (if the course includes components recommended by the State Department of Education, i.e., theory, history appreciation and evaluation), and inter-disciplinary humanities (related study of |

| | | |
|---|---|---|
| | | two or more of the traditional humanities disciplines). History courses beyond those required for state high school graduation may be counted toward this category.<br><br>Foreign Language is strongly recommended. The Native American Languages may meet the foreign language credit requirement |
| Other College Preparation | 3 credits | Speech or Debate (no more than one (1) credit). Debate must be taught by a certified teacher.<br><br>Studio/Performing Arts (art, dance, drama, and music).<br><br>Foreign Language (beyond any foreign language credit applied in the Humanities/Foreign Language category).<br><br>State Division of Professional-Technical Education-approved classes (no more than two (2) credits) in Agricultural science and technology, business and office education, health occupations education, family and consumer sciences education, occupational family and consumer sciences education, technology education, marketing education, trade, industrial, and technical education, and individualized occupational training. |

c. Placement in entry-level college courses will be determined according to the following criteria.

## Placement Scores for English

| Class | ACT English Score | SAT English Score | AP Exam | COMPASS Score |
|---|---|---|---|---|
| English 90 | <17 | >200 | NA | 0 - 67 |
| English 101 | 18-24 | >450 | NA | 68 - 94 |
| English 101 Credit<br>English 102 Placement | 25-30 | >570 | 3 or 4 | 95 -99 |
| Credit English 101 and English 102 | >31 | >700 | 5 | |

## Placement Scores for Math

| Class | ACT Math Score | SAT Math Score | COMPASS Score |
|---|---|---|---|
| Math 123<br>Math 127<br>Math 130 | >19 | >460 | Algebra > 45 |
| Math 143<br>Math 147<br>Math 253-254 | >23 | >540 | Algebra >61 |
| Math 144<br>Math 160 | >27 | >620 | College Algebra >51 |
| Math 170 | >29 | >650 | College Algebra >51<br>Trigonometry >51 |

NOTES:

In all cases, one credit is defined as a course taken with a minimum of 70 hours of classroom instruction.

If a high school does not offer a required course, applicants may contact the institutional admission officer for clarification of provisional admission procedures.

High school credit counted in one (1) category (e.g., Humanities/Foreign Language) may not count in another category.

Each high school in Idaho has a list of approved courses, which count toward college/university admission.

5. Academic College and University Conditional Admission

It is the Board's intent that a student seeking conditional admission to any public postsecondary institution must take at least two (2) testing indicators that will allow the institution to assess competency and placement.

a. Submit scores received on ACT (American College Test) or SAT (Scholastic Aptitude Test) prior to enrollment. Effective fall semester 1989.

b. Effective fall semester 1989, a degree-seeking applicant who does not qualify for admission based on 4.b above but who satisfies one (1) of the criteria below, may be asked to petition the institutional director for admissions.

(1) A high school graduate from an accredited secondary school who has not completed the Board's Admission Standards core and has a predicted college GPA of 2.00 based on ACT, SAT and/or ACT COMPASS at the institution to which the student is seeking admission.

(2) Students who graduate from non-accredited secondary schools or home schools must have a predicted college GPA of 2.00 based on the ACT or SAT at the institution to which the student is seeking admission. In addition, the student must have an acceptable performance on one (1) of the following two (2) testing indicators: (a) GED (General Educational Development) Test; or (b) other standardized diagnostic tests such as the ACT COMPASS, ASSET, or CPT.

(3) Deserves special consideration by the institution, e.g., disadvantaged or minority students, delayed entry students, returning veterans, or talented students wishing to enter college early.

NOTE: Regarding the ACT/SAT, this requirement is for students who graduated from high school in 1989 or later. Students who have graduated prior to 1989 or who have

reached the age of 21 at the time of application are subject to each institution's testing requirements for admission.

c. If admitted, the student must enroll with conditional standing and is subject to the institutional grade retention/probation/dismissal policies; excepting that a student with conditional standing may change to regular admission status upon satisfactory completion of fourteen (14) baccalaureate-level credits, twelve (12) of which must be in four (4) different subject areas of the general education requirements of the institution the student is attending. Regular admission status must be attained within three (3) registration periods or the student will be dismissed, subject to institutional committee appeal procedures.

