

IN AN EMERGENCY:

1 FIRST CALL 911
From any COLLEGE PHONE
dial 911 or 8-911

2 THEN CALL SECURITY at
208-604-4597 or extension 5432



CEI Security are NOT First Responders

Emergency Checklist:

Serious Injury / Violent Crime

- Call 911 immediately
- Follow instructions provided by the 911 Operator
- Contact CEI Security and/or Manager
- Complete a *Campus Incident Report*

Minor Injury / Non-Violent Crime

- Assist the injured individual if requested
- Contact CEI Security and/or Manager
- Complete a *Campus Incident Report*

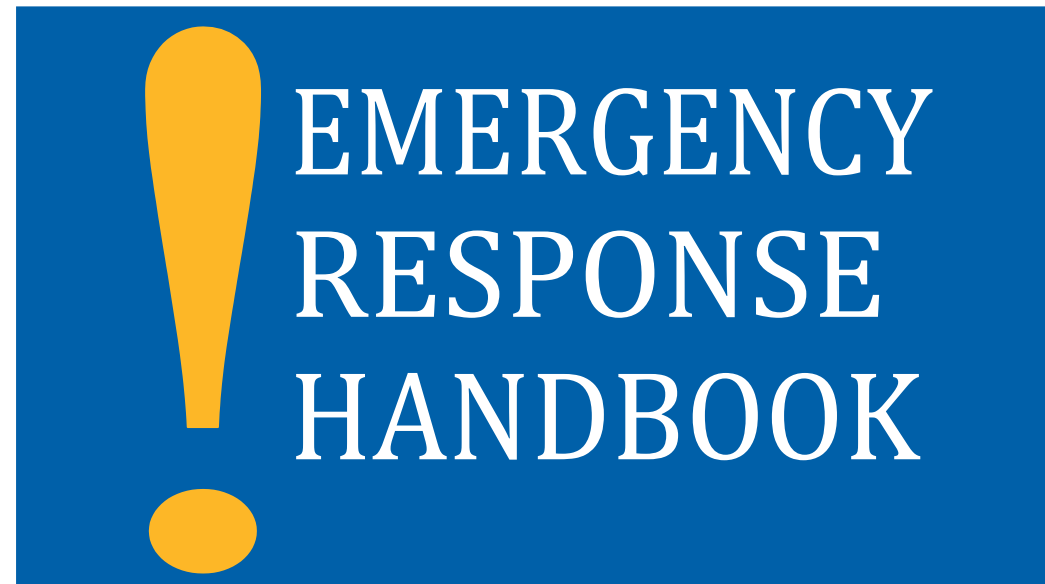
Smoke or Fire

- Activate the nearest Fire Alarm pull Station
- Evacuate to assembly area and wait for the Fire Department
- Contact CEI Security and/or Manager
- Complete a *Campus Incident Report*

Safety Concern

- Contact CEI Security and/or Manager
- Complete a *Campus Incident Report*

Note: *Campus Incident Report* form can be found on the CEI Employee Hub



FOR STUDENTS, EMPLOYEES AND VISITORS

Prepared by the CEI Safety and Emergency Committee, Office of the Vice President of Finance and Administration, and the Office of the Director of Facilities and Operations

-2021 Edition-

At College of Eastern Idaho, providing a safe environment for our students, faculty, staff, and visitors is a top priority. An important part of achieving this goal is ensuring that each person understands their role, and how to respond effectively and appropriately should an emergency arise.

To support a safe learning environment and workplace, we are pleased to provide an Emergency Response Handbook, which provides a clear plan for reacting and responding effectively to a broad range of emergency, hazardous, and/or crisis situations.

Emergencies can happen at any time, and it's our collective responsibility to be informed and prepared. Please take the time to review this handbook and familiarize yourself with the important information it contains.

The Emergency Handbook is available online at <https://www.cei.edu/hr/policies-procedures/facilities>.

EMERGENCY CALL TREE

Use this call tree in in emergency situations where IFPD has been called to Campus. Examples would be physical altercations, domestic violence, armed suspect, assault, battery, etc. as well as any major damage to the campus i.e. a fire or major flood affecting an entire building or the whole campus. Call numbers listed below in this order listed until you make contact. The first person contacted will be then responsible for completing the notification process.

