

**College of Agricultural and Life Sciences  
Emergency Response Plan  
Agricultural Life Sciences Building**

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April 23, 2002  
Updated March 6, 2009  
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**NOTE:** Sections of this plan have been edited to remove sensitive or critical information not suitable for general public distribution. This plan template is used by individual units at the University for planning purposes. In addition to planning done at the unit level, the University also maintains a University-wide plan for emergencies. Contact University of Idaho Risk Management (208) 885-6177 for electronic copies of the unit plan, for information about existing plans for your unit's latest updated copy or for questions about the University Emergency Management Plan.

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## I. Plan Overview

Everyone in a University of Idaho 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.

Follow these important steps when there is an emergency:

- Confirm and evaluate conditions.
- Report the incident immediately.
- Follow instructions from emergency staff precisely.
- Follow this emergency response plan.
- Issue clear and consistent emergency notifications. Use all available communication tools.
- If there is no power and/or telephone systems are not functioning, emergency communications will be profoundly restricted and the University of Idaho will use messengers, radios and cellular phones.

This Emergency Response Plan is an adjunct to the **University of Idaho Emergency Management Plan**, as are the other unit plans. Together they provide the overall emergency plan for the entire campus. The **University of Idaho Emergency Management Plan** establishes an emergency leadership and organizational structure. A copy of this plan can be found at <http://www.uidaho.edu/safety/>.

The primary goals of the **University of Idaho Emergency Management Plan** are:

- To protect lives, intellectual property and facilities.
- To prevent or minimize the impact of emergencies and to maximize the effectiveness of the campus community in responding to inevitable occurrences.
- To provide for the continuity of campus operations in pursuit of the University of Idaho's mission of teaching, research and extension.

### Emergency Occurrence After Hours

There is a significant chance an emergency may occur outside regular University of Idaho office hours.

While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources and manpower until the proper officials can be notified. Until that time, the individuals assuming the most responsibility will be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow, as nearly as possible, the guidelines of the plan while simultaneously making an effort to notify University of Idaho administrators of the situation so as to obtain verification or advice on their actions.

## **Submittal and Review**

Each unit must submit an initial copy of their completed Emergency Response Plan to the Risk Management Office. Thereafter, the plan should be reviewed annually. If the plan is changed, an updated copy of the Emergency Response Plan must be sent to the Risk Management Office by October 1.

## **II. Building/Location Description**

### **1951 Wing**

The 1951 wing of the Agricultural and Life Sciences building is located at 606 Rayburn Street. The 1951 wing has four floors, two stairwells and one elevator. One stairwell is located on the southeast side of the 1951 wing and the other is located on the northeast side of the 1951 wing. The elevator is located next to the northeast stairwell between the 1951 and 1974 wings. The 1951 wing is equipped with an automatic alarm and sprinkler system. If either system is activated, emergency response teams are automatically alerted.

### **1974 Wing**

The 1974 wing of the Agricultural and Life Sciences building is located at 606 Rayburn Street. The 1974 wing has four floors, two stairwells, and one elevator. One stairwell is located on the west side of the 1974 Wing and the other is on the east side of the 1974 wing between the 1974 and 1951 wings. The elevator is located next to the northeast stairwell between the 1951 and 1974 wings. The 1974 wing is equipped with an automatic alarm and sprinkler system. If either system is activated, emergency response teams are automatically alerted.

### **Agricultural Biotechnology Building**

The Agricultural Biotechnology Building is located at 604 Rayburn Street. The Agricultural Biotechnology Building has three floors, three stairwells and one elevator. The stairwells are located on the northeast, southeast, and southwest sides of the building. All offices are located on the east side of the building and the laboratories on the west side of the building. The elevator is located on the east side of the building between the two stairwells. The Agricultural Biotechnology Building has fire suppression and alarm systems throughout the facility.

## **III. Reporting an Emergency**

### **A. Step 1**

- Call 911. In most cases, such as a fire, hazardous materials release, terrorist/criminal activity, or earthquake, the appropriate number to call is 911.
- Or, if it is a utility failure or utility problem, call Facilities at 885-6246.

### **B. Step 2 - Notify:**

- Cheryl Sodorff 885-6027
- Larry Makus 885-7984
- Donn Thill 885-6214
- John Foltz 885-6681

C. Step 3 - Notify:

- Facilities 885-6246
- Environmental Health and Safety 885-6524
- Risk Management 885-7177

