-STOP-

DURING AN ACTUAL EMERGENCY, GO TO APPENDIX A-1 AND A-2 FOR EMERGENCY CHECKLISTS

FOR IMMEDIATE EMERGENCY ACTION INSTRUCTIONS AND SPECIFIC HAZARD INSTRUCTIONS, GO TO ANNEX D
Letter of Promulgation

Boise State University is committed to protecting our students, faculty, staff, and visitors along with our intellectual property and facilities. For this reason, the Vice President for General Counsel has developed this Emergency Operations Plan. With this plan, we will university strive to minimize the impact of emergencies through mitigation planning and promoting preparedness prior to any incidents. Also, proper knowledge and execution of this plan should maximize the effectiveness of our campus community’s response to and expedite recovery from their inevitable occurrence.

Working together using common protocols and procedures will ensure our best response. The Emergency Operations Plan includes a chain of command that establishes the authority and responsibilities of campus officials and staff members utilizing the National Incident Management System/Incident Command System (NIMS/ICS). It also includes procedures for activating the Emergency Operations Center, which centralizes coordination and support for emergency responses.

While this plan provides overarching guidance and response guidelines, Boise State University expects individual departments to develop their own detailed plans to effectively organize, coordinate, and direct available resources toward emergency response and recovery. The plan also requires departments to designate emergency Building Administrators and Building Coordinators who will have the authority to make modifications in emergency procedures specific to their building and commit resources to emergency preparedness as necessary.

The Emergency Operations Plan is designed to help university employees respond appropriately when emergency conditions exist. Although these situations are unpredictable, this plan allows for an immediate response by university employees, thereby minimizing danger to our campus.

Every member of the Boise State University community should understand his or her role in emergency situations. Please review this manual so you can support your colleagues and protect our students, faculty, staff, and visitors should an emergency arise.

Thank you,

John Kaplan

Executive Director, Security & Police Services
Boise State University
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1.0 Boise State University Emergency Management Plan

Although the Treasure Valley is relatively safe place to live, work, and play, there are a variety of emergencies which could happen: loss of life, property and income; cause human suffering; and disrupt our normal campus functions. Whether or not caused by acts of nature or by mankind, Boise State University must be prepared at all times to respond to all hazards. This plan has been established to provide a framework for the management of how we mitigate, prepare for, respond to, and recover from an emergency or disaster.

Our overall priorities during a disaster are protection of lives, our property (including research, our community, and the environment. This plan represents the Emergency Management Plan encompassing the facilities, services, and administration of Boise State University.

1.1 Purpose of the Plan

This plan provides the management structure, key responsibilities, emergency assignments and general procedures to follow during and immediately after an emergency. Boise State University established this plan to address the immediate requirements for an emergency or disaster in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, faculty, staff, and the public
- Manage immediate communications and information regarding emergency operations and campus safety
- Managing coordination and support for maintaining essential services and operations
- Collect, manage and analyze information to support decision-making and creating incident action plans
- Manage University resources effectively in an emergency situation

1.2 Scope of the Plan

This current version of the Boise State University Emergency Response Plan supersedes all previous plans and precludes employee actions not in concert with its intent or the emergency management organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and
common sense in matters not foreseen or covered by the elements of the plan or any of the annexes.

This plan does not supersede or replace any safety policies or procedures which are already in place at the University. Any procedures specified in this plan should supplement existing procedures and provide a temporary organizational hierarchy for the rapid and effective response to all categories of emergencies. Individual and specific departmental and building plans are encouraged in conjunction with this overarching framework to respond and begin recovery from emergency incidents occurring on the University.

1.3 Laws and Authorities

The University’s Emergency Operations Plan is promulgated under the authority of the President of Boise State University and only the President or designee is authorized to declare a state of emergency at the University. When activated, this plan will be implemented by all assigned officials under the direction of the members of the Emergency Policy and Operations Groups (see section II. B). The Emergency Policy and Operations Groups will be responsible for all decisions, resource allocation, emergency response and recovery actions during and following any crisis or disaster. The plan shall be subsequently deactivated by the President or designee when all phases of managing the emergency have concluded.