1. Bob Odenthal - Chief of Security
208-569-6308 or 661-478-2352
2. Les Scott – Director of Facilities and Operations
208-589-0858
3. Byron Miles – Vice President of Finance and Administration
208-241-1409
4. Lori Barber – Vice President of Academic and Student Affairs
208-709-0238
5. Rick Aman – President
208-850-6707

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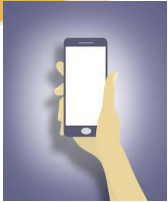
SECTION 1: STAY INFORMED

In an emergency, the College of Eastern Idaho website is a primary source of information. During an emergency or when college operations are interrupted, regular updates will be posted at www.cei.edu.

College of Eastern Idaho utilizes several different channels to notify students and employees of emergency situations, interruptions, closures, and safety-related information including:

- CEI Website
- CEI Social Media accounts
- CEI Email
- Telephone, Text Message, and Voicemail Systems
- Outdoor digital signs.

SUBSCRIBE TO RAVE



RAVE Mobile Safety is CEI's tool used for communicating important notifications to the college community. RAVE is a notification system that allows subscribers to receive important notifications via text (SMS), voice and email. Students and employees are automatically enrolled in this service based on the information provided to CEI when enrolled or hired. Make sure to update your information regularly.

Manage your account at www.getrave.com/login/cei

INCLEMENT WEATHER

When College operations are interrupted due to inclement weather or other similar circumstances, the College website, Facebook, and news media channels will be the main source of closure information (See page 27 regarding campus closures).



Campus Phones:

There are campus phones in almost every room on campus. Campus Security can be reached at 208-535-5432 or in the event of an emergency please dial emergency services by dialing 911 or 8-911.

CEI CAMPUS SECURITY

The Facilities and Operations department, working alongside the Vice President of Finance and Administration, are committed to supporting a culture of safety and security at College of Eastern Idaho. These departments are responsible for security, parking services, conducting investigations, and emergency management/business continuity.

Our security officers respond in an "observe and report" capacity to violations related to College policies and regulations, federal and state statutes and municipal/regional by-laws. They will conduct minor investigations and will lend support in contacting local police services and/or agencies, as required. In addition, security officers conduct routine patrols of all buildings, grounds, and parking areas of the main campus and respond to all calls for service, and any intrusion alarms that may be activated. CEI security officers are NOT emergency responders.

FOR ALL EMERGENCIES

DIAL 911

THEN CONTACT

THE CAMPUS SECURITY AT:

(208) 604-4597 OR EXT. 5432

CAMPUS SAFETY TIPS

- Always carry your CEI College student or employee ID Cards
- Register for RAVE to keep your contact information up-to-date.
- Know your building number/name and emergency exits including location of first aid kits, fire extinguishers, and public Automated External Defibrillators (AED)
- Program emergency numbers into your mobile device
- Always report unusual and/or suspicious activities and items to Campus Security
- People with access and functional needs, include family, friends, roommates and co-workers in your plan by helping them understand your needs during an emergency.

If you are working late at night, alone or in an isolated area on campus you are asked to notify Campus Security. Security will make regular checks to ensure your safety and security while working late at night. Campus Security staff can also provide an escort service to your vehicle if requested. Please remember to contact Campus Security when you are leaving.

Parking Lot Safety:

Basic safety principals that you can use to help keep you safe when traveling to and from your vehicle:

- Park near your building in a highly visible and well-lit area
- Keep your valuables, including purses and recent purchases, out of sight. Always lock them in the trunk
- Lock the doors and roll up windows once you are in the vehicle
- Have a plan ahead of time. Know where you can go for safety and how to call for help
- Do not have a personal identification tag on your key ring. If your keys are lost or stolen, a thief will be able to find your vehicle or house
- Do not approach someone if they are loitering near your vehicle.

Always try to walk with a fellow student or coworker. Give your escort a ride back to the main entrance so they do not have to walk back alone. You can also request an escort to your vehicle by contacting Campus Security.

SECTION 2:

Emergency Procedures



GENERAL EMERGENCY PROCEDURES (A.C.T.)

Put people first, be sure to A.C.T.

In case of an emergency:

1. **A**ssess the situation, if serious injury or danger exists, call 911 or 8-911 (on campus phones) and closely follow any instructions received and answer questions from the dispatcher.
2. **C**all, CEI Campus Security to assist the EMS response.
3. **T**ake action, provide first aid or seek aid, as required by the situation.
4. Complete an Accident/Incident Report within 24 hours of the incident and send to one of the following:
 - a. Human Resources (Building 5, Room 524)
 - b. Student Affairs (Building 3, Room 311)
 - c. Security Office (Building 1, Room 113C)

To determine where to send report, follow the routing instructions on the report.