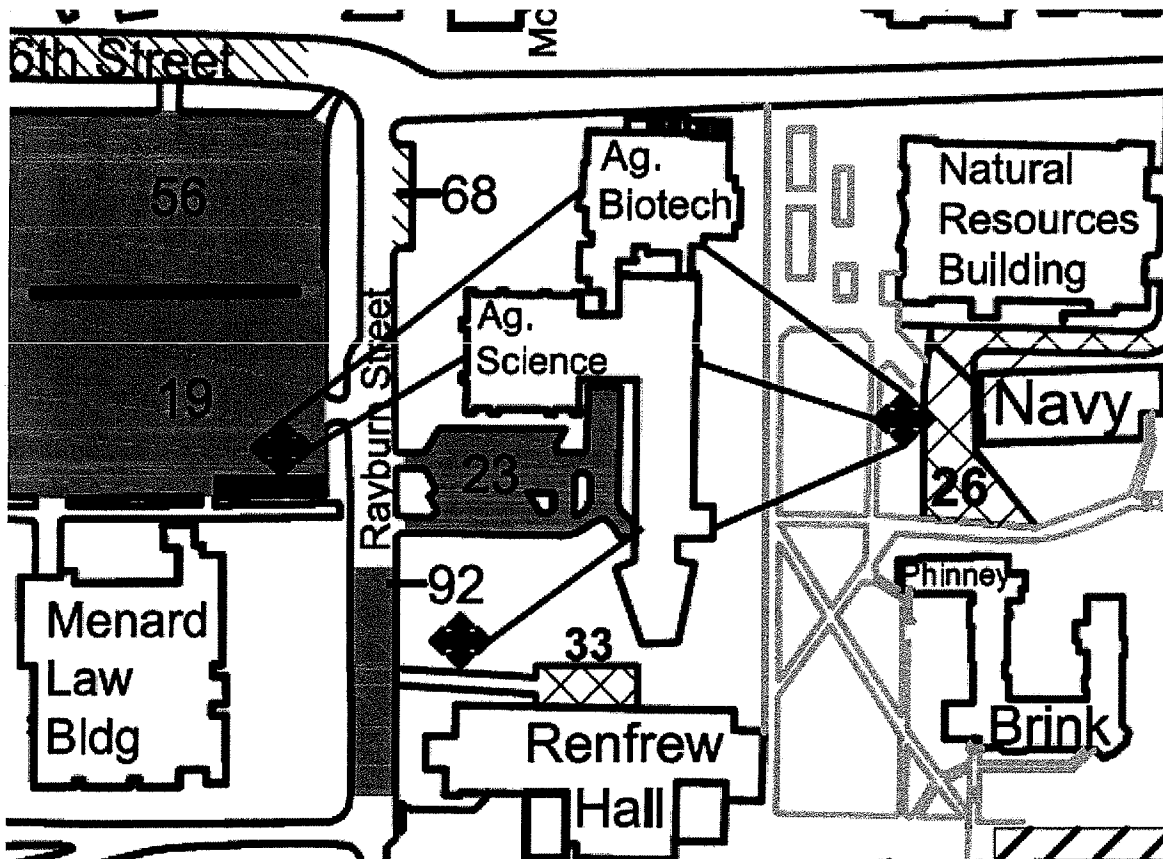
## IV. Emergency Procedures

### A. Building Evacuation Procedures

Evacuation is required any time a condition exists which would require evacuation, when the fire alarm sounds, when an evacuation announcement is made, or a university official orders you to evacuate.

The designated evacuation points are:

- The corner of gold parking lot #19 by the Menard Law Building and Rayburn St.
- The courtyard south of the College of Natural Resources Building and North of Brink Hall.
- The courtyard by Renfrew Hall and Rayburn St.



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## The Evacuation Coordinators are:

**1951 Wing**  
Ground Floor  
Bill Loftus  
Chris Darby

**1974 Wing**  
Ground Floor  
Holly Waters  
Christine Gillaspie  
Carol Lass

**Ag Biotech**  
Mark McGuire  
Gulhan Unlu  
Claudia Deobald

1<sup>st</sup> Floor  
Caleb Nindo  
Jim Nelson  
Chanelle Denman

1<sup>st</sup> Floor  
Frank Merickel  
Leslie Baker

2<sup>nd</sup> Floor  
Matt Doumit  
Paula Heaton

2<sup>nd</sup> Floor  
Dayna Willis  
Nicole Thompson

3<sup>rd</sup> Floor  
John Wallace  
Joan Campbell

3<sup>rd</sup> Floor  
Mary George  
Jim Davis

## Responsibilities of the **Evacuation Coordinator** are:

- Call 911 from a safe location to verify the fire alarm/evacuation signal has been received.
- Ensure people have evacuated the building, to the extent it is safe to do so.
- Maintain a roster of faculty and staff as an appendix to this plan and bring the roster to the evacuation point.
- Account for faculty and staff at the evacuation point.
- Be the contact point for reporting unsafe situations in the building or missing persons and report these to the emergency responders.
- Maintain a list of faculty and staff home phone numbers, cell phones, and/or pagers for contacting employees during and after emergencies.

### 1. When the building alarm sounds or an evacuation signal is given:

- a. Remain calm.
- b. Exit the room and:
  - Quickly shutdown any hazardous operations or processes and render them safe, if it is possible to do so. If an unsafe situation exists that will not allow a shutdown before evacuating, report this to the **Evacuation Coordinator**.
  - Take jackets or other clothing needed for protection from the weather.
  - Close windows and doors, but do not lock doors as you leave.
  - Leave room lights on.
  - If you are away from your room when the alarm sounds, you should exit the building immediately and not return to the room. If an unsafe situation exists in your room, report this to the **Evacuation Coordinator**.