6. Accelerated Learning Program Students

Those secondary students who wish to be admitted under the Accelerated Learning Program (e.g., dual enrollment, Tech Prep, etc.) must follow the procedures outlined in the Board's Policy on Accelerated Learning Programs. See Section III, Subsection Y.

7. Transfer Admission

a. Effective fall semester 1989, a degree-seeking student with fourteen (14) or more semester hours of transferable baccalaureate-level credit from another college or university and a cumulative GPA of 2.00 or higher may be admitted. A student not meeting this requirement may petition the institutional director of admissions. If admitted, the student must enroll on probation, meet all conditions imposed by the institutional admissions committee, and complete the first semester with a 2.00 GPA or higher, or be dismissed.

b. The community colleges work cooperatively with the college and universities to ensure that transfer students have remedied any high school deficiencies, which may have prevented them from entering four-year institutions directly from high school.

8. Compliance and Periodic Evaluation

The Board will establish a mechanism for:

a. monitoring institutional compliance with the admission standards;

b. conducting and reporting periodic analyses of the impact, problems, and benefits of the admission standards; and

c. providing information as necessary and appropriate from the college and universities to the secondary schools and community colleges on the academic performance of former students.

9. Technical Education Admissions

a. Open Enrollment.

Idaho's postsecondary institutions that deliver professional-technical education practice open enrollment in the technical programs. Anyone who needs education services that can be provided by the institution is allowed to enter the system at some level.

b. Admission Standards

*Regular* or *Conditional* admission standards apply to individuals who seek a technical certificate or Associate of Applied Science (A.A.S.) degree through a professional-technical program. The admission standards and placement criteria do not apply to Workforce Development, Farm Management, Truck Driving, Apprenticeship, and Fire and Emergency Service courses/programs.

c. Placement Tests

Placement test scores indicating potential for success are generally required for enrollment in a professional-technical program of choice. Placement score requirements vary according to the program.

d. Professional-Technical Educational System

The professional-technical programs are offered at the following locations:

Region I Coeur d'Alene, North Idaho College
Region II Lewiston, Lewis-Clark State College
Region III Boise, Boise State University
Region IV Twin Falls, College of Southern Idaho
Region V Pocatello, Idaho State University
Region VI Idaho Falls, Eastern Idaho Technical College

e. Purposes

(1) Clarify the importance of career planning and preparation: high school students should be actively engaged in career planning prior to entering the 9th grade. Career planning assures that students have sufficient information about self and work requirements to adequately design an education program to reach their career goals.

(2) Emphasize that professional-technical courses in high school, including tech prep and work-based learning connected to school-based learning, are beneficial to students seeking continued education in professional-technical programs at the postsecondary level.

(3) Clarify the kind of educational preparation necessary to successfully enter and complete postsecondary studies. Mathematics and science are essential for successful performance in many professional-technical programs. Programs of a technical nature generally require greater preparation in applied mathematics and laboratory sciences.

(4) Clarify that professional-technical programs of one or two years in length may require additional time if applicants lack sufficient educational preparation.

f. Professional Technical Regular Admission

Students desiring *Regular Admission* to any of Idaho's technical colleges must meet the following standards. Students planning to enroll in programs of a technical nature are also strongly encouraged to complete the recommended courses shown in shaded areas. Placement in a specific professional-technical program is based on the capacity of the program and placement requirements established by the technical college/program.

(1) Standards for high school graduates of 1997 and thereafter

(a) High School diploma with a minimum 2.0 GPA[1]; and,

(b) Placement examination[2] (CPT, ACT COMPASS, ACT, SAT or other diagnostic/placement tests as determined by the institution. CPT or ACT COMPASS scores may also be used to determine placement eligibility for specific professional-technical programs.); and,

(c) Satisfactory completion of high school coursework that includes at least the following:

(i) *Mathematics -- 4 credits* (6 credits recommended) from challenging math sequences of increasing rigor selected from courses such as Algebra I, Geometry, Applied Math I, II, and III, Algebra II, Trigonometry, Discrete Math, Statistics, and other higher level math courses. Two (2) mathematics credits must be taken in the 11th or 12th grade. (After 1998, less rigorous math courses taken in grades 10-12, such as pre-algebra, review math, and remedial math, shall not be counted.)