In case of a non-emergency:

1. **A**ccess the situation, if serious injury or danger DOES NOT exist
2. **C**all CEI Campus Security and inform them of the situation.
3. **T**ake action, provide first aid or seek aid as required by the situation.
4. Complete step 4 from above and complete an Accident/Incident Report within 24 hours.

SAFETY AND EMERGENCY PRECAUTIONS FOR PERSONS WITH DISABILITIES

The safety of all persons involved in an emergency is the top priority for College of Eastern Idaho. Persons with disabilities have special needs. In the event of an emergency, preparation is vital. If you or a person you know has a disability and may require assistance in an emergency, create and arrange a plan with volunteers from your respective work area (e.g., classrooms and/or offices) for assistance to the nearest available designated evacuation area in the event of an emergency.

A person with a disability may request an appointment to review emergency evacuation procedures from the Office of Disability Services:

- Students - call: 208-535-5462
- Employees - call Human Resources: 208-535-5303

Evacuation of Individuals with Disabilities:

The campus community should help by ensuring that persons with disabilities receive emergency warnings and are provided necessary assistance during the response effort. Persons with disabilities know their abilities and limitations best. Attempts by others to assist or carry someone may result in injury to both the person receiving assistance and the person providing assistance. Please respect the individual's evacuation preference/decisions.

Designated evacuation areas (areas of refuge) for people with mobility impairments needing assistance are located on each floor of all multi-storied CEI buildings.

- Building 1 (Sessions) - East stairwell of the basement (near room 109).
- Building 6 (Healthcare) - Second floor in the southwest stairwell (near room 231).

Remember that in an emergency, these areas may not be accessible; it is advisable to have a back-up plan. Keep in mind that elevators should not be used in certain emergencies or in the case of evacuations.

If a person with a disability is unable to evacuate, the individual should stay calm and take steps to protect themselves. If there is a working telephone, a call should be placed to emergency dispatchers at 911 or 8-911 (on campus phones). If the area of refuge is inaccessible, the individual with a disability should position themselves close to the nearest window and attempt to notify first responders by yelling, blowing a whistle, or waving a brightly colored object by the window.

For those with disabilities not specifically covered, ask the person what type of assistance is needed. Be calm and reassuring. If the individual is not able to evacuate safely from a multi-story building assist the person to an area of refuge and notify Campus Security.

Non-Emergency Evacuation:

During a non-emergency evacuation such as a power outage, individuals who cannot maneuver the stairs alone should take the following steps with the assistance of a colleague:

If necessary:

- Call Campus Security
- Let Campus Security know what evacuation method the person with the disability would prefer
- Campus Security will determine if the request is possible for them to perform in a safe manner
- Campus Security will determine if additional assistance is needed from local authorities
- The person with the disability will then be taken to a designated evacuation area for rescue.

Provide assistance to visual/hearing impaired:

- Inform them of the nature of the emergency
- Offer to guide them to an area of safety
- Inform them where you are and advise the person of any obstacles
- Inform them where they are and ask if any further assistance is needed
- Remain with them as long as you are needed.

MEDICAL EMERGENCY

Any person with an individual medical emergency will be transported to the nearest qualified medical facility. If the medical emergency is not urgent, the individual should be encouraged to seek medical assistance.

Follow the steps of A.C.T. found on page 8.

Complete an Accident/Incident report within 24 hours.

FIRE

In all cases, when a student, employee, or visitor becomes aware of fire and/or smoke, the fire department **MUST** be notified immediately.

In case of a fire, follow evacuation steps found on pg. 12.

Before a fire:

- Know the location of fire extinguishers, fire exits, and fire alarm pull station systems and know how to use them
- Be aware of flammable or corrosive chemicals stored in your building
- Ask individuals with disabilities or anyone in need of assistance how you can assist them in evacuating the building. Know where the areas of refuge are located (pg. 9).

Things to remember:

- Attempt rescue efforts **ONLY** if there is no immediate danger to you
- Attempt to extinguish a fire **ONLY** if there is no immediate danger to you
- Use “Stop, Drop, and Roll” techniques for any person whose clothing has caught on fire.
 - Smother the flames on a person by wrapping the person in a heavy fabric and rolling them on the ground
- IF you use a fire extinguisher:
 - Pull safety pin from handle
 - Aim at base of fire(s)
 - Squeeze the trigger handle
 - Sweep side to side.
- Stay low to the ground, especially if smoke is present.

EVACUATION

Building evacuations will occur upon notification by emergency personnel. Building evacuation maps are located in each room; take the time to become familiar with their location and content. Be prepared to render assistance to others, if necessary. If needed, activate the nearest fire alarm pull station, or shout the alarm as you evacuate the building.