Additional Authority:

A. Federal

- Emergency Planning and Community Right-to-Know Act, 42 USC, 116
- Emergency Management and Assistance, 44 CFR
- Presidential Directive, HSPD-5, Management of Domestic Incidents, 2002
- Resource Conservation Recovery Act (RCRA), 42 U.S.C § 6901 (requires proper management of hazardous waste).
- Public Health Security and Bioterrorism Preparedness and Response Act, 42 U.S.C § 201.
- Agricultural Bioterrorism Protection Act of 2002, 7 U.S.C § 8401, (addresses possession, use and transfer of biological agents and toxins).
- Developing and Maintaining Emergency Operations Plan, CPG 101, V2, 2010
B. State

Although this plan complies with the Idaho Governor’s Executive Order No. 2010-09, this plan incorporates the Idaho Bureau of Homeland Security’s Emergency Operations Plan (2015) for our primary authority, guidance and procedures.

- Executive Order No. 2010-09 Assignments of All-Hazard Mitigation, Preparedness, Response and Recovery Functions to State Agencies in Support of Local and State Government Relating to Emergencies and Disasters
- Idaho Emergency Operations Plan, November 2015
  - Note: the Idaho EOP is maintained in the secure online BHS EOPT website
  - Contact Boise State University Office of Emergency Management at 426-3638 to get a copy

C. Local

This plan anticipates external agencies responding to an incident on Boise State University will follow procedures in accordance with the Ada-City County Emergency Management (ACCEM) Local Plans for handling emergencies, disseminating public information, establishing emergency communications, assessing and reporting damage, and implementing recovery actions. The following incident-specific plans are available:

- Ada County Dam Failure Response Plan (For Official Use Only – Contact the Boise State Emergency Management Office for access)
- Ada County Flood Response Plan
- Ada County Hazmat Response Plan
- Ada County Mass Casualty Incident Plan
- Ada County Terrorism Response Plan (For Official Use Only – Contact the Boise State Emergency Management Office for access)
- Ada County Wildfire Response Plan
- Boise City Evacuation Plan

1.4 Plan Activation

This plan is activated whenever emergency conditions exist in which normal operations cannot be performed and immediate action is required to:

- Save and protect lives
- Coordinate communications
- Prevent damage to the environment, systems and property
- Provide essential services
- Temporarily assign University staff to perform emergency work
• Invoke emergency authorization to procure and allocate resources
• Activate and staff the Emergency Operations Center

1.5 Plan Maintenance and Review

To maintain a current and functional plan, the Emergency Operations Plan will be formally reviewed annually with revisions being made as appropriate. This plan will be updated, as necessary, based upon deficiencies identified by the drills and exercises, changes in organizational structure, facilities, technological changes, etc.

Interim revisions will be made when one of the following occurs:

• A change in University site or facility configuration, which materially alters the information contained within the plan or affects implementation of the plan
• A change in response resources identified by after-action reports
• Internal assessments, third party reviews, or issues identified in drills or actual responses which require significant changes
• New laws or University policies are implemented which affect the contents or implementation of the plan
• Additional changes deemed significant

Approved changes will be incorporated into the plan and forwarded to all departments and individuals identified as having possession of the plan.

1.6 Training & Exercises

The Office of Emergency Management will conduct an annual workshop to create a Training & Exercise Plan based on the contents of this plan. Along with scheduling periodic training events, this plan will be activated at least once a year in the form of a simulated emergency exercise to provide practical experience to those having Incident Command Post and Emergency Operations Center duties & responsibilities.

The University Emergency Manager will be responsible for providing appropriate training to those individuals expected to participate in the implementation of the Plan and function in the Incident Command System. ICS-300 and ICS-400 are scheduled through the Idaho Bureau of Homeland Security and conducted in a classroom setting. All other NIMS/ICS courses listed below are available online.

**Recommended Incident Management Training.**

All University Faculty and Staff personnel who might be involved in an emergency incident role should take the basic NIMS/ICS training provided by DHS/FEMA. At a minimum this should include:

• IS-700.a NIMS An Introduction
• IS-100.HE Introduction to the Incident Command System, ICS-100, for Higher Education
• IS-800.B National Response Framework, An Introduction
Department supervisors who anticipating being first responders or Incident Commander for University emergency incidents will also complete higher level NIMS/ICS courses at the earliest available opportunity:

- IS-200.b - ICS for Single Resources and Initial Action Incidents
- IS-200.HCa Applying ICS to Healthcare Organizations (For University Health Services personnel)
- ICS-300
- ICS-400

Faculty or staff who could be assigned to the Emergency Operations Center are recommended to accomplish the following training courses online:

- IS-701.a NIMS Multiagency Coordination System (MACS) Course
- IS-702.a National Incident Management System (NIMS) Public Information Systems
- IS-703.a NIMS Resource Management Course
- IS-704 NIMS Communications and Information Management

For any questions on how to accomplish the online training courses listed above or on how to register for ICS-300 or ICS-400, contact the Office of Emergency Management at 426-3638.