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- c. Notify others in the area of the alarm if they did not hear it.
- d. Instructors must ensure all students evacuate.
- e. Exit the building via the nearest safe exit route. Walk; do not run. Never open doors that feel hot to the touch or attempt to travel through smoke-filled or hazardous areas. Use a different exit.
- f. Do not use elevators to exit.
- g. Report to the designated evacuation point and **Evacuation Coordinator**.
- h. Wait at evacuation point for directions.
- i. Do not reenter the building until emergency staff gives the "all clear" signal.
- j. If you become trapped due to smoke, heat, flames, or some other hazard:
  - Leave the room door closed. Seal door cracks and ventilation grills with cloth or wet towels or clothing, if possible.
  - Use the telephone to call 911 and let them know your location. Hang an article of clothing, large enough for emergency responders to see, in or out the window if possible.
  - If smoke enters the room and there is a window that opens, open the window to let it out. Close the window if outside smoke enters. Tie a piece of clothing around your nose and mouth to filter out smoke if needed.
  - Stay close to the floor where the air is cleaner.

## 2. Evacuation of persons with disabilities:

- a. Persons with disabilities, including those with mobility, hearing, or visual impairments, may need assistance during an evacuation. Units and instructors need to be aware of employees and students who may have disabilities and ensure they receive assistance during evacuation, if needed. Elevators are not to be used during an evacuation.
- b. Persons with hearing impairments:
  - Gain the person's attention by gesturing or turning the lights on and off.
  - If needed, write a note indicating an evacuation is necessary and provide directions.
- c. Persons with visual impairments:
  - Announce that an evacuation is necessary.
  - Offer your arm for guidance.
  - Tell the person where you are going and obstacles you encounter.
  - When you reach the evacuation point, ask if further help is needed.
- d. Persons with mobility impairments:
  - Procedure A:
    - If there is NO evidence of fire, smoke or other emergency in the area of occupancy or nearest Area of Evacuation Assistance (AEA), evacuate persons to the nearest AEA.
    - Upon arrival of the fire department, fire department personnel will determine the cause of the emergency and check all AEA locations.
    - If there is an actual emergency, people with mobility impairments will be evacuated by fire department personnel.
  - Procedure B:
    - If there is evidence of fire, smoke or other emergency in the area of occupancy, evacuate all people from the area.

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- Evacuation will be either from the building or to another AEA not affected by the emergency situation.
- A video is available from the main office showing how to evacuate a person who is using a wheelchair.

## B. Campus Evacuation/Closure Procedures

If it is determined that a campus evacuation/closure is necessary, all units will be notified by the emergency personnel or senior administration of the nature of the evacuation/closure, where to evacuate to (usually to home), and when it is safe to return to the campus. The **Evacuation Coordinator** will ensure that all occupants are informed of the evacuation/closure and where to go. The **Evacuation Coordinator** will use the phone list to update and distribute information of the emergency as needed to employees.

## C. Medical Emergency Procedures

- Call 911 or have someone call for you.
- If it is possible and safe to do so:
  1. Protect victim from further injury by removing any persistent threat to the victim. Do not move the victim unnecessarily. Do not delay in obtaining trained medical assistance.
  2. Provide first aid until help arrives if you have appropriate training and equipment.
  3. Send someone outside to escort emergency responders to the appropriate location.
- Location of first aid kit(s):

Wing	Dept	Room	Location Description
1951	SFS	111	Inside drawer, by the door to conference room
1951	SFS	120	On west side of counter #2
1951	SFS	124	On west side of counter #1
1951	SFS	126	In glass cabinet mounted south wall
1951	PSES	128	Shelf above middle bench closest to the door (above Lab Safety Plan Binder)
1951	SFS	129	In glass cabinet mounted on east wall
1951	SFS	129A	On counter #2, next to water bath
1974	PSES	133	Above middle sink, S. side of room
1974	PSES	136	Attached to west end of shelving unit on South wall
1974	PSES	138	Attached to west end of shelving unit on South wall
1974	PSES	140	On counter on west side of room
1974	PSES	141	On front of lecture podium
1974	PSES	143	On the east wall inside glass cabinet
1974	PSES	145	On top of the refrigerator as you come into the room in labeled kit
1974	PSES	145A	North wall on top of key box
1974	PSES	145C	North wall behind the sink faucets
1974	PSES	147	On bench top shelf, NE corner of room
1974	PSES	151	Mounted on west wall next to door above light switch
1974	PSES	153A	Mounted to the north wall
1974	PSES	232	1 kit mounted on north wall as you come into room
1974	PSES	232A	2 kits place on shelves on north wall behind door
1974	PSES	242G	North wall on a shelf
1974	PSES	247	On the counter by the entrance to the room
1951	PSES	306	On shelf mounted to west wall
1951	PSES	313	On bookcase to right of door
1951	PSES	316	Mounted to center island desk on east wall
1951	PSES	321	Mounted to the west wall, south side near door