1. Evacuate the building using the most direct and safest route, closing all doors behind you.
2. Do not use elevators during an emergency evacuation.
3. Follow directions given by emergency personnel.
4. If you have a disability, go to the designated area of refuge (see pg. 9). Contact Security, wait for emergency personnel to assist in evacuation.
5. Once outside:
 - Move clear of the building to allow others to exit
 - Move to assigned assembly areas
 - Report to your supervisor
 - Do not block roads or fire lanes
 - Do not leave the area without informing your supervisor
6. Remain in a safe location. Do not return to an evacuated building until advised by emergency personnel.

Designated Assembly Areas:

- Building 1 (Sessions) - Parking lot under the trees (south of the building)
- Building 2 (Robertson) - Parking lot near the LDS Institute (west of the building)
- Building 3 (Christofferson) - Flagpoles (east of the building)
- Building 4 (Maintenance) - Parking lot under the trees (east of the building)
- Building 5 (Creek) - Greenhouse (north of the building)
- Building 6 (Healthcare) - Parking area near the berm (north of the building).

Map is provided under Section 3 on page 29.

HOLD & SECURE/LOCKDOWN

Police activity and/or incidents in and around the campus or the campus communities may result in campus being put in a Hold & Secure or Lockdown.

Hold & Secure is a response to a threat and/or incident in the general vicinity of a campus, but not on or adjacent to college property. Campus life continues as normal inside the college; however, as a precautionary measure, outer doors are locked and no one is permitted entry or exit from the buildings.

Lockdown is used in a serious emergency situation where the threat is inside a campus building, or on or adjacent to college property. A Lockdown minimizes access and visibility in an effort to shelter students, employees, and visitors in secure locations. Similar to a Hold & Secure, all outer doors are locked; however, a lockdown requires that all students, employees and visitors be kept in classrooms or other designated locations and that inner doors also be locked, where possible. Entry to, and exit from, the building is restricted to emergency services personnel only.

During a Lockdown, lights are turned off in the classroom/office, curtains/blinds are closed where possible, cell phone use is restricted, and all people inside the building should remain quiet. As cell phone use is restricted, students, employees, and visitors are asked not to use phones until cleared to do so, and to ensure cell phones and other electronic devices are silenced or turned off.

SHELTER-IN-PLACE

Shelter-in-Place is to be used for environment or weather related situations. Including extreme weather (e.g. tornado) and hazardous materials release. This is a precautionary measure to help keep individuals safe by remaining indoors.

Severe Weather:

- Move to a windowless, interior room
- Stay away from hazardous materials
- Take shelter under tables, desk or other objects that will protect against flying glass or debris. Cover your face and head with your arms
- Stay under cover until ordered to evacuate
- Wait for the all clear and follow evacuation procedures to leave the building. Watch for fallen debris and electrical wires when exiting
- When you exit the building, go a reasonable and safe distance from all building and power lines
- Wait for instructions from emergency personnel.

Hazardous Materials Release:

In the event of an emergency affecting College of Eastern Idaho and/or surrounding areas, such as the accidental or intentional release of dangerous goods into the atmosphere (e.g. chemical, biological, radiological or nuclear contaminants), persons in the area may be instructed to shelter-in-place.

If instructed to shelter-in-place:

- Close and lock all windows and exterior doors. If there is danger of an explosion, close all window coverings. Turn off all fans, vents, and heating and air conditioning systems
- If possible, take refuge in a small, interior room, with no or few windows. In case of chemical threat, a top floor location is preferable, as chemicals heavier than air may seep into basement or lower floors even with windows closed
- Do not leave the building or go outside until advised by emergency services or Campus Security.

SUSPICIOUS OBJECTS/BOMB THREAT

All bomb threats must be taken seriously.

If you receive a bomb threat by phone:

- Remain calm. Do not interrupt the person making the call.
- Keep the caller on the telephone as long as possible and take note of the following details about the caller:
 - Time of the call
 - Exact wording of the threat
 - Characteristics of the caller including gender, age, speech or tone of voice, and background noise
- Ask questions such as the description of the bomb including where the device is located, what time it will detonate, and the reason it was placed there
- Contact 911 and then Campus Security, in that order
- If a decision is made to evacuate, follow the evacuation procedures to exit the building (see pg. 12)
- If you are directed to evacuate the building, quickly scan the area on your way out. Report any suspicious packages or activity to Campus Security.

A search of the campus may be conducted by local law enforcement and Campus Security.

