



**BOISE STATE
UNIVERSITY**

**NORCO Building
1529 W. Belmont St.**

Emergency Action & Evacuation Plan

NORCO Building

Implementation Date: Spring 2018

NORCO NURSING HEALTH SERVICES BUILDING EMERGENCY ACTION PLAN

Table of Contents (hyperlinked)

[Introduction](#)

[General Emergency \(calling 911\)](#)

[Emergency Contact Numbers](#)

[Building Evacuation Procedures](#)

[Active Shooter](#)

[Earthquake](#)

[Electrical Power Outage](#)

[Fire and Smoke](#)

[Flood](#)

[Hazardous Materials](#)

[Medical Emergency](#)

[Persons who are Disruptive or Distressed](#)

[Report a Crime](#)

[Report Incidents/Unsafe Conditions](#)

[Work Related Illness or Injury](#)

[Appendices](#)

[Building Maps](#)

INTRODUCTION

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

- The following emergency response information provided is intended to be used as guidelines only.
- Always remember, the first priority is life safety.
- In accordance with the guidance in the **Boise State University Emergency Operations Plan**, this plan will be reviewed and updated annually.
- Annual training on this plan should include all key staff members and building occupants to provide the most effective Emergency Preparedness.

Additional Resources

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

If you have any questions or suggestions regarding this document, please direct them to:

- Marian K. Graham, School of Nursing, (208) 426-3789, mgraham@boisestate.edu

CALLING 911, IF YOU ARE IN THE BUILDING AND CALLING 911, DIAL 66911 (THAT'S 26S)

GENERAL EMERGENCY INSTRUCTIONS AND CALLING 9-1-1

General Instructions for all Emergency Situations:

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

When calling 9-1-1:

- ☐ Stay on the line with the dispatcher.
- ☐ Provide the address of the building involved and your exact location. This is especially important if you are calling from a cell phone.
- ☐ School of Nursing address:
 - ☐ **Norco Nursing Health Services Building (NNHS)**
 - ☐ **1529 W. Belmont St., between Michigan and Vermont**
- ☐ Provide a thorough description of the incident to ensure that proper resources are dispatched.
- ☐ When providing a description of an individual, describe from top (head) to bottom (feet)
- ☐ **Do not hang up until the dispatcher tells you to.**

EMERGENCY CONTACT NUMBERS

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



DIAL 9-1-1 FROM CELL PHONE
66911 from office phones

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



The nearest **AED** is located: **1st floor lobby, next to the elevators.**



Note: here is a link to the [Bluelight EP/AED map](#)

| Important Phone Numbers: For an actual emergency, Dial 9-1-1 | |
|--|---|
| Campus Public Safety | (208) 426-6911 (24/7 Communications Center) |
| Environmental Health, Safety and Sustainability | (208) 426-3998 (208) 863-8024 (24/7 HAZMAT Line) |
| Facilities Operations & Maintenance | (208) 426-1409 |
| Risk Management & Insurance | (208) 426-3636 |
| University Health Services | (208) 426-1459 (Includes Counseling) |

Building Emergency Contact

| Floor | Name | Title | Work Number | After Hours | First Aid/CPR? |
|-------|------------------|------------------|-------------|-------------|----------------|
| | | | | | |
| | | | | | |
| 3&4 | Twyla Perkins | Admin. Asst. II | 63909 | 66911 | |
| Alt. | Marian K. Graham | Management Asst. | 63789 | 66911 | |

BUILDING EVACUATION PROCEDURES

The following emergency evacuation procedures have been developed for this facility:

Building Name: Norco Nursing Health Services Building

Building Address: 1529 W. Belmont St.

Outside Assembly Location: In the parking lot adjacent to Beacon Street, gather at the very back of the lot. If this location is not safe, cross Vermont and stand on the sidewalk next to Beacon Street. Do not attempt to cross Beacon Street.