1.7 Conducting After-Action Reviews

The After-Action Review (AAR) occurs immediately after the incident or exercise. The format of the AAR is the combination of a presentation of the events and actions taken during the event along with a group discussion about those events and actions. The AAR evaluation serves as the basis for:

- Evaluating if the incident/exercise objectives and if they were achieved
- Evaluating training and staffing deficiencies
- Evaluating necessary upgrades and corrections to all plans, protocols and procedures
- Evaluating if additional inter-agency coordination is required for effective emergency response

The Office of Emergency Management will draft the After Action Report following the After Action Review and then forward for review to all incident/exercise participants. Once all the inputs have been collected, the final report will be forwarded to the University Emergency Response Policy and Operations Group. Any recommendations and improvements in the After Action Report will be incorporated into the Emergency Operations Plan at the earliest date.
2.0 Concept of Operations for Emergency Response

2.1. First Response Actions

The first responsible person (Faculty and/or Staff) at the scene of a campus emergency situation should evaluate the circumstances, get out of immediate danger and then call 911 or University Security & Police Dispatch at 426-6911. Continue to exercise supervision of the situation until relieved by an Incident Commander having legal or assigned responsibility for the type of incident occurring. First actions at the scene will normally be to initiate necessary evacuations, care for the injured and to isolate the area to protect others from being exposed to known or suspected hazards. Go to Annex B for a quick reference Emergency Response Guide for dealing with various emergency incidents.

2.2. Levels of Emergency and Response Priorities

Levels of Emergency.

Emergency conditions vary with each incident and activation. As a guide, three levels of emergency are specified, as follows:

- **Level 1** – Emergency incident that normal University emergency services can handle. While there may be some damage and/or interruption, the conditions are localized and the Emergency Operations Center is not needed. This is considered the “stand-by” mode.

  Examples of Level 1 incidents could include broken water pipes, minor hazardous material spills, or individual building loss of heat or electricity for several hours.

- **Level 2** – The emergency incident is more severe and causes damage and/or interruption to operations. A partial or full activation of the Emergency Operations Center is needed. The University may be the only affected entity or it may require limited outside help from external agencies.

  Examples of Level 2 incidents could include violent or sexual assault on a single person, campus-wide power outages; minor fire confined to a room and not involving hazardous chemicals; potential employee exposure to ionizing radiation or biological-chemical agents; student, faculty, or staff fatalities due to natural causes or accident; etc.
- **Level 3** – Disaster conditions in which Boise State University must activate the full Emergency Operations Center to address the immediate emergency. Emergency conditions are wide spread and Boise State University might have to be self-sufficient for a period of hours to several days. The University may request mutual assistance from the City of Boise, Ada County, various state agencies, or request federal assistance via the Idaho Bureau of Homeland Security Emergency Operations Center.

Examples of Level 3 incidents could include violent assault involving mass fatalities/casualties; major earthquake; widespread flooding; pandemic contagious outbreak; threats or acts of terrorism; mass destruction across campus; etc.

Generally, the Emergency Operations Center is activated under Levels 2 and 3 emergencies. Annex C provides the contact list for the primary and alternate staff assignments to the Emergency Operations Center.

**Response Priorities.**

In dealing with any emergency, all available University personnel, equipment and materials will be made available to respond to and provide protection of life, property and operations with the following priorities:

- **Response Priority A**: Life Safety - assisting the injured, evacuating hazardous areas, eliminating life safety hazards.

- **Response Priority B**: Life Support and Assessment - eliminating or minimizing risks to facilities and systems that could lead to serious property loss beyond that already sustained;

- **Response Priority C**: Restoration of General Campus Operations - restoration of services, facilities and programs to allow resumption of classes and research programs.

For detailed descriptions and information on each of these response priorities, refer to Annex D.