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1951	PSES	323	To left of door as enter room
1974	PSES	332	On shelf above work table, NW corner of room
1974	PSES	339	By sink, front left of room, SE corner of room
1974	PSES	341	By sink in north-east corner of the lab
1974	PSES	347	On north end of bench along east wall, near door
1974	PSES	349	Top Shelf of the first glass cabinet east wall
Ag Bio	PSES	116	Located under the paper towel dispenser on the west end
Ag Bio	SFS	116	Second drawer down on East end of lab to the left of fume hood
Ag Bio	PSES	122	Center lab - on shelf on the south wall
Ag Bio	PSES	122	Top drawer to right of fume hood on east wall
Ag Bio	SFS	216	Below glass cabinet mounted on north wall

## D. Fire or Explosion Emergency Procedures

- Alert people in the immediate area of the fire/explosion and evacuate the area.
- If you have been trained and it is safe to do so, you may attempt to extinguish a fire with a portable fire extinguisher. If you have not been trained to use a fire extinguisher, you must evacuate the area.
- Confine the fire by closing doors as you leave the area.
- If the automatic fire alarm has not been activated, activate the building fire alarm system by pulling the handle on a manual pull station.
- Evacuate the building following the procedures listed above. The **Evacuation Coordinator** must call 911 to verify the fire alarm/evacuation signal has been received.

## E. Hazardous Materials Emergency Procedures

A release of hazardous materials could involve chemical, biological, or radioactive materials. The ability of an employee or student to respond to a hazardous materials release will depend on many factors, including the amount of material spilled or involved in an incident, the physical, biological and chemical characteristics of the material, the material's health and hazard characteristics, the location of the spill, the level of response training obtained, and the types of personal protective and spill response equipment available. Employees will familiarize themselves with the information and procedures found in the *University of Idaho Hazardous Materials Emergency Response Plan* and the *University of Idaho Hazardous Materials Management & Disposal Policy & Procedures Manual*.

If a hazardous materials release occurs that cannot be handled by an employee, then:

- Alert people in the immediate area of the spill and evacuate the area.
- If an explosion hazard is present, take care not to create sparks by turning on or off electrical equipment. Activate the electrical shutoff if a laboratory is equipped with one.
- Confine the hazard by closing doors as you leave the area.
- Use eyewash or safety showers as needed to rinse contamination off people.
- Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the entire building. **If there is a chance of explosion from the hazardous material release, do not activate the building fire alarm.** Evacuate the building manually by alerting others by voice. Take care not to turn electrical

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equipment on or off or otherwise cause sparks. If there is no chance of explosion, activate the building fire alarm system by pulling the handle on a manual pull station.

- Evacuate the building following the procedures listed above. The **Evacuation Coordinator** must call 911 to verify the fire alarm/evacuation signal has been received. Be prepared to provide as much information as possible on the hazardous materials released.
- At the designated evacuation point, notify emergency responders of the location, nature and size of the spill.
- Isolate contaminated persons. Avoid cross-contamination or chemical exposure from contaminated persons.

## F. Power Outage Procedures

Assess the extent of the problem in the unit's area and:

- Report the outage to the University of Idaho Facilities Maintenance & Operations at:
  1. 885-6246 during normal work hours
  2. 885-6271 after normal work hours
- Assist other building occupants to move to safe locations.
- Loss of power to fume hoods may require the evacuation of the building. If it is safe to do so, close the sash of the fume hood if power is lost.
- Evaluate the unit's work areas for hazards created by power outage. If it is safe to do so, secure hazardous materials and shut down hazardous processes, take actions to preserve human and animal safety and health, and take actions to preserve research.
- Turn off and/or unplug non-essential electrical equipment, computer equipment and appliances. Keep refrigerators and freezers closed throughout the outage to help keep them cold.
- Areas not served by emergency lighting will maintain flashlights in an accessible location.
- If the building or campus must be evacuated, follow evacuation procedures listed above.

## G. Procedures for Responding To Criminal Activity or Violence

- Attempt to remove yourself from any danger.
- Notify Moscow Police by calling 911. Try to call from a safe location, if possible.
- If possible, provide the police with the following information:
  1. Location of crime.
  2. Nature of crime and specifics (number of people involved, any weapons, etc.).
  3. Any injuries.
  4. Description of suspect(s) (height, weight, sex, race, clothing, hair color etc.).
  5. Direction of travel of suspects.
  6. Description of any vehicles involved in the crime.
  7. DO NOT pursue or attempt to detain suspects.

## H. Bomb Threat Procedures

- Obtain and review the Bomb Threat Checklist (available from the main office).

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- If you receive a bomb threat:
  1. Check the exact time.
  2. Listen carefully to the caller's voice.
  3. Write down the caller's exact words.
  4. Use the **Bomb Threat Checklist**.
- Ask questions, particularly about:
  1. Location of device.
  2. Time of detonation.
  3. Type of device.
    - a. Listen for background noises.
    - b. Note the time the caller hangs up.
    - c. Hang up the phone. Immediately, before the next call comes in:
      - Pick up the phone and dial \*57 (This will start a trace on the call. There may be a cost for this service; it is okay to accept the cost.).
      - Listen and write down what the recorded message says.
      - Hang up again, pick up the phone and dial \*69 (This will give the phone number of the last call received, if available.), and Listen and write down what the recorded message says.
- Call the Moscow Police Department (911) and report:
  1. Your name.
  2. Location and telephone number you are calling from.
  3. The situation.
  4. Location of the device, if known.
  5. Time it is set to detonate, if known.
  6. Type of device, if known.
  7. Exact time you received the call.
  8. The information you received after you dialed \*57 and \*69.
  9. Any other information on the **Bomb Threat Checklist**.
- Inform your supervisor.