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

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

Areas Awaiting Evacuation and Evacuation of Occupants with Impairments: If there is an individual who cannot descend the stairs, have the person wait at the stair landing and press the alarm button to notify rescuers. **DO NOT PRESS THIS BUTTON DURING DRILLS.**

Assembly Area: After exiting the building, all faculty, staff, students, and visitors should follow the evacuation route to the pre-arranged assembly area. It is important to have both a primary and secondary evacuation point. Both points should be at least 300 feet from the incident scene. The assembly area is the initial location to complete an initial accounting of building occupants and to determine if another location is more appropriate.

Notification of Emergencies: Occupants will be notified of emergencies by the sounding of the installed fire alarm system, a BroncoAlert or they may receive verbal notification of an emergency from someone in the building, such as their Building Coordinator.

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

Emergency Phone Locations (blue light phones):

- Front of Parking Lot, West Side

Rescue and First Aid: Boise State University relies on Ada county Paramedics and Boise Fire Department to provide emergency medical response and rescue.

NORCO NURSING HEALTH SERVICES BUILDING EMERGENCY ACTION PLAN

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

Building Coordinator: Twyla Perkins, 208 426-3909

ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

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

Boise State University Public Safety recommends the campus community be familiar with the Homeland Security/FBI concept of **Run. Hide. Fight.**

Good practices for coping with an active shooter situation:

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

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

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

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

- 1. Run.** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - ☐ Have an escape route and plan in mind
 - ☐ Evacuate regardless of whether others agree to follow
 - ☐ Leave your belongings behind
 - ☐ Help others escape, if possible
 - ☐ Prevent others from entering an area where the active shooter may be

NORCO NURSING HEALTH SERVICES BUILDING EMERGENCY ACTION PLAN

- ☐ Keep your hands visible (for Law Enforcement)
- ☐ Follow the instructions of any police officers
- ☐ Do not attempt to move wounded people
- ☐ Call 911 when you are safe

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

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

If the active shooter is nearby:

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

If evacuation and hiding out are not possible:

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

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

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

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

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

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

How to react when law enforcement arrives:

NORCO NURSING HEALTH SERVICES BUILDING EMERGENCY ACTION PLAN

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

Information to provide to law enforcement or 911 operator:

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

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

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

Source: Active Shooter Quick Reference Guide

Boise State University Active Shooter Resources Page:

[Active Shooter - Targeted Violence - Emergency Management & Continuity \(boisestate.edu\)](https://boisestate.edu/active-shooter-targeted-violence-emergency-management-continuity)

BOMB THREAT

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the linked checklist below.

If a bomb threat is received by phone:

- ☐ Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- ☐ Listen carefully. Be polite and show interest.
- ☐ Try to keep the caller talking to learn more information.
- ☐ If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- ☐ If your phone has a display, copy the number and/or letters on the window display.
- ☐ Complete the Bomb Threat Phone Call Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- ☐ Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.
- ☐ If ordered to evacuate, proceed to safe assembly locations. Do NOT return to an evacuated building unless told to do so by the on-scene Incident Commander.

NORCO NURSING HEALTH SERVICES BUILDING EMERGENCY ACTION PLAN

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

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

If a bomb threat is received by phone:

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

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

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

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

• Where is the bomb located?
(building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

| Caller's Voice | Background Sounds | Threat Language |
|--|--|--|
| <input type="checkbox"/> Female | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Male | <input type="checkbox"/> House noises | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Kitchen noises | <input type="checkbox"/> Taped message |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Street noises | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Booth | <input type="checkbox"/> Profane |
| <input type="checkbox"/> Clearing throat | <input type="checkbox"/> PA system | <input type="checkbox"/> Well-spoken |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Conversation | |
| <input type="checkbox"/> Cracking voice | <input type="checkbox"/> Music | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Motor | |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Clear | |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Static | |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Office machinery | |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Factory machinery | |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Local | |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Long Distance | |
| <input type="checkbox"/> Lisp | | |
| <input type="checkbox"/> Loud | | |
| <input type="checkbox"/> Nasal | | |
| <input type="checkbox"/> Normal | | |
| <input type="checkbox"/> Ragged | | |
| <input type="checkbox"/> Rapid | | |
| <input type="checkbox"/> Raspy | | |
| <input type="checkbox"/> Slow | | |
| <input type="checkbox"/> Slurred | | |
| <input type="checkbox"/> Soft | | |
| <input type="checkbox"/> Stutter | | |

Other Information:

NORCO NURSING HEALTH SERVICES BUILDING EMERGENCY ACTION PLAN

If a bomb threat is received by handwritten note:

- ☐ Call 66911
- ☐ Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- ☐ Call 66911
- ☐ Do not delete the message.