**2.3. Boise State University Command and Control Concept**

This Emergency Response Plan is designed according to principles or concepts of the National Incident Management System (NIMS) along with the Incident Command System (ICS). Mandated by Presidential Directive 5 in response to 9/11, ICS is an incident management system used to manage emergency incidents or preplanned events (Commencement, Sporting Events) utilizing common nomenclature, organization, and communication standards. As the incident escalates and response agencies external to the University start to arrive, they can easily be incorporated into the command and control structure since ICS is a common management structure.
At Boise State University, depending on the Levels of Emergency, Emergency Response consists of the following:

- Incident Command
- Emergency Response Group
  - Emergency Policy Group
  - Emergency Operations Group
- Emergency Operations Center
  - Manager, Emergency Operations Center
- Building Administrators, Building Coordinators and Floor Monitors

**Incident Command.**

The on-scene Incident Commander (IC) is the individual responsible in the field for all incident activities, including development of strategies and tactics and the ordering and the release of resources. For example, in a civil disorder the University Security and Police Department will provide the Incident Commander. Other examples are as follows:

- Bomb Threat, Hostage, Terrorism – University Security and Police
- Hazardous Material Incidents – Environmental Health & Safety
- Snow or Debris Removal – Facilities Operations & Maintenance/Student Housing
- Utility Failure – Facilities Operations & Maintenance
- Public Health Emergencies – University Health Services

The IC will establish an Incident Command Post (ICP) at the scene to manage the incident. The ICP is the field location at which the primary tactical-level, on-scene incident command functions are performed. Examples of an ICP include the following: vehicle, mobile command post, trailer, tent, or within a building. The ICP should be positioned outside of the present and potential hazard zone but close enough to the incident to maintain command. Every incident must have some form of Incident Command Post.

The Incident Command System Organization is built around the following command and general staff activities:

- **Command Staff**
  - Public Information Officer
  - Safety Officer
  - Liaison Officer
- **General Staff**
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance and Administration Section Chief

The University’s Incident Commander will notify the Emergency Management office (426-3636) when emergency conditions reach the following levels:
• Level 1 – Emergency Management may be notified for informational purposes.
  o The Incident Commander can request the Emergency Manager activate
    the Emergency Operations Center (EOC)
  o The EOC will provide coordination and support

• Level 2 or 3 – Emergency Management is notified when the Incident Commander
  believes that the possibility of a Level 2 or 3 emergency exists.
  o The Emergency Manager will activate the EOC for all Level 2 and 3
    incidents
  o The Boise State Emergency Response Policy and Operations groups will
    be activated and the Emergency Manager will provide either physical or
    virtual situation updates

**Emergency Policy Group**

The Policy Group shall make and/or approve all major emergency or disaster response
decisions, priorities and strategies for the University as necessitated by the situation at
hand and based upon the economic, political, legal or other implications of both the
actual or potential threat faced. Section 3 of this plan provides a description of
individual responsibilities of each policy group member and a checklist of suggested
duties to assist them in carrying out their functions during an emergency situation.
However, nothing in the duty checklists shall be construed in a manner that limits the
use of good judgment and common sense on the part of an individual member in
dealing with the details of the emergency, crises or disaster at hand. The following
persons comprise the membership of the Emergency Policy Group:

- President
- Provost
- Vice President, Finance and Administration
- Vice President, Student Affairs
- Vice President, University Advancement
- Vice President, Research
- Associate Vice President and University Counsel
- Associate Vice President, Campus Planning and Facilities
- Director, Communications and Marketing

The Policy Group will be given periodic situation updates by the Emergency Operations
Center. If required, the Policy Group will be requested to meet with either the Incident
Commander or the EOC Manager when policy decisions are required; the location will
be specified at that time.

**Emergency Operations Group**

The Operations Group carries out the decisions reached by the Policy Group; usually in
the Emergency Operations Center. The Operations Group gathers, confirms and
evaluates incident information; coordinates, directs and tracks field level personnel,
equipment and material resources deployed; identifies resource needs/shortfalls; and
documents situation status. Section 3 of this plan provides a description of individual responsibilities of each group member and a checklist of duties to assist them in carrying out their functions. However, nothing in the duty checklists shall be construed in a manner that limits the use of good judgment and common sense on the part of an individual member in dealing with the details of the emergency, crises or disaster at hand. The following persons comprise the membership of the Emergency Operations Group:

- Vice Provost, Undergraduate Studies
- Associate Vice President, Finance and Administration
- Executive Director, University Security and Police
- Executive Director, University Housing
- Executive Director, Human Resource Services
- Executive Director, University Health Services and Campus Recreation
- Executive Director, Office of Information Technology
- Director, Facilities Operations and Maintenance
- Assistant Director, Communications and Marketing
- Manager, Risk Management and Insurance
- Environmental Health Officer
- Occupational Health and Safety Officer

Emergency Operations Center

The Emergency Operations Center (EOC) is where the emergency team officials meet to control operations and make critical decisions during a crises or disaster situation. The EOC shall be activated only by the President or designated members of the Policy Group. When thus activated, all normal lines of authority, University procedures and regulations will be superseded by the appointed members of the Emergency Policy Group and Emergency Operations Group. When the EOC is deactivated, all normal chains of authority, regulations and procedures will immediately resume. For detailed information on the functions of the EOC, refer to Annex C.

Manager, Emergency Operations Center

Either the Executive Director of Security and Police or the University Emergency Manager will serve as the manager of the Emergency Operations Center (EOC). When directed by the President or designee, the EOC Manager will be responsible to notify each member of the Emergency Policy Group and where appropriate, Emergency Operations Group members, to convene at the Emergency Operations Center or other designated location dictated by the incident. Refer to Annex C for the specific responsibilities and duties of the Manager, EOC.

Building Administrators, Building Coordinators and Floor Monitors

Building Administrators, Building Coordinators and Floor Monitors are key personnel appointed for each building or facility to assist emergency planning and response
departments during drills and in actual emergencies. Unless instructed otherwise by University officials, when a building alarm sounds, these designated individuals are expected to ensure, to the extent practical, that a safe, orderly evacuation is carried out until emergency responders arrive on the scene.
3.0 **Organization and Assignment of Responsibilities**