If you receive a suspicious object (e.g. package or letter):

Do not handle the object or allow other people to do so. Do not use any phones near the package. Notify campus security from a safe distance from the package. Once security has been notified, inform your supervisor of the situation. Do not enter the office/area until you are told by security or law enforcement that it is okay to return to the area.

In all bomb threat situations involving a suspicious package or letter, the immediate area will be evacuated and no one will be permitted to access the area except appropriate emergency personnel who are qualified bomb disposal technicians.

SUSPICIOUS / DANGEROUS PERSON

All students, employees, and visitors of College of Eastern Idaho are urged to report any suspicious persons or activities on or near campus to Campus Security immediately.

A suspicious or dangerous person(s):

A suspicious person is one whose action(s), behavior, or words cause another to suspect something is wrong (e.g. stalker/kidnapper) and/or when their actions(s) or words make you sense a threat or danger to you, someone else, or to facilities.

A dangerous person is anyone who intends to harm themselves, another person(s), or the facilities on campus. Immediately report dangerous person(s) to Campus Security or if danger is imminent call 911.

If you encounter a suspicious person:

- Remain calm
- Do not let anyone into a locked room or building without proper authority and identification
- Do not engage in a physical confrontation with the person.
- Do not block the person's exit
- Contact Campus Security or Call 911
- Note as many details about the person and incident as possible
- Answer all questions from the 911 Operator.

VIOLENCE

Criminal acts towards persons or property can occur on or off campus. In such situations to remain in or move to a safe area, and report criminal or suspicious activity to Campus Security.

If you or others are in danger or imminent danger or if the incident resulted in anyone being physically harmed, immediately contact 911 and then Campus Security.

If personal safety allows, try to get a good description of the individual(s) committing the crime; note height, weight, sex, color, approximate age, clothing, method and direction of travel, and name, if known. Remain where you are until an Officer arrives.

If you are being physically attacked:

- Trust your instincts
- Yell or scream. Shout 'Stop' or 'Help'
- Run if you can
- Call 911 or instruct someone to contact 911 and then Campus Security
- Answer the 911 operator's questions
- Do not chase the perpetrator.

SEXUAL ASSAULT

If You Have Experienced Sexual Violence

If an assault has occurred, go to a safe place; any place where you can find physical safety and receive emotional support. If you feel unsafe, wish to report the assault, or want to discuss any aspect of your experience, you are strongly encouraged to contact the National Sexual Assault Hotline at 1.800.656.4673.

What to Do if You Witnessed Sexual Violence

If an act of sexual violence is occurring, call 911, and then notify Campus Security.

If you have witnessed sexual violence, contact the Office of Student Affairs at 208-535-5451; they will provide resources and support. If you want to speak to someone directly, visit building 3, Room 311, on CEI's Main Campus.

If a member of College of Eastern Idaho community witnesses' sexual violence against another member of the College community, staff is required to immediately report the alleged incident to HR by contacting 208-535-5303, or by visiting Building 5, Room 524, on CEI's Main Campus.

RAINN (Rape, Abuse & Incest National Network) created and operates the National Sexual Assault Hotline at **1-800-656-HOPE (1-800-656-4673)**. This nationwide partnership of more than 1,100 local rape treatment hotlines provides victims of sexual assault with free, confidential, services around the clock. In 2007, RAINN expanded its hotline services with the National Sexual Assault Online Hotline at hotline.rainn.org. RAINN is the first secure web-based hotline that provides live and completely confidential help to victims through an interface as intuitive as instant messaging.

College of Eastern Idaho's Sexual Assault Policy and Procedure is available online at www.cei.edu.

WEAPONS/FIREARMS/THREATS

Weapons are defined as firearms, knives, explosives, or other items which are capable of inflicting serious injury.

Possession or use of weapons, including firearms, while upon properties owned or controlled by the College or where College activities occur, is prohibited, except authorized law enforcement officers and as defined by CEI Policy 417.

Properties owned or controlled by the College include all College owned or leased buildings and surrounding areas such as sidewalks, driveways, and parking lots.

Some students or instructors regularly use tools which fall under the definition of weapons. Such tools, when applied directly to a legitimate use in College programs, are exempt from such policy. Questions are to be directed to the College Vice President of Finance and Administration.

If someone displays a weapon to you or confronts you with a weapon:

- Try to remain calm. Do not speak loudly to the individual(s) or make any sudden moves
- Follow the instructions given by the person who has the weapon
- NEVER try to grab the weapon
- Try to increase the physical distance, if possible
- Watch for a safe chance to escape
- Immediately report the incident to 911 and then to Campus Security

Unauthorized use or possession of firearms, replica firearms, weapons, ammunition, or explosive substances is in violation of CEI policy.