Signs of a suspicious package:

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

DO NOT:

- ☐ Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- ☐ Touch or move a suspicious package.

Who To Contact:

On Campus: Call Boise State Public Safety at 208-426-6911

Off Campus: Follow your local guidelines or call 911

Source: What You Can Do When There is a Bomb Threat

Additional Training: Bomb Threat Training Video

EARTHQUAKE

Inside a Building:

- ❑ Drop – Cover – Hold. Take cover immediately under a desk, table, or chair, in a corner away from windows, along a wall in a hallway, or in a structurally strong location such as a hall by a pillar. **DO NOT USE DOORWAYS.**
- ❑ Watch for falling objects (light fixtures, shelves) and office furniture that might slide or topple. Stay away from windows. Do not run outside.
- ❑ Do not dash for exits since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.

Outside a Building:

- ❑ Remain outside
- ❑ Stay clear of electrical wires, poles, trees, or anything that might fall.

After a Major Earthquake:

Building Coordinators should:

- ❑ Inspect exits for safe egress of building occupants. Floor Marshalls will go to appointed locations, an announcement by the Building Coordinator will be made that all occupants that are able to exit the building and report to the Emergency Assembly Area
- ❑ Take emergency/first-aid kit and personal belongings. Account for persons in your area of responsibility. Mass assembly areas may be used in the event of a major earthquake and/or if the EOC is activated (Emergency Level 2 or 3 – refer to EOP).
- ❑ Check for injuries to personnel that were unable to evacuate due to injury. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first-aid assistance if required.
- ❑ Check for fires or fire hazards, spills of flammable or combustible liquids, or leaks of flammable gases. These activities must not significantly delay departure from the building or put the Building Coordinator in danger.
- ❑ Turn off ignition and heat sources if properly trained and it is safe to do so.

NORCO NURSING HEALTH SERVICES BUILDING EMERGENCY ACTION PLAN

- ❑ Exit the building, if possible, and remain at main entrance to report on injuries, damages, and potentially hazardous conditions to arriving emergency personnel or to the Communications Center (208-426-6911).
- ❑ Do not re-enter until the building has been declared safe by trained emergency personnel or facilities personnel.

ELECTRICAL POWER OUTAGE

- ❑ **During all power shortages and outages, all university classes, offices, administrative and computer network systems shall carry on unless specifically directed otherwise by the University President.**
 - The Boise State Emergency Operations Center (EOC - 208-426-4991) will coordinate if and when to call for the cancellation of classes, evacuation of buildings and orderly shut-down of administrative and computer network systems at a time deemed appropriate given the information at hand.
- ❑ **To report a localized power outage (DO NOT call 9-1-1):**
 - Contact Facilities Operation and Maintenance at 426-1409 during regular hours
 - **Contact Boise State University Communications Center at 208-426-6911 after hours**
- ❑ **If directed to evacuate buildings:**
 - Turn off or unplug electronic equipment and appliances that were in use (computers, air conditioners, portable heaters) and turn off most lights; this will help prevent electrical overload when power returns.
 - Secure all vital equipment, records, experiments, and hazardous materials if safe to do so.
 - Use clear safe escape routes and exits and proceed to safe assembly locations as identified in the **BUILDING EVACUATION PROCEDURE/ BUILDING MAPS** sections.
 - Assist persons requiring evacuation assistance to designated areas for evacuation assistance.
- ❑ Do not return to evacuated buildings until directed to do so by authorities.