3.1. **Emergency Policy Group**

<table>
<thead>
<tr>
<th>Member Responsibilities</th>
<th>Duties Checklist</th>
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</table>
| **President** Act as highest level of campus authority during an emergency, crises or disaster. Acquires response resources from outside the University as necessary. | - Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.  
- Assess situation; obtain information and periodic updates from Emergency Policy/Operations Group executives; decide if a state of emergency must be declared and/or activate the Emergency Operations Center (EOC).  
- Establish communications with the Office of the State Board of Education, Governor, and other Federal, State and local officials as the situation warrants.  
- Authorize the following protective or precautionary actions as appropriate:  
  - Partial or total campus evacuation (evacuations for site-specific emergencies may also be ordered by the highest ranking University or community law enforcement officer on duty)  
  - Sheltering, campus closure and/or re-opening; declared curfew  
  - Cancellation and reservation of classes and all other events.  
  - Issue any necessary public statements personally or through the University Communications and Marketing Office.  
  - Seek advice/direction from the Provost and all VP's concerning actual or potential effect of the crisis or disaster situation on the critical mission of the institution.  
  - Order de-activation of campus state of emergency when all phases of emergency have concluded.  
  - Establish target date for resumption of full or limited administrative and academic schedules. |
| **Provost** Act as primary alternate in the absence of the President. Responsible for decisions concerning the cancellation, rescheduling or relocation of classes, tests and other programs interrupted by an incident. | - Initiate/maintain a log of significant events, messages and phone calls. Pass this on to your relief with instructions to maintain it.  
- Serve as lead representative in matters related to academic interface with EOC operations.  
- Assess monetary, class scheduling and staffing effects of a disaster on academic areas.  
- Coordinate the use of academic space in providing mass care facilities.  
- Assist in determining security requirements for academic areas.  
- Assist in dissemination of information related to the disaster to the academic community.  
- Coordinate the use of foreign language interpreters if needed.  
- In absence of the President, assume the emergency operation duties of the President. |
<table>
<thead>
<tr>
<th>Member Responsibilities</th>
<th>Duties Checklist</th>
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<tr>
<td><strong>Vice President, Finance and Administration</strong>&lt;br&gt;Assess and advise on finance/legal issues.</td>
<td>❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.&lt;br&gt;❑ Poll other Emergency Policy and Operations Group members to assess potential or actual monetary impact of the crises or disaster at hand.&lt;br&gt;❑ Develop and maintain a tracking system for all events tied to reimbursement to assure maximum financial recovery for the University.&lt;br&gt;❑ Poll other EOC staff to assess requests for reimbursement or other finance issues.&lt;br&gt;❑ Develop a public announcement for recruiting volunteers. Announcement should include skills needed, reporting location, sign-up roster (volunteers must be registered to be covered by University insurance).&lt;br&gt;❑ Develop a plan to deal with large numbers of unsolicited volunteers.&lt;br&gt;❑ In absence of the President and Provost, assume the emergency operation duties of the President.</td>
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<tr>
<td><strong>Vice President, Student Affairs</strong>&lt;br&gt;Assess crisis management needs for students; provide short and long-term plan for student housing and food service, and coordinate records survey.</td>
<td>❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.&lt;br&gt;❑ Coordinate the recruitment of student volunteers with VP, Finance and Admin.&lt;br&gt;❑ Coordinate/arrange for student counseling personnel, medical triage and other student necessities as warranted.&lt;br&gt;❑ Assist with organizing student housing and food services.&lt;br&gt;❑ In absence of the President, Provost, and Vice President, Finance and Administration, assume the emergency operation duties of the President.</td>
</tr>
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<td><strong>Vice President, University Advancement</strong>&lt;br&gt;Formulate and disseminate general public information.</td>
<td>❑ Initiate/maintain a log of significant events, messages, and phone calls, and a log of all media releases and statements. Pass this on to your relief with instructions to maintain it.&lt;br&gt;❑ Establish procedures for release of public information noting that unless otherwise directed, the Director, Communications and Marketing is the official spokesperson for Boise State.&lt;br&gt;❑ Authenticate all sources of information received, and verify for accuracy.&lt;br&gt;❑ Designate location for media to setup providing for needed supplies and utilities.&lt;br&gt;❑ Prepare and issue public statements that are concise, factual, and non-speculative as soon as practical after the incident or disaster, and update regularly thereafter.&lt;br&gt;❑ Prepare recorded messages on the University Emergency Information Line (334-2296) concerning the state of the campus.&lt;br&gt;❑ Where possible, establish phone lines for a Disaster Inquiry Center (DIC) to answer questions from the public; provide bilingual staff when available; publicize the DIC phone numbers.&lt;br&gt;❑ Coordinate media releases and statements with the EOC members before release.</td>
</tr>
<tr>
<td>Member Responsibilities</td>
<td>Duties Checklist</td>
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<tr>
<td>Determine the need for on-scene media briefings and designate a media-briefing center.</td>
<td>❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.</td>
</tr>
<tr>
<td>When appropriate, contact City/County public relations to share information.</td>
<td>❑ Provide legal guidance to the Emergency Policy/Operations Group executives and assess the emergency situation for legal risk to the University and personnel providing voluntary assistance.</td>
</tr>
<tr>
<td>Periodically prepare and disseminate a media release that addresses rumor control.</td>
<td>❑ Provide.monitor/advise EOC executives on legal responsibilities/authority for emergency declarations, intergovernmental aid, social control (curfews), other restrictions.</td>
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<tr>
<td>Contact the Executive Director, Student Housing responsible for shelters. Request the location(s) and preferred method of contact for Disaster Welfare Inquiry (DWI) and Locator Services. Prepare and disseminate a media release advising the public of this information.</td>
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<tr>
<th>Vice President, Research</th>
<th>Preserve research activities and other related programs interrupted by an emergency incident.</th>
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<tbody>
<tr>
<td>❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.</td>
<td>❑ Coordinate provisions for all academic divisions that have the need to preserve and continue research activities, possess and use hazardous materials, and use animals that require containment or safe habitation areas.</td>
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<tr>
<th>Chief Op Officer/VP/Special Counsel, Campus Operations and Legal advice and direction.</th>
<th>❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Provide legal guidance to the Emergency Policy/Operations Group executives and assess the emergency situation for legal risk to the University and personnel providing voluntary assistance.</td>
<td>❑ Provide.monitor/advise EOC executives on legal responsibilities/authority for emergency declarations, intergovernmental aid, social control (curfews), other restrictions.</td>
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<tr>
<th>Associate Vice President, Campus Planning and Facilities</th>
<th>Conduct facility damage assessment; prioritize salvage operations and short term building replacement program.</th>
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<tbody>
<tr>
<td>❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.</td>
<td>❑ Respond to and advise Emergency Policy/Operations Group executives on facilities needed.</td>
</tr>
<tr>
<td>❑ Maintain inventory of all facilities resources and their deployment.</td>
<td>❑ Ensure Director, FO&amp;M and staff carries out their duties and responsibilities as required.</td>
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<tr>
<th>Director, Communications and Marketing</th>
<th>Formulate and disseminate general public information</th>
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<tbody>
<tr>
<td>❑ Prepare recorded messages on the University Emergency Information Line (334-2296) concerning the state of the campus.</td>
<td>❑ Initiate/maintain a log of significant events, messages, and phone calls, and a log of all media releases and statements. Pass this on to your relief with instructions to maintain it.</td>
</tr>
<tr>
<td>❑ Establish procedures for release of public information noting that unless otherwise directed, the Director, Communications and Marketing is the official spokesperson for Boise State.</td>
<td>❑ Authenticate all sources of information received, and verify for accuracy.</td>
</tr>
<tr>
<td>❑ Designate location for media to setup providing for needed supplies and utilities.</td>
<td>❑ Prepare and issue public statements that are concise, factual, and non-speculative as soon as practical after the incident or disaster, and update regularly thereafter.</td>
</tr>
<tr>
<td>❑ Prepare and issue public statements that are concise, factual, and non-speculative as soon as practical after the incident or disaster, and update regularly thereafter.</td>
<td>❑ Prepare recorded messages on the University Emergency Information Line (334-2296) concerning the state of the campus.</td>
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<tr>
<td>Member Responsibilities</td>
<td>Duties Checklist</td>
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<tr>
<td>Where possible, establish phone lines for a Disaster Inquiry Center (DIC) to answer questions from the public; provide bilingual staff when available; publicize the DIC phone numbers.</td>
<td></td>
</tr>
<tr>
<td>Coordinate media releases and statements with the EOC members before release.</td>
<td></td>
</tr>
<tr>
<td>Determine the need for on-scene media briefings and designate a media-briefing center.</td>
<td></td>
</tr>
<tr>
<td>When appropriate, contact City/County public relations to share information.</td>
<td></td>
</tr>
<tr>
<td>Periodically prepare and disseminate a media release that addresses rumor control.</td>
<td></td>
</tr>
<tr>
<td>Contact the Director, Student Housing responsible for shelters. Request the location(s) and preferred method of contact for Disaster Welfare Inquiry (DWI) and Locator Services. Prepare and disseminate a media release advising the public of this information.</td>
<td></td>
</tr>
</tbody>
</table>
### 3.2. Emergency Operations Group