Anyone found in violation of this policy will be susceptible to disciplinary action including suspension or termination from the College and prosecution under appropriate city, state, or federal laws.

RUN, HIDE, FIGHT/ACTIVE SHOOTER RESPONSE

An “active shooter” is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooter use firearm(s) and there is no pattern or method to their selection of victims. These events are unpredictable and evolve quickly; knowing what to do can save lives. When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

You have three options:

1. **RUN** – Avoid: If an escape route is accessible, attempt to evacuate the premises.
 - Seek Safety
 - Leave your belongings behind
 - Call 911 when you are safe.
2. **HIDE** – Deny: If evacuation is not possible, find a place to hide where an active shooter is less likely to find you.
 - Hide in an area out of the shooter’s view
 - Lock the door or block entry to your hiding place
 - Silence your cell phone (including vibrate mode) and remain quiet.
3. **FIGHT** – Defend: Take action against the active shooter.
 - Fight as a last resort and only when your life is in imminent danger.

When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (e.g., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming, or yelling
- Do not ask questions when evacuating.

Information to provide to 911 operations:

- Follow directions from the 911 operator and answer all questions with as much detail as possible.

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured.

Once you have reached a safe location, 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 the area until law enforcement authorities have instructed you to do so.

Licensed CEI counselors and volunteers will be available on hand to offer support and short term crisis response counseling.

COMMUNICABLE DISEASES

CEI’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease.

In the case of a public health emergency, CEI will adhere to any orders of the State of Idaho, or local and/or national health agencies including the Centers for Disease Control (CDC). In order to prevent transmission of communicable diseases, the college president has the authority to make emergency closing decisions as deemed appropriate.

For more information, please refer to Policy 121 in the CEI Policies & Procedures manual.

GAS LEAK

If you smell gas or are aware of a gas leak:

- Do not attempt to locate the source of the leak
- Do not do anything that could cause a spark and ignite the gas:
 - Do not use electrical devices, such as light switches or telephones
 - Do not use an open flame, matches, or lighters
 - Do not start vehicles parked in the area
- Leave the building/area/floor where the smell is present and immediately notify Campus Security
- The Director of Facilities and Operations or appointed person will be notified of the gas leak and will immediately investigate
- If instructed to evacuate, follow evacuation procedures.

CHEMICAL SPILL

Location, quantity, concentration, and other factors will affect how a spill will be handled. All laboratory personnel should be prepared to assist with hazardous material spills within the building and their area.

- Secure area and do not attempt to clean unless properly trained in managing biological releases or chemical spills
- Move to a safe area
- Report the release or spill to Campus Security and provide information on location and type of release or spill
- The Director of Facilities and Operations will be notified of the spill and will immediately investigate
- If the release or spill has the potential to impact a larger area, activate the campus Fire Alarm and evacuate individuals from the immediate area.

In the event of an environmental emergency caused by human activity, such as industrial or transportation related accidents that release hazardous substances, immediately contact Campus Security.

EXPLOSION

In the event of an explosion or similar emergency, take the following actions immediately:

- Evacuate the area as soon as it is safe to do so following the established evacuation procedures (see pg. 12)
- If evacuation is not possible, immediately take cover under tables, desks, etc. for protection from falling glass or debris
- Remain calm
- Call 911 and then Campus Security
- Pull the nearest Fire Alarm
- Leave doors open.

UTILITY FAILURE

The possibility exists for a utility system failure of some nature and magnitude. If you discover a water leak, or major utility failure please follow these steps:

- Do not attempt to correct the problem on your own
- Move to a safe area
- Call Campus Security
- Be prepared to provide failure type and location
- Building may be evacuated due to utility failures.

Power Outage/Failure:

- Remain patient and wait momentarily to see if the power resumes or emergency generator activates
- Notify Campus Security: provide the campus location, building, department where the power failure has occurred, and your name and contact information
- Remain in your classroom, office, or lab until personnel with flashlights can guide you out safely
- If instructed to evacuate, follow evacuation procedures.

Elevator Failure:

If you become trapped in an elevator, use the emergency telephone (most elevators on campus are equipped with an emergency telephone) or activate the elevator emergency bell within the elevator car. If you hear an elevator emergency bell, please call Campus Security. Please keep the following information in mind regarding elevator failure:

- Never climb out of an elevator when it is stopped between floors
- Trying to escape, even if the door is open, can be life threatening if the elevator suddenly moves. Wait for assistance to arrive
- Elevators have mechanical safety brakes that will operate in all situations, even during power failures
- The activation of an elevator lobby smoke detector will cause building elevators to return non-stop to the floor without a triggered alarm and lock with the doors open.