(ii) *Natural Science -- 4 credits* (6 credits recommended, with 4 credits in laboratory science) including at least 2 credits of laboratory science from challenging science courses including applied biology/chemistry, principles of

[1]An institution may choose to substitute a composite index placement exam score and high school GPA for the GPA admission requirement.

[2]If accommodations are required to take the placement exam(s) because of a disability, please contact the College to which you are interested in applying.

technology (applied physics), anatomy, biology, earth science, geology, physiology, physical science, zoology, physics, chemistry, and agricultural science and technology courses (500 level and above).

(iii) *English -- 8 credits.* Applied English in the Workplace may be counted for English credit.

(iv) *Other* -- Professional-technical courses, including Tech Prep sequences and organized work-based learning experiences connected to the school-based curriculum, are strongly recommended. (High School Work Release time not connected to the school-based curriculum will not be considered.)

(2) Standards for others Seeking Regular Admission

Individuals who graduated from high school, received their GED prior to 1997, or who are at least 21 years old and who desire *Regular Admission* to the technical colleges must complete:

(a) High School diploma with a minimum 2.0 GPA
- or -
(b) General Educational Development (GED) certificate[3]
- and -
(c) Placement examination (CPT, ACT COMPASS, SAT or other diagnostic/placement tests as determined by the institutions. CPT or ACT COMPASS scores may also be used to determine placement eligibility for specific professional-technical programs.)

10. Professional Technical Conditional Admission

Students who do not meet all the requirements for regular admission may apply to a technical program under conditional admission. Students who are conditionally admitted must successfully complete appropriate remedial, general and/or technical education coursework related to the professional-technical program for which regular admission status is desired, and to demonstrate competence with respect to that program through methods and procedures established by the technical college. Students desiring *Conditional Admission* must complete:

a. High School diploma or GED certificate[3]
- and -
b. Placement examination (CPT, ACT COMPASS, SAT or other diagnostic/placement tests as determined by the institutions. CPT or ACT COMPASS scores may also be used to determine placement eligibility for specific professional-technical programs.)

[3]Certain institutions allow individuals who do not have a high school diploma or GED to be admitted if they can demonstrate the necessary ability to succeed in a technical program through appropriate tests or experiences determined by the institution.

11. Professional Technical Early Admission

    High school Tech Prep students may also be admitted as non-degree seeking beginning in the 11th grade. Diploma and placement exams are not required for regular or conditional admission until the student has completed the 12th grade.

12. Professional Technical Placement Criteria: Procedures for Placement into Specific Professional Technical Programs

    In addition to the requirements for admission to a technical program, students need to be aware that specific professional technical programs require different levels of competency in English, science and mathematics. Students must also be familiar with the demands of a particular occupation and how that occupation matches individual career interests and goals. Therefore, before students can enroll in a specific program, the following placement requirements must be satisfied:

    a. Each technical program establishes specific program requirements (including placement exam scores) that must be met before students can enroll in those programs. A student who does not meet the established requirements for the program of choice will have the opportunity to participate in remedial education to improve their skills.

    b. Students should provide evidence of a career plan. (It is best if this plan is developed throughout high school prior to seeking admission to a technical college.)