<table>
<thead>
<tr>
<th>Member Responsibilities</th>
<th>Duties Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Provost, Undergraduate Studies</td>
<td>- Coordinate matters related to academic interface with EOC Operations.</td>
</tr>
<tr>
<td></td>
<td>- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.</td>
</tr>
<tr>
<td></td>
<td>- Advise/assist the Provost to carry out his/her responsibilities and duties.</td>
</tr>
<tr>
<td></td>
<td>- Assess the monetary and class scheduling and staffing effects of a disaster on academic areas.</td>
</tr>
<tr>
<td></td>
<td>- If needed, coordinate the use of academic space in providing mass care facilities.</td>
</tr>
<tr>
<td></td>
<td>- Assist in determining security requirements from academic areas.</td>
</tr>
<tr>
<td></td>
<td>- Assist in dissemination of information related to the disaster to the academic community.</td>
</tr>
<tr>
<td></td>
<td>- Coordinate the use of foreign language interpreters if needed.</td>
</tr>
<tr>
<td></td>
<td>- In absence of the Provost, assume the emergency operation duties of the Provost.</td>
</tr>
<tr>
<td>Associate Vice President, Finance and Administration</td>
<td>- Assess and advise on finance/legal issues.</td>
</tr>
<tr>
<td></td>
<td>- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.</td>
</tr>
<tr>
<td></td>
<td>- Advise/Assist Vice President, Finance and Administration to carry out his/her responsibilities and duties.</td>
</tr>
<tr>
<td></td>
<td>- Develop a procurement system for goods and services; establish lines of credit.</td>
</tr>
<tr>
<td></td>
<td>- In absence of the Vice President, Finance and Administration, assume the emergency operation duties of the Vice President, Finance and Administration.</td>
</tr>
<tr>
<td>Executive Director, University Housing</td>
<td>- Coordinate student assistance program through residential education program.</td>
</tr>
<tr>
<td></td>
<td>- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.</td>
</tr>
<tr>
<td></td>
<td>- Advise/Assist Vice President, Student Affairs to carry out his/her responsibilities and duties.</td>
</tr>
<tr>
<td></td>
<td>- Poll other EOC staff to determine community or student volunteer needs and assist in their organization.</td>
</tr>
<tr>
<td></td>
<td>- Develop a public announcement for recruiting volunteers. The announcement should include skills needed, reporting location, etc. Ensure volunteers are registered to be covered by University insurance.</td>
</tr>
<tr>
<td></td>
<td>- Assist with student housing and food service and establish a student information program.</td>
</tr>
<tr>
<td></td>
<td>- Develop a plan to deal with large numbers of unsolicited volunteers.</td>
</tr>
<tr>
<td></td>
<td>- Assist with organizing student emergency housing and food services.</td>
</tr>
<tr>
<td></td>
<td>- In absence of the Vice President, Student Affairs, assume the emergency operation duties of the Vice President, Student Affairs.</td>
</tr>
</tbody>
</table>