## I. Terrorist Events

- Recognizing a Potential Terrorist Event

It is difficult to know with certainty in what form a terrorist event will take place. It could be an obvious event involving an explosion and release of hazardous materials, or it could involve a covert method, such as mailing letters or packages containing hazardous materials.

The following are guidelines for generic suspicious activities that should be reported to the Moscow Police Department at 882-2677 or, if life threatening, at 911:

1. Anonymous tips, phone calls or notes indicating threatening events.
2. People watching officials or offices.
3. Unidentified or unattended packages left in or near offices.
4. Requests for plans, blueprints, or specifications for buildings by people who have no reason for this information.
5. People in places where they do not belong.
6. Packages or heavy mail with a peculiar odor or appearance.

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7. Confrontations with angry, aggressively belligerent or threatening persons.
8. Extremely threatening or violent behavior by co-workers who indicate they may resort to revenge or more violence.

- **Securing and Accounting for Hazardous Materials**

The use of hazardous materials at the university requires safeguards and increased security. However remote the possibility, we should prevent the unintentional removal of biological agents, radioactive materials, and hazardous chemicals. By using common sense and the following steps, we can greatly reduce the potential for problems:

1. Do not leave laboratories, or other areas where hazardous materials are present, open and unattended. If you leave the area, make sure the door is locked.
2. When not in use, return hazardous materials to their proper storage area. Storage areas in unattended spaces should be locked.
3. Maintain an inventory of hazardous materials and routinely check these materials.
4. Do not allow unauthorized personnel into your work space. Question people who enter your work space and who are unfamiliar to you.
5. If you notice any hazardous materials missing or believe they have been stolen, please contact the Moscow Police Department at 882-2677 and the Environmental Health and Safety Office at 885-6524.

- **Guidelines for Screening Suspicious Packages and Letters - Concerns for Biological or Chemical Threats.**

NOTE: Although any threatened use of a biological or chemical agent must be treated as though it is real, experience has demonstrated that these are likely to be a hoax. If the suspected biological agent is reported as anthrax, be assured that it is NOT generally contagious (i.e., spread from person to person) and that treatment is available and effective if administered before the onset of symptoms.

**Common features of suspect packages or letters are:**

1. There may be liquid leaking from package.
2. They tend to have hand-applied postage.
3. They have excessive postage.
4. They are addressed to a position, not a person.
5. There may be no return address.
6. They are often hand written or have a poorly typed address.
7. They tend not to be in business format envelopes.
8. There may be misspelling of common words.
9. They may have restrictive markings such as "Confidential", "Personal", etc.
10. They may have excessive weight and/or the feel of a powdery or foreign substance.
11. There may be foreign post marks and/or writing.
12. The source of the letter/package is not recognized by recipient/addressee.

**If you believe you have received a suspect package or letter, you should:**

1. NOT open the letter or package.

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2. Contact Moscow Police at 882-2677.
3. Remain at the site until police arrive with instructions.

**If you inadvertently open a suspect package/letter or if it is leaking liquid or an unknown substance, you should:**

1. Immediately set the item down gently at the location where it was opened.
2. Contact Moscow Police at 911.
3. All potentially exposed persons should leave the area and wash exposed skin with soap and water.
4. Return to an area within the building adjacent to the initial exposure and wait for police (for example, a hallway outside the original room).
5. Do not allow others into the area. If anyone enters the area, they should stay in the area until instructed to leave by Moscow Police.
6. Remember that this is NOT a medical emergency yet, but it is a potential contamination problem.
7. This is also a potential crime scene - preserve evidence and pay attention to what you have seen or done.

**You should NOT do the following:**

1. Pass the letter or package to others to look at.
  2. Disturb any contents in the letter or package. Handling the letter/package may only spread the substance contained inside and increase the chances of it getting into the air.
  3. Ignore the threat; it must be treated as real until properly evaluated.
  4. Leave the building until instructed to do so.
- Guidelines for Screening Suspicious Packages and Letters – Concerns for Explosive Devices

A suspicious package or letter may have any of the features listed above for suspicious packages and letters that may contain biological or chemical materials, including the following:

1. They may have bumps, wires, or pieces of metal exposed.
2. They may be heavy.
3. They may have an excessive amount of securing material, such as tape, string, etc.

**If you suspect that a package or letter contains an explosive device, you should:**

1. Not move or open the package or letter.
2. Not let other people inspect or handle the package or letter.
3. Immediately evacuate the immediate and surrounding area.
4. Call 911 from a safe location.

## J. Active Shooter or Hostage (Lockdown)

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and

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immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community. Be aware that the 911 system may become overwhelmed in this type of incident.

## Guidelines

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and CALL 911 as soon as possible.