Notes:

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

FIRE AND SMOKE CONDITIONS

LARGE FIRE

- ❑ **Call 66911**
 - To notify Boise State Communications Center; they will send a Campus Security Officer to help evacuate the building
- ❑ **EVACUATE** the building
 - It may be necessary to verbally announce the alarm if people are still in the building and the alarm does not sound--this should be done while exiting the building
 - **Never enter a room that is smoke filled**
- ❑ **Before opening doors, check to ensure it is not hot to the touch.**
 - If hot, **DO NOT** open
 - If warm, open slowly to check room/hallway conditions
- ❑ If possible, close doors on your way out to prevent spread of smoke and/or vapors into adjoining rooms and corridors
- ❑ **DO NOT use elevators**
- ❑ Assemble in the safe assembly area as identified in the **BUILDING EVACUATION PROCEDURE /BUILDING MAPS** sections.
- ❑ **Identify persons with special needs.**
 - Assist them to the safe assembly area if possible.
 - Otherwise, direct them to evacuation assistance areas as identified in the **BUILDING EVACUATION PROCEDURE /BUILDING MAPS** sections and alert first responders to their location.
- ❑ **Call 9-1-1 from a safe area.** Provide incident-specific information to arriving emergency responders.
- ❑ **DO NOT return to an evacuated building** unless directed to do so by authorities.

SMALL FIRE (WASTE BASKET SIZE OR SMALLER)

Fire extinguishers are located at the West and East entrances of each floor and by the restrooms on each floor.

NORCO NURSING HEALTH SERVICES BUILDING EMERGENCY ACTION PLAN

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

- ❑ Remove the fire extinguisher from its bracket and position yourself with your back to the exit so you have an escape route.
- ❑ Use the **P-A-S-S** procedure:
 - P** - Pull the pin located in the extinguisher handle.
 - A** - Aim the nozzle, horn, or hose at the base of the fire, standing about 8 feet away.
 - S** - Squeeze or press the handles together.
 - S** - Sweep from side to side at the base of the fire until it is out.
- ❑ **If you are not quickly able to extinguish the fire, treat as a Large Fire above.**

IF CLOTHING CATCHES FIRE

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

IF CAUGHT IN SMOKE

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

IF TRAPPED IN A BUILDING

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

FLOOD

In Case of Imminent or Actual Flooding:

- ❑ If you need sandbags, call the Facilities Operations and Maintenance at 426-1409
 - Dial University Dispatch 426-6911 after hours

If you can do so safely:

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

Once you receive notice to evacuate:

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

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

HAZARDOUS MATERIALS

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

MAJOR HAZARDOUS MATERIALS INCIDENT

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

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

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

- ❑ If an explosion risk is present, avoid turning electrical equipment on or off and activate a fire alarm from a different floor or building to prevent generating a spark.
- ❑ Pull the fire alarm to alert others in the building to evacuate
 - If there is no fire alarm pull station, **call 9-1-1 first**
 - Then notify Boise State Communications Center at 208-426-6911; they will send a Campus Security Officer to help evacuate the building
- ❑ Call 9-1-1 from a safe location.
- ❑ From a safe location, call your supervisor, then Campus Public Safety at 426-6911 and Environmental Health Safety and Sustainability at 863-8024 (24 hr cell).
- ❑ Arrange for those most familiar about the details of the incident and general knowledge of the material released to meet with those providing assistance as needed. Bring a safety data sheet (SDS) if possible.
- ❑ See the HAZARDOUS MATERIALS EXPOSURE section below for treatment of those exposed to the hazardous material. Isolate contaminated persons and do not allow them to leave or to spread the contamination. Avoid hazardous material contamination or exposure to yourself.
- ❑ If safe to do so, post “HAZ MAT INCIDENT- DO NOT ENTER” signs on the entrances to the area

HAZARDOUS MATERIALS EXPOSURE

If you are exposed to a hazardous material:

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

MINOR HAZARDOUS MATERIALS INCIDENT

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

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

MEDICAL EMERGENCIES

If you become aware of a seriously ill or injured person: **If the person is ambulatory, take them to the student health center or ask their preference for an ambulance or student health, DO NOT TRANSPORT ANYONE TO THE HOSPITAL OR ANYWHERE ELSE YOURSELF.**

If not ambulatory:

- ❑ **Call 9-1-1 right away.**
- ❑ **Give the 9-1-1 dispatcher as much information** as possible about the injury or illness and the location of the victim to include:
 - Norco Nursing Health Services Building
 - 1529 W. Belmont on Boise State main campus
 - Office and floor number
 - Condition of the ill or injured person
 - Any dangerous conditions
- ❑ Unless trained, do not attempt to render first aid before assistance arrives.
 - **DO NOT** attempt to move a seriously injured person.
 - Protect yourself from blood or body fluid exposures
- ❑ Attempt to obtain the following information from the ill or injured person:
 - Name
 - Description of symptoms
 - Allergies
 - Medications
 - Major medical history
- ❑ **Remain with the person** until the police or emergency medical personnel arrive.
- ❑ Have someone standby outside of your building to direct emergency responders to the person requiring attention
- ❑ **If the injured person is a Boise State University employee, contact their supervisor as soon as possible.** If it is after hours or on the weekend, call Campus Public Safety Communications Center at 426-6911 and they can locate a specific faculty or staff member and leave them a message.
- ❑ Nearest AED is location at: **1st floor lobby beside elevators**

NATURAL GAS LEAKS AND PIPELINE BREAKS

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

PERSONS WHO ARE DISRUPTIVE

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

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

PERSONS WHO ARE DISTRESSED

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

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

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

REPORT A CRIME

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

REPORT INCIDENTS/UNSAFE CONDITIONS

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

- ❑ If you are aware of an incident which happened on campus and want to ensure follow-up from one of Boise State University's Public Safety departments (Environmental Health, Safety & Sustainability, Campus Public Safety, Risk Management, Facilities Operations & Maintenance) click on this link: Report an Incident.
 - This report tool will allow you to upload documents, photos, etc.
 - If you have a solution or recommendation, please include it with your report
- ❑ If you observe an unsafe condition that poses a threat of injury or property damage, you can report it using Report an Incident.
- ❑ If you are involved in a "near miss"--an accident that almost occurred--please report it! Action can be taken to keep you safe and prevent others from the same problem.

Note: If the situation is critical and needs immediate attention, call Campus Public Safety at 426-6911 (24/7).