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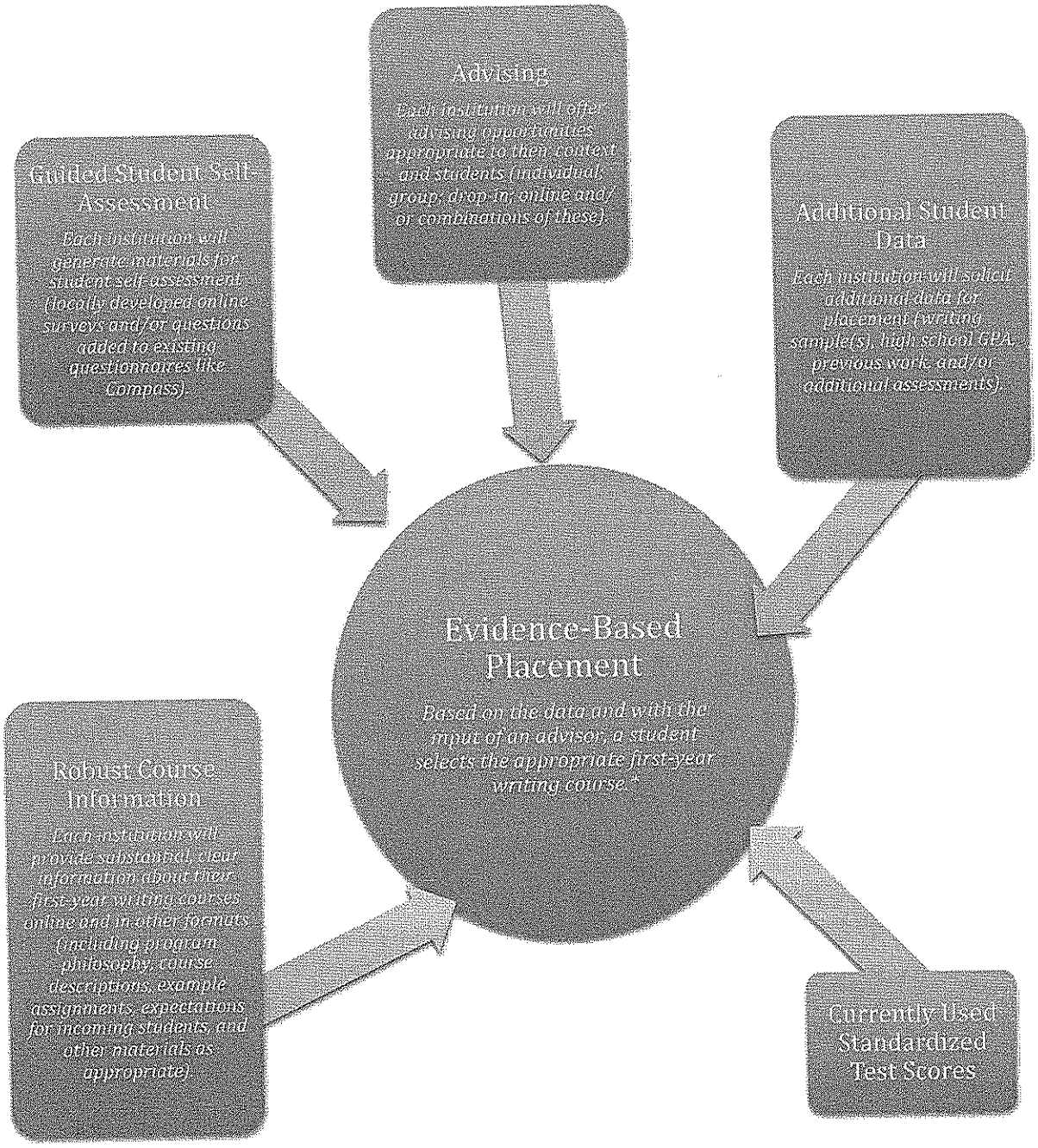
## Appendix B: A Framework for Placement

A Framework for Placement
into First-Year Writing Courses at Idaho Public Colleges and Universities

*English Placement Task Force* *November 2008*




*If the data points to a decision between two courses, students will be able to select between those two only (90 or 99/101, 101/102). A student will not be able to place into 102, in other words, if the data suggest English 90.

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**STATE DEPARTMENT OF EDUCATION**
**DECEMBER 9, 2010**


| TAB | DESCRIPTION | ACTION |
|---|---|---|
| 1 | **SUPERINTENDENT'S UPDATE** | Information Item |
| 2 | **TEMPORARY AND PENDING RULE- IDAPA 08.02.03.112, RULES GOVERNING THOROUGHNESS, ACCOUNTABILITY** | Motion to Approve |

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## SUBJECT

Superintendent of Public Instruction Update to the State Board of Education

## BACKGROUND/DISCUSSION

Superintendent of Public Instruction, Tom Luna, will provide an update on the State Department of Education.