If an active shooter is outside your building or inside the building you are in, you should:

- Try to remain calm.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Proceed to a room that can be locked or barricaded.
- Lock and barricade doors or windows.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios or other devices that emit sound.
- Keep yourself out of sight and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets, or any other object that will stop bullet penetration.
- Silence cell phones.
- Have ONE person CALL 911 and provide:
  1. "This is the University of Idaho (give your location) and we have an active shooter on campus, gunshots fired."
  2. If you were able to see the offender(s), give a description of the persons(s) sex, race, clothing, type of weapon(s), location last seen, direction of travel, and identity – if known.
  3. If you observed any victims, give a description of the location and number of victims.
  4. If you observed any suspicious devices (improvised explosive devices), provide the location seen and a description.
  5. If you heard any explosions, provide a description and location.
- Wait patiently until a uniformed police officer, or a university official known to you, provides an "all clear".
- Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or university official.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.
- If a lock down is implemented, no one will be allowed to enter or leave the building.

If an active shooter enters your office or classroom, you should:

- Try to remain calm.
- Try not to do anything that will provoke the active shooter.

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- If there is no possibility of escape or hiding, only as a last resort when it is imminent that your life is in danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).
- Call 911, if possible, and provide the information listed in the previous guideline.
- If the active shooter(s) leaves the area, barricade the room, or proceed to a safer location.

If you are in an outside area and encounter an active shooter, you should:

- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- CALL 911 and provide the information listed in the first guideline.

What to do if taken hostage

- Be patient. Time is on your side. Avoid drastic action.
- The first 45 minutes are the most dangerous. Be alert and follow instructions.
- Don't speak unless spoken to and then only when necessary.
- Avoid arguments or appearing hostile. Treat the captor with respect. If you can, establish rapport with the captor. It is probable that the captors do not want to hurt anyone. If medications, first aid, or restroom privileges are needed by anyone, say so.
- Try to rest. Avoid speculating. Expect the unexpected.
- Be observant. You may be released or escape. You can help others with your observations.
- Be prepared to speak with law enforcement personnel on the phone.

What to expect from responding police officers

- The objectives of responding police officers are:
  1. Immediately engage or contain the active shooter(s) to stop life threatening behavior.
  2. Identify threats such as improvised explosive devices.
  3. Identifying victims to facilitate medical care, interviews and counseling.
  4. Investigation.

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns or handguns. Regardless of how the police appear or sound, do not be afraid of them. Do exactly as the officers instruct. Put down any bags or packages you may be carrying and keep your hands visible at all times; if instructed to lie down, do so. If you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene;

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police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

## **V. Critical Needs Assessment**

The following are identified as critical needs for this unit during a building or campus emergency, which are necessary to protect property, research and other activities, and provide services to the university community.

### **A. Critical Property, Activities and Services**

Part A lists the equipment, research activity and/or service that are critical to be maintained during an emergency.

### **B. Essential Personnel**

Part B lists personnel needed to oversee activities or provide services during an emergency. The unit administrator will contact personnel as needed during unit or campus emergencies.



## CRITICAL NEEDS ASSESSMENT

### PART A

### CRITICAL PROPERTY, ACTIVITIES AND SERVICES

List the property, activity and/or service that would be critical to maintain during a building or campus emergency. Include whether or not provisions are in place to protect or maintain that item.

Critical Item	Provision Needed To Maintain Item	Provision In Place?		Wing/ Dept/ Room	Contact Person & Administrator	Office Phone	Home or Cell Phone
		Yes	No				
Walk in Cooler	Backup power	X		1951/AVS/12	Pedram Rezamand	885-5392	208-885-6323
Walk in freezer L-20c	Backup power	X		1951/AVS/12	Pedram Rezamand	885-5392	208-885-6323
Walk in Cooler	Backup power	X		1951/AVS/13	Pedram Rezamand	885-5392	208-885-6323
Cold Storage room	Backup power	X		1951/PSES/17	Jim Davis Bob Tripepi	885-4266 885-7810	208-882-8722 208-875-1011
Walk in cold room/freezer	Alarm system installed to let us know if the power is out and the compressors need to be reset	X		1951/FS/125	Jim Nelson Caleb Nindo	885-2564 885-9683	208-301-8833 509-715-9683
Double H2O incubator COG	Backup power	X		1951/AVS/127	Chris Schneider	885-7390	n/a
Medical Cabinet – Green	Inventory & controlled pharmaceutical	X		1951/AVS/127	Chris Schneider	885-7390	n/a
Monolith	Keep Dry	X		1951/PSES/1 <sup>st</sup> Floor Hallway	Anita Falen	885-7554	208-285-1116
Live colonies of insects	Temperature Control	X		1974/PSES/136	Frank Merickel	885-7079	208-882-2291
Specimens	Keep Dry	X		1974/PSES/136	Frank Merickel	885-7079	208-882-2291
Literature	Keep Dry	X		1974/PSES/136	Frank Merickel	885-7079	208-882-2291
Live colonies of insects	Temperature Control	X		1974/PSES/138	Frank Merickel	885-7079	208-882-2291
Elementar CNS Analyzer	Backup power	X		1974/PSES/143	Anita Falen	885-7505	208-301-1569
FlA-Ion Analyzer	Backup power	X		1974/PSES/143	Anita Falen	885-7505	208-301-1569
Fume Hoods	Backup power or evacuation	X		1974/PSES/145	Anita Falen	885-7554	208-285-1116