WORK-RELATED INJURY OR ILLNESS

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

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

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

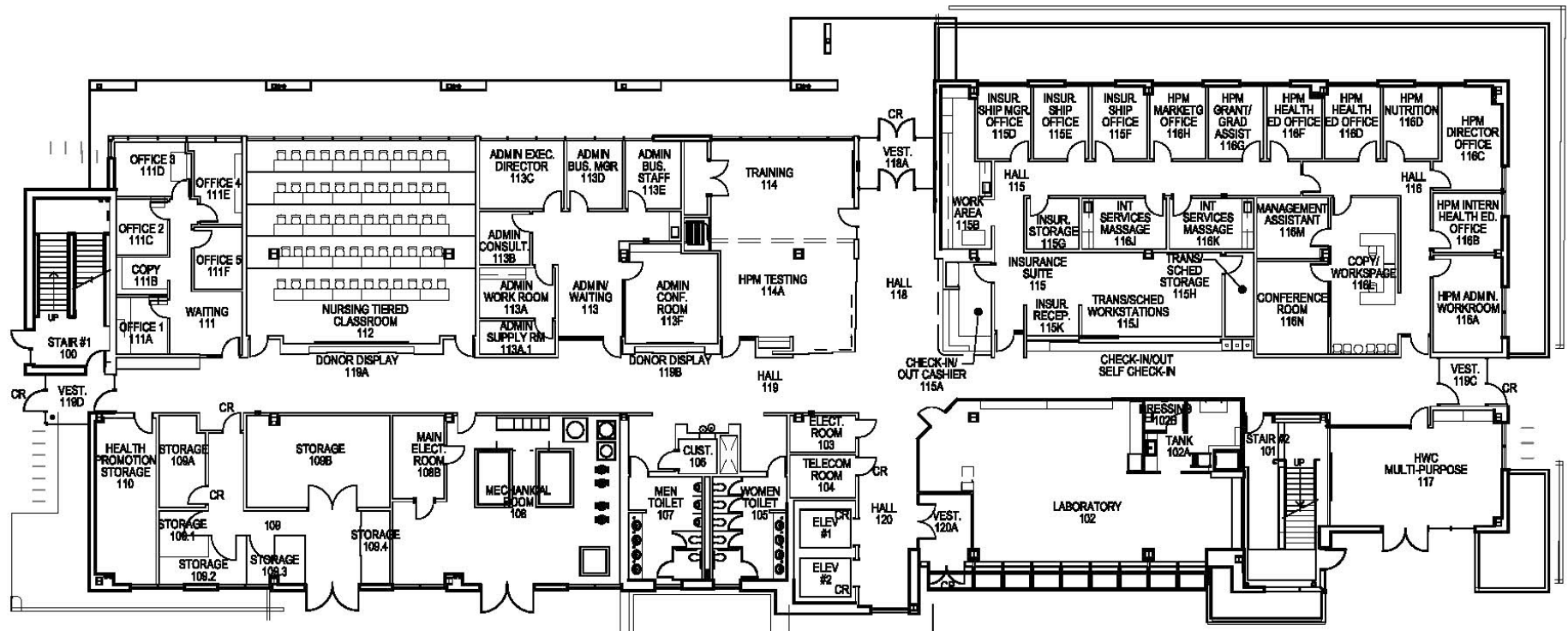
Faculty, and staff, and student employees injured while performing work duties:

- ❑ If an employee is injured on the job, the employee must first contact his/her supervisor regarding the injury.
- ❑ During regular hours, the employee can go to the Boise State Health Services clinic on the 2nd floor of the Norco Building, 1529 Belmont Street.
- ❑ With the supervisor's consent, the employee can go to the nearest St. Luke's Occupational Health Services Clinic (8am-5pm):
 - Boise – 703 Americana Blvd., Ste 130 (Americana & Shoreline), (208) 706-7500
 - Meridian – 520 S. Eagle Road (St. Luke's Meridian, Ste 2213), (208) 706-5447
- ❑ For injuries that occur after hours or that require immediate care, employees should go directly to the St. Luke's Emergency Room, 190 E. Bannock St, 381-2222
- ❑ Supervisor will need to complete and file Supervisor's Accident Report within 48 hours of incident whether or not medical treatment is received.

Following medical treatment:

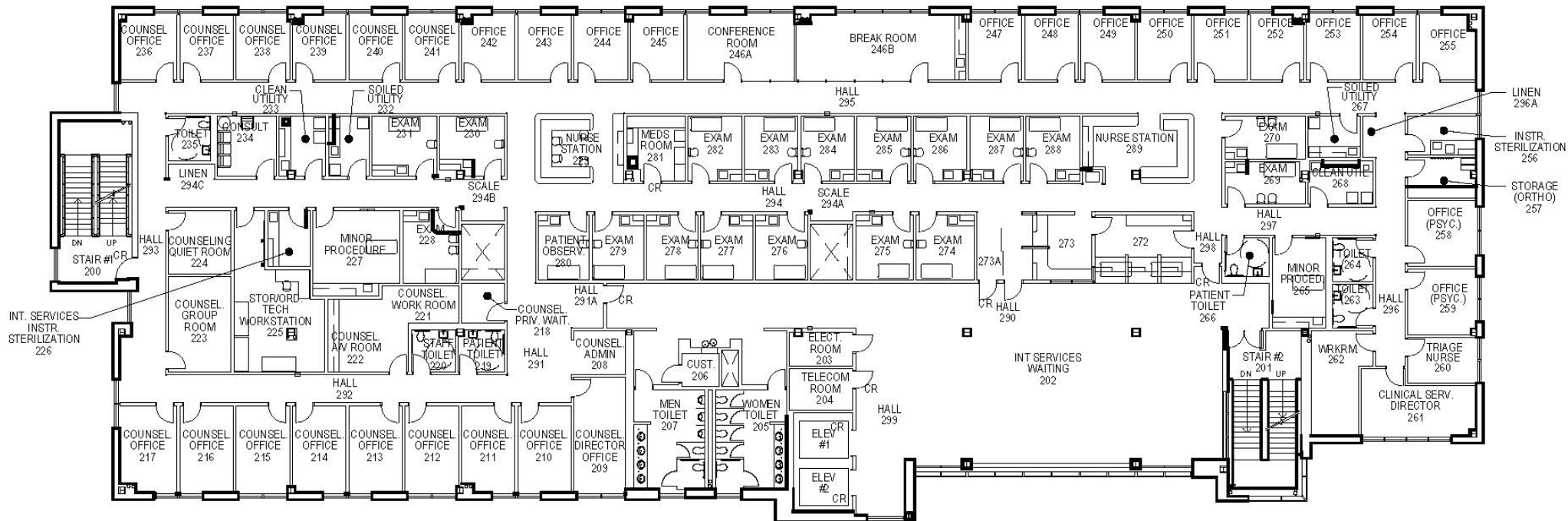
- ❑ Report the injury or illness to your supervisor, regardless of severity, within 24 hours.
- ❑ Seek medical attention as required and file appropriate forms with the Office of Risk Management and Insurance (See below for more information)
- ❑ Report the injury to the Boise State HURT line at 426-H-U-R-T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