## BOARD ACTION

This item is for informational purposes only. Any action will be at the Board's discretion.

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**SUBJECT**

Temporary and Proposed Rule Change to IDAPA 08.02.03.112, Rules Governing Thoroughness- Accountability

**APPLICABLE STATUTE, RULE, OR POLICY**

Section 33-105 Idaho Code
Idaho Administrative Code, IDAPA 08.02.03- Section 112, Accountability

**BACKGROUND/DISCUSSION**

The State Department of Education is resubmitting an Administrative rule for the Board's consideration. The Board approved a definition of a new school definition and calculations for Idaho's graduation rate and the definition of a new school for Adequate Yearly Progress (AYP) purposes. The graduation rate change will help Idaho meet federal compliance. This rule was approved at the June 2010 Board meeting; however, the rule was inadvertently left off of the Department of Administration's rules bulletin and therefore must be rerun. This rule went into effect for the 2009-2010 Adequate Yearly Progress (AYP) designations for all schools per Board approval in June 2010.

**IMPACT**

Once the Board approves the rule, the change will be in effect and Idaho will be in federal compliance.

**ATTACHMENTS**

Attachment 1 – Temporary/Proposed rule change to IDAPA 08.02.03.112 Page 3

**BOARD ACTION**

A motion to approve the temporary and amend the pending rule change to IDAPA 08.02.03.112, Rules Governing Thoroughness, Accountability as submitted effective July 1, 2010.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**IDAPA 08.02.03.112**
**112. ACCOUNTABILITY.**
The provisions in this section apply for the purposes of meeting the "No Child Left Behind" Act and the state of Idaho accountability requirements. (3-20-04)

**01. ISAT Student Achievement Levels**. There are four (4) levels of student achievement for the ISAT: Below Basic, Basic, Proficient, and Advanced. Definitions for these levels of student achievement are adopted by reference in Subsection 004.05. (4-2-08)

**02. IELA Language Proficiency Levels**. There are five (5) levels of language proficiency for students testing on the Idaho English Language Assessment: beginning," advanced beginning, intermediate, early fluent, and fluent. Definitions for these levels of language proficiency are adopted by reference in Subsections 004.02 and 004.04. (4-2-08)

**03. Adequate Yearly Progress (AYP)**. (3-20-04)

**a.** Proficiency is defined as the number of students scoring proficient or advanced on the spring on-grade level ISAT. (3-20-04)

**b.** The State Department of Education will make AYP determinations for schools and districts each year. Results will be given to the districts at least one (1) month prior to the first day of school. (11-17-10)

**c.** The baseline for AYP will be set by the Board and shall identify the amount of growth (percentage of students reaching proficiency) required for each intermediate period. (3-20-04)

**04. Adequate Yearly Progress (AYP) Definitions**. For purposes of calculating and reporting adequate yearly progress, the following definitions shall be applied. (3-20-04)

**a.** Full Academic Year (continuous enrollment). (3-20-04)

i. A student who is enrolled continuously in the same public school from the end of the first eight (8) weeks or fifty-six (56) calendar days of the school year through the state approved spring testing administration period, not including the make-up portion of the test window, will be included in the calculation to determine if the school achieved AYP in proficiency. A student is continuously enrolled if he/she has not transferred or dropped-out of the public school. Students who are serving suspensions are still considered to be enrolled students. (11-17-10)

ii. A student who is enrolled continuously in the school district from the first eight (8) weeks or fifty-six (56) calendar days of the school year through the state approved spring testing administration period, not including the make-up portion of the test window, will be included when determining if the school district has achieved AYP. (4-2-08)

iii. A student who is enrolled continuously in a public school within Idaho from the end of the first eight (8) weeks or fifty-six (56) calendar days of the school year through the state approved spring testing administration period, not including the make-up portion of the test window, will be included when determining if the state has achieved AYP. (4-2-08)

**b.** Participation Rate. (3-20-04)

i. Failure to include ninety-five percent (95%) of all students and ninety-five percent (95%) of students in designated subgroups automatically identifies the school as not having achieved AYP. The ninety-five percent (95%) determination is made by dividing the number of students assessed on the Spring ISAT by the number of students reported on the class roster file for the Spring ISAT. (3-20-04)