Never use an elevator to evacuate a building.

NATURAL DISASTERS/WEATHER RELATED

EARTHQUAKE:

If indoors:

- Move to an interior, windowless room
- Take shelter under tables, desks or other objects that will protect against flying glass and debris. Cover your face and head with your arms. Try to keep 15 feet away from windows to avoid flying glass. Keep away from skylights and large overhead light fixtures
- Stay under cover until ordered to evacuate
- Keep calm. While evacuating, watch for fallen debris and electrical wires.

If outdoors:

- Move quickly away from buildings, utility poles, overhead wires, and other structures
- Avoid downed power or utility lines as they may be energized
- Do not attempt to enter buildings until advised to do so by the proper authorities.

If in an automobile:

- Stop in the safest place available as quickly as safety permits, preferably in an open area away from power lines or trees
- Stay in the vehicle for the shelter it provides.

Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage. Evaluate the situation and call 911 for emergency assistance, if necessary.

Do not use not use lanterns, torches, lighted cigarettes, or open flames since gas leaks could be present. Open windows, doors, etc. to ventilate building. Watch for broken glass.

If structural integrity appears to be deteriorating rapidly, evacuate the building.

TORNADOES:

Possible signs of a tornado are:

- Dark often greenish sky
- Large hail
- Loud roar, similar to a train
- Cloud of debris (the tornado may not be visible)
- Wind becomes calm and still
- Frequent lightening.

Before a tornado:

- Locate an accessible basement or corridor in your building
- Stay informed through local media sources on days when severe weather is expected
- Keep a reliable flashlight in your office/work area.

During a tornado:

- Proceed to the basement of any building that has a basement or sub-walk.
 - Position yourself in the safest portion of the area away from glass
 - Be prepared to kneel facing a wall and cover your head.

FLOOD:

When a flash flood watch is issued in your area, keep watch of local News media for more information. If flooding is likely and time permits, move essential items and furniture to upper floors of your building.

- Move to a safe area before access is cut off by flood waters
- Stay on high ground; avoid areas subject to sudden flooding
- Do not attempt to cross through an area of flowing water if it is above your knees
- Do not attempt to drive over a flooded road; you could become stranded and trapped
- 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.

AFTER A SEVERE STORM:

- Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury
- Immediately report any smoke or fire you see within your building to Campus Security
- Do NOT drink any water from the area until it has been tested by health officials
- Do not handle live electrical equipment in wet areas. Electrical equipment should be checked and dried thoroughly before returned to service. To exit buildings, use flashlights, not open flames. Report broken utility lines to Campus Security
- The Director of Facilities and Operations and/or the Vice President of Finance and Administration will advise you as to when and how to initiate restoration efforts and the continuity operation plans of the College.

CAMPUS CLOSURE

CEI will make every attempt to maintain normal operations for the benefit of its students, faculty, and staff. Severe weather conditions may require the College to close for a brief period of time. The decision to close campus and cancel classes is made by the administration based on careful consideration of a variety of factors and conditions.

Notifications will be sent through 'RAVE mobile safety', the CEI website, and local news media via radio and television. Every effort will be made to send out notifications by 6:30 A.M. for morning closures and 3:30 P.M. for evening closures.

The decision to close the CEI main campus will apply to all campuses, off-campus centers, outreach centers, and sites.