BUILDING MAPS



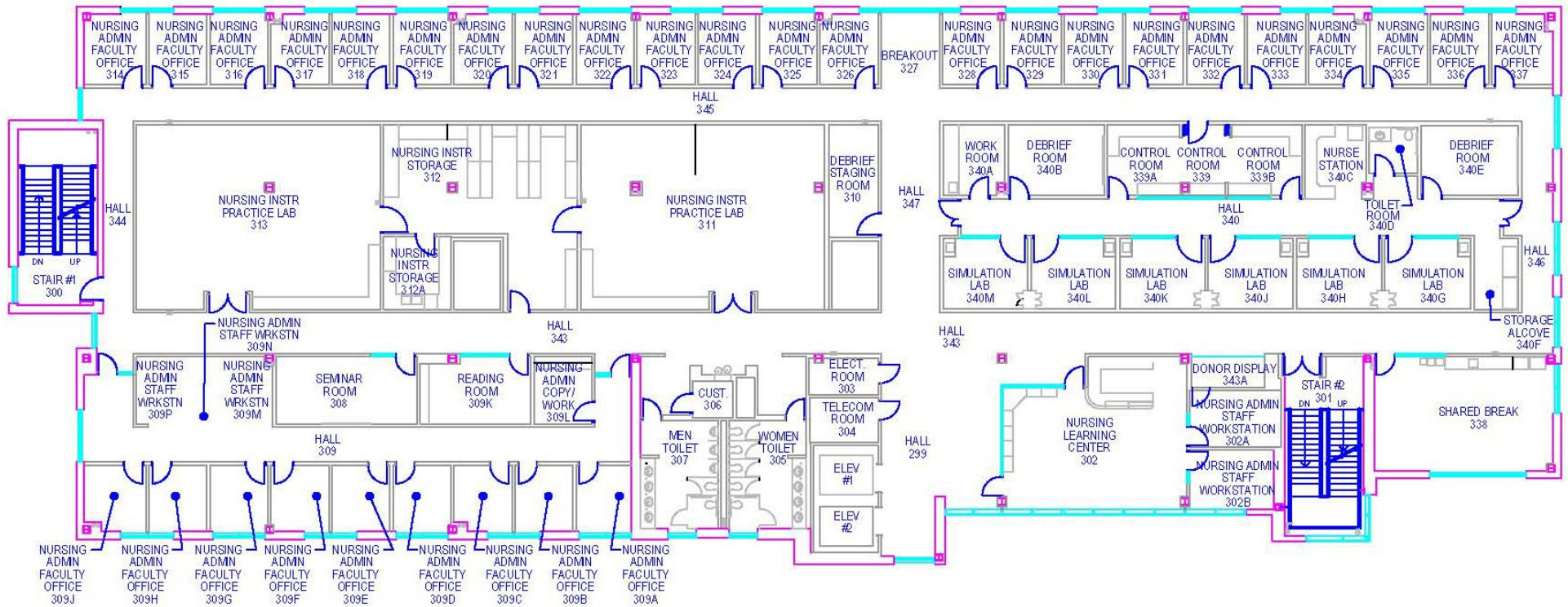
1st floor Norco Nursing Health Services

NORCO NURSING HEALTH SERVICES BUILDING EMERGENCY ACTON PLAN



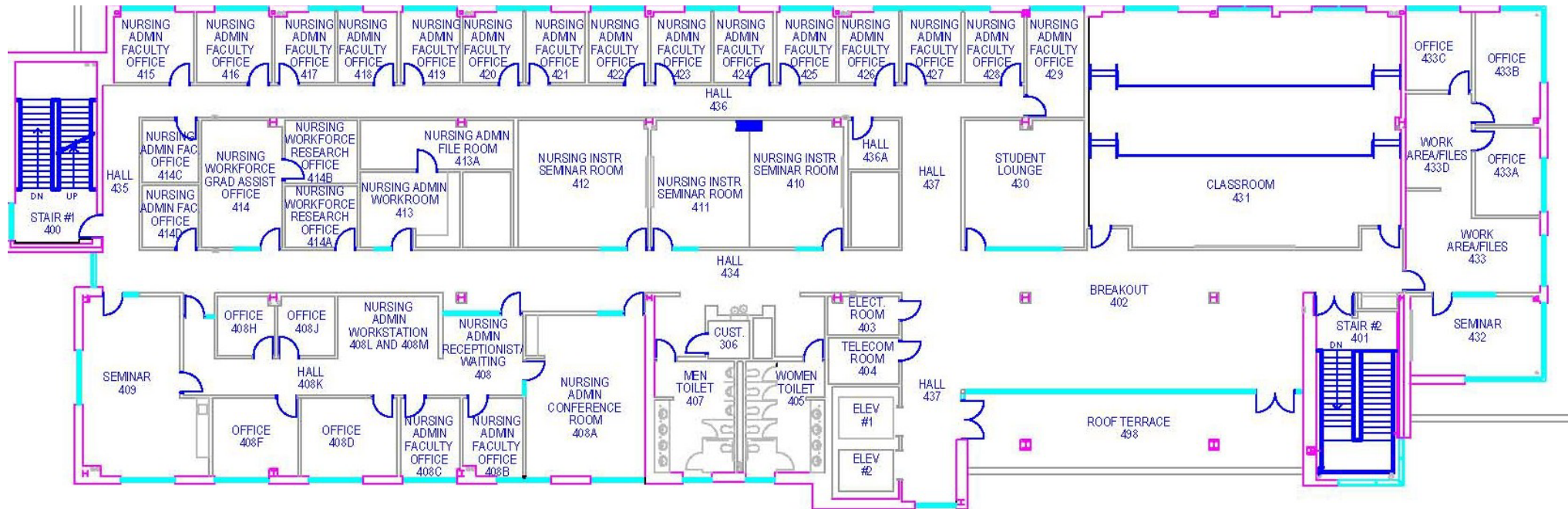
2nd floor Norco Nursing Health Services

NORCO NURSING HEALTH SERVICES BUILDING EMERGENCY ACTION PLAN



3rd floor Norco Nursing Health Services

NORCO NURSING HEALTH SERVICES BUILDING EMERGENCY ACTON PLAN



4th floor Norco Nursing Health Services