(1) If a school district does not meet the ninety-five percent (95%) participation target for the current

year, the participation rate can be calculated by the most current three (3) year average of participation. (4-6-05)

(2) Students who are absent for the entire state-approved testing window because of medical reasons or are homebound are exempt from taking the ISAT if such circumstances prohibit them from participating. Students who drop out, withdraw, or are expelled prior to the beginning of the final makeup portion of the test window are considered exited from the school. (11-9-09)T

ii. For groups of ten (10) or more students, absences for the state assessment may not exceed five percent (5%) of the current enrollment or two (2) students, whichever is greater. Groups of less than ten (10) students will not have a participation determination. (3-20-04)

**c.** Schools. (3-20-04)

i. An elementary school includes a grade configuration of grades Kindergarten (K) through six (6) inclusive, or any combination thereof. (3-20-04)

ii. A middle school is a school that does not meet the definition of an elementary school and contains grade eight (8) but does not contain grade twelve (12). (4-6-05)

iii. A high school is any school that contains grade twelve (12). (3-20-04)

iv. The accountability of public schools without grades assessed by this system (i.e., K-2 schools) will be based on the third grade test scores of the students who previously attended that feeder school. (3-20-04)

v. A "new school" for purposes of accountability is a wholly new entity receiving AYP determinations for the first time, or a school with a significant student population change as a result of schools being combined or geographic boundaries changing, or a result of successful school restructuring sanctioned by the Office of the State Board of Education. (7-1-10)T

**d.** Subgroups. Scores on the ISAT must be disaggregated and reported by the following subgroups: (3-20-04)

i. Race/Ethnicity - Black/African American, Asian, Native Hawaiian/Pacific Islander, White, Hispanic/Latino Ethnicity, American Indian/Alaska Native. (3-20-04)

ii. Economically disadvantaged - identified through the free and reduced lunch program. (3-20-04)

iii. Students with disabilities - individuals who are eligible to receive special education services through the Individuals with Disabilities Education Act (IDEA). (3-20-04)

iv. Limited English Proficient - individuals who score in the low range on the state-approved language proficiency test and meet one of the following criteria: (4-6-05)

(1) Individuals whose native language is a language other than English; or (4-6-05)

(2) Individuals who come from environments where a language other than English is dominant; or (4-6-05)

(3) Individuals who are American Indian and Alaskan natives and who come from environments where a language other than English has had a significant impact on their level of English language proficiency, and who, by reason thereof, have sufficient difficulty speaking, reading, writing, or understanding the English language to deny such individuals the opportunity to learn successfully in classrooms, where the language of instruction is English. (4-6-05)

**e.** Graduation Rate. The State Board of Education will establish a target for graduation. All high schools must ~~maintain~~meet the target or make sufficient progress toward the target each year, as determined by the State Board of Education. The graduation rate will be disaggregated by the subpopulations listed in Subsection 112.03.d. in the event the "safe harbor" is invoked by the school/district. ~~By 2014, the schools/districts must meet the target.~~ ~~(3-20-04)~~(7-1-10)T

**f.** Additional Academic Indicator. The State Board of Education will establish a target for an additional academic indicator. All elementary and middle schools must maintain or make progress toward the additional academic indicator target each year. The additional academic indicator target will be disaggregated by the subpopulations listed in Subsection 112.03.d. in the event the "safe harbor" is invoked by the school/district. By 2014, the schools/districts must meet the target. (3-20-04)

**05. Annual Measurable Achievement Objectives (AMAOs)**. Local school districts are responsible for ensuring district progress of Limited English Proficient (LEP) students in their acquisition of English. Progress and proficiency are measured by the IELA and determined based on three (3) AMAOs: (4-2-08)

**a.** Annual increases in the percent or number of LEP students making progress in acquiring English language proficiency; (4-2-08)

**b.** Annual increases in the percent or number of LEP students attaining English language proficiency by the end of the school year; and (4-2-08)

**c.** Each school district must make Adequate Yearly Progress for LEP students on the spring ISAT. (4-2-08)