**CRITICAL NEEDS ASSESSMENT  
PART A (Continued)  
CRITICAL PROPERTY, ACTIVITIES AND SERVICES**

List the property, activity and/or service that would be critical to maintain during a building or campus emergency. Include whether or not provisions are in place to protect or maintain that item.

iCap-ICP Instrument	Backup power and exhaust		X	1974/PSES/145C	Anita Falen	885-7554	208-285-1116
IRIS-ICP Instrument	Backup power and exhaust		X	1974/PSES/145C	Anita Falen	885-7554	208-285-1116
Quikchem AM Lachat	Backup power		X	1974/PSES/145C	Anita Falen	885-7554	208-285-1116
Dionex Ion Chromatograph	Backup power		X	1974/PSES/145C	Anita Falen	885-7554	208-285-1116
Fume Hoods	Backup power		X	1974/PSES/147	Leslie Baker	885-9239	208-892-0168
FT-IR Instrument	Backup power		X	1974/PSES/147	Leslie Baker	885-9239	208-892-0168
Agilent HPLC-MS (TOF)	Backup power, N2 Generator, Pump		X	1974/PSES/151	Matt Morra	885-4953	208-882-7050
Freeze drier, Vacuum Pump	Backup power		X	1974/PSES/151	Matt Morra	885-4953	208-882-7050
Walk in Cooler	Backup power		X	1951/AVS/211	Pedram Rezamand	885-5392	208-885-6323
Walk in Cooler	Backup power		X	1951/AVS/214	Pedram Rezamand	885-5392	208-885-6323
GC-5890 (Hewlett Pack.)	Surge Protector / Backup power		X	1951/AVS/214	Pedram Rezamand	885-5392	208-885-6323
Mass. Spectrometer	Backup power		X	1951/AVS/214	Pedram Rezamand	885-5392	208-885-6323
Centrifuge - sorral	Backup power		X	1951/AVS/214	Pedram Rezamand	885-5392	208-885-6323
Freezer	Backup power		X	1974/PSES/253	Sanford Eigenbrode	885-2972	208-310-6839
Cold room	Backup power		X	1974/PSES/253B	Sanford Eigenbrode	885-2972	208-310-6839
Insect rearing room	Backup power		X	1974/PSES/254	Sanford Eigenbrode	885-2972	208-310-6839
Herbarium	Keep dry/no water/fire suppression		X	1951/PSES/316	Tim Prather	885-9246	208-882-0179
Plants	Water		X	1974/PSES/332	John Wallace	885-9489	208-874-2887
Gas Chromatograph	Backup power		X	1974/PSES/337	Jack Brown	885-7078	NA
	Backup power		X	1974/PSES/337	Sanford Eigenbrode	885-2972	208-310-6839

**CRITICAL NEEDS ASSESSMENT  
PART A (Continued)  
CRITICAL PROPERTY, ACTIVITIES AND SERVICES**

List the property, activity and/or service that would be critical to maintain during a building or campus emergency. Include whether or not provisions are in place to protect or maintain that item.

Mass Spectrometer	Backup power		X	1974/PSES/337	Sanford Eigenbrode	885-2972	208-310-6839
Dry air/lab bench air	Backup power/Air Pressure		X	1974/PSES/337	Sanford Eigenbrode	885-2972	208-310-6839
2 Growth chambers	Backup power		X	1974/PSES/341	Bob Tripepi	885-6635	208-882-6182
Tissue Culture room	Backup power		X	1974/PSES/342	Lori Ewing	885-6663	208-285-1655
Cold Storage unit #1	Backup power		X	1974/PSES/345	Lori Ewing	885-6663	208-285-1655
Cold Storage unit #2	Backup power		X	1974/PSES/345	Guy Knudson	885-7933	208-882-0209
Plants	Water		X	1974/PSES/345	Bob Tripepi	885-6635	208-882-6182
3 Growth Chambers	Backup power		X	1974/PSES/345	Bob Tripepi	885-6635	208-882-6182
Plants	Water		X	1974/PSES/347	Lori Ewing	885-6663	208-285-1655
Plants	Water		X	1974/PSES/349	Jack Brown	885-7078	NA
-80° C Upright Freezer	Emergency power		X	Ag Biotech 221	Gulhan Unlu Caleb Nindo	885-7771 885-9683	509-715-9683
-25° C Freezer	Emergency power		X	Ag Biotech 216	Gulhan Unlu Caleb Nindo	885-7771 885-9683	509-715-9683
Two 4° C Refrigerators	Emergency power		X	Ag Biotech 216	Gulhan Unlu Caleb Nindo	885-7771 885-9683	509-715-9683
Freeze-Dryer	Emergency power		X	Ag Biotech	Gulhan Unlu Caleb Nindo	885-7771 885-9683	509-715-9683

**PART B**  
**ESSENTIAL PERSONNEL**  
**(Complete one form for each critical area)**

Include the names and titles of people in each area to be notified or recalled during a building or campus emergency, closure and/or postponement of opening. All essential staff should be familiar with the special responsibilities assigned to them during an emergency situation.