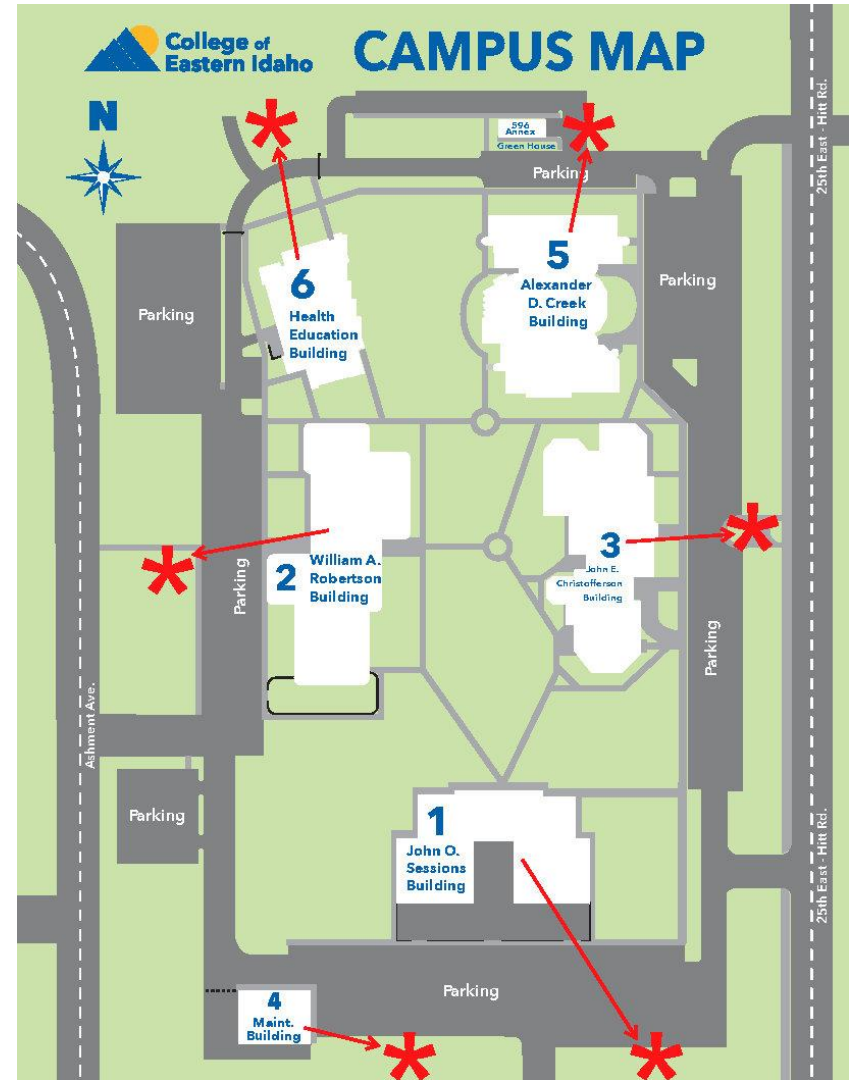
In every situation, individuals are always responsible for their own safety and should make their own judgements and decisions based on their specific circumstances. Employees and students must assume responsibility for their own safety regarding whether they should drive to CEI under varying weather conditions.

SECTION 3:

Additional Information



ASSEMBLY AREA MAP



IDAHO FALLS STAY INFORMED

PULSEPOINT:

Only about one third of sudden cardiac arrest victims receive bystander CPR, and public access Automated External Defibrillators (AEDs) are used less than 3% of the time when needed and available.



Currently, there are far too few bystander rescuers – not too many. The goal of the app is to engage additional bystanders in these lifesaving acts. Thank you for helping us change these statistics and save more lives!

PulsePoint App Instructions:

- Download the free PulsePoint app using your Apple IOS or Android device
- Once installed, tap the PulsePoint icon on your device to launch the app
- Review app terms
- Tap the white dial at the top of the screen to select an agency to follow
- Tap add agency
- Type in Idaho Falls Fire Department
- Tap the word follow in the upper right-hand corner.

How does PulsePoint work?

- A CPR notification arrives as a normal push notification. This notification will be accompanied by a distinctive alert tone. Opening the notification will load the PulsePoint app. The screen will display your current location, the general reported location of the cardiac arrest victim, and any nearby AEDs (defibrillators)
- To receive a “CPR Needed” activation, you must have the CPR notification type selected in the Settings Menu and you must be in the immediate vicinity of a reported cardiac arrest
- The app aims to notify those essentially within walking distance of the event location.

ALERTSENSE PUBLIC SAFETY ALERTS:

Sign Up to receive public safety alerts from Bonneville County -- a free service for our residents. These alerts are provided free of charge, however, standard text messaging rates and other charges may apply from your wireless carrier. Download the free MyAlerts app today from the Google Play Store or the Apple App Store OR text your zip code to 37801.



BASIC DISASTER SUPPLIES KIT

Supply kit items should be stored in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers such as plastic bins or duffel bags.

A basic emergency supply kit could include the following recommended items:

- Water (one gallon per person per day for at least three days, for drinking and sanitation)
- Food (at least a three-day supply of non-perishable food)
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
- Flashlight
- First aid kit
- Extra batteries
- Whistle (to signal for help)
- Dust mask (to help filter contaminated air)
- Plastic sheeting and duct tape (to shelter in place)
- Moist towelettes, garbage bags and plastic ties (for personal sanitation)
- Wrench or pliers (to turn off utilities)
- Manual can opener (for food)
- Local maps
- Cell phone with chargers and a backup battery.

Go to [Ready.gov/kit](https://www.ready.gov/kit) for more information!