Employee Name	Title	Special Assignment	Wing/ Dept/ Room	Office Phone	Home Phone	Cell Phone	Pager
Christopher Schneider	Asst Professor		AVS	885-7390	208-892-3075	n/a	n/a
Matt Morra	Faculty		1951/PSES/110	885-6315	208-883-4215	n/a	n/a
Jim Davis	Research Support Scientist	Lab Super.	1951/PSES/128& 143	885-7505	n/a	208-301-1569	n/a
Frank Merickel	Collection Manager		1974/PSES/138	885-7079	208-882-2291	n/a	n/a
Anita Falen	Research Associate	Lab Super.	1974/PSES/145 & 145C	885-7554	208-285-1116	208-816-6807	n/a
Matt Morra	Analytical Inst. Super.		1974/PSES/151	885-4953	208-882-7050	n/a	n/a
Sanford Eigenbrode	Faculty		1974/PSES/254	885-2972	n/a	208-310-6839	n/a
Tim Prather	Faculty	PI	1951/PSES/317	885-9246	208-882-0179	n/a	
Ying Wu	RSSIII		1974/PSES/337B	885-4455	208-596-1478	208-596-1478	n/a
Jim Davis	RSSIII		1974/PSES/347	885-6710	208-882-8722	n/a	n/a

SPECIAL INSTRUCTIONS FOR ESSENTIAL PERSONNEL: See special assignments in Part B.

Date of Assessment: January 12, 2012

# Emergency Response Quick Reference Guide



## GENERAL EMERGENCY PRINCIPLES

In any emergency situation, The University of Idaho's overriding mission is to:

1. Protect life safety
2. Secure critical infrastructure and facilities
3. Resume normal operations



## EMERGENCY COMMUNICATIONS

During an **EMERGENCY** (*Fire/Medical/Accident/Hazardous Spill*) always **CALL 911**

To reach **CAMPUS SECURITY** in a non-emergency, call **(208) 874-7550**

For University of Idaho Emergency **UPDATES**, call **(208) 885-1010**

National Poison Control call **1-800-222-1222**

Environmental Health & Safety (*Hazardous Materials/Lab Safety/Building Safety/Occupational Safety*) call **(208) 885-6524**

Facilities Services call **(208) 885-6246**

Moscow Police Department (non-emergency) **(208) 882-2677**



## MEDICAL EMERGENCY

**IF trained, begin First Aid**

Call **911** and have another person meet Police/Rescue at a designated area to escort responder to victim



## FIRE ALARM/ACTUAL FIRE

- **FIRE in building** — Evacuate Area/Activate Fire Alarm if not sounding already
- **Call 911** — (from Assembly Point)

**NOTE:** Individuals needing assistance during an evacuation are encouraged to develop personal action plans

**DO NOT return to building until "ALL CLEAR" is given by first responders**



## NATURAL DISASTER/INCLEMENT WEATHER

- **WEATHER WARNING:** Severe Weather has been sighted
  - Seek shelter
  - Stay away from windows / Avoid large rooms / **DO NOT** use Elevators
- **WEATHER WATCH:** Conditions favorable for the development of severe weather
  - Make a plan to deal with potential severe weather



## VIOLENT INCIDENT LOCKDOWN/ SHELTER IN PLACE

During a **VIOLENT INCIDENT** (*OR POTENTIALLY VIOLENT INCIDENT*) by an angry person or persons threatening with a gun or other deadly weapon, a Lockdown Response is used when it may be more dangerous to evacuate the building than to stay inside.

- Lock room doors and windows
- Call 911 as soon as possible without endangering yourself or others
- Remain in secure room until released by Police



## BEHAVIOR OF CONCERN

**IF YOU SEE SOMETHING, SAY SOMETHING!**

If you notice behavior of concern in students, staff, faculty or visitors, please seek advice from Emergency and Security Services **(208) 885-2254**



## RESOURCES

1. **CONFIDENTIAL HOTLINE**  
If you see or suspect unethical or illegal behavior, you may report your concerns anonymously by calling **1-800-775-1056**
2. **HUMAN RIGHTS, ACCESS AND INCLUSION**  
If you have questions or concerns regarding The University of Idaho's non-discrimination policies, including bias or sexual harassment prevention and response, call **(208) 885-4285**
3. **OMBUDS OFFICE**  
Confidential, impartial and informal conflict resolution assistance, call **(208) 885-6151**
4. **VIOLENCE PREVENTION PROGRAMS**  
call **(208) 885-2956**
5. **COUNSELING AND TESTING CENTER**  
Free and confidential counseling services for students, call **(208) 885-6716**
6. **STUDENT AFFAIRS**  
[askjoe@uidaho.edu](mailto:askjoe@uidaho.edu) /call **(208) 885-6757**
7. **RISK MANAGEMENT**  
[www.uidaho.edu/risk](http://www.uidaho.edu/risk) or /call **(208) 885-7177**

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