**STUDENT HOUSING:**
- If you are part of the initial EOC team, determine if shelter operations need to be initiated.
<table>
<thead>
<tr>
<th>Member Responsibilities</th>
<th>Duties Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Alert the American Red Cross if their assistance in operations is needed immediately. If shelter operations are initiated or appear to be imminent, coordinate with the evacuation staff to determine boundaries of evacuation area(s), number of evacuees requiring food and shelter, number of evacuees with special needs (e.g., critically ill, persons with disabilities, non-English speaking).</td>
</tr>
<tr>
<td></td>
<td>Based upon data received by following the previous steps, allocate shelter space and assign evacuees by area to facilities.</td>
</tr>
<tr>
<td></td>
<td>Coordinate the information flow between shelter facilities and the EOC as required. If phone service is unavailable, coordinate with OIT and/or Security to place radios at shelters. Assign shelter/reception center teams. Request bilingual staff if needed.</td>
</tr>
<tr>
<td></td>
<td>FOOD SERVICE DUTIES:</td>
</tr>
<tr>
<td></td>
<td>Coordinate the provisions of food and emergency dining services for student residents.</td>
</tr>
<tr>
<td></td>
<td>Where requested by EOC executives, coordinate feeding of University employees and volunteers.</td>
</tr>
<tr>
<td></td>
<td>Coordinate food efforts and support to on campus mass-care facilities, necessary student activities, and the Ada City-County Emergency Management Agency.</td>
</tr>
<tr>
<td></td>
<td>Project feeding supply capabilities and procure adequate food supplies via pre-arranged sources.</td>
</tr>
<tr>
<td></td>
<td>Coordinate assessment of water needs and the provision of acceptable water as needed with the aid of Central Health District, Environmental Health &amp; Safety, and Facilities Operations and Maintenance.</td>
</tr>
<tr>
<td></td>
<td>Protect existing food supplies affected by the emergency and provide 24-hour coverage for adequate provision of services if needed.</td>
</tr>
<tr>
<td>Associate Vice President, Human Resource Services</td>
<td>Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.</td>
</tr>
<tr>
<td>Provide employee information and notification. Organize volunteers for operational use.</td>
<td>Poll other Emergency Policy/Operations Group executives to determine personnel needs.</td>
</tr>
<tr>
<td>Provide employee information and notification. Organize volunteers for operational use.</td>
<td>Maintain a tracking system for all events tied to payroll and timekeeping issues.</td>
</tr>
<tr>
<td>Provide guidance to all EOC staff on acceptable procedures and documentation for timekeeping and payroll operations. Assist other University departments in implementation of these procedures as needed.</td>
<td>Attempt to meet staffing needs by utilizing in-house resources. If this is not feasible:</td>
</tr>
<tr>
<td>Designate and arrange for staffing of registration centers for disaster service workers.</td>
<td>Use volunteers and other disaster service workers.</td>
</tr>
<tr>
<td></td>
<td>If semi-skilled, skilled, or professional staff are required, contact local personnel agencies, state and federal agencies, or professional organizations.</td>
</tr>
</tbody>
</table>

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Boise State University Emergency Operations Plan

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| Last Updated 12/20/2017 |  |

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<table>
<thead>
<tr>
<th>Member Responsibilities</th>
<th>Duties Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Executive Director,</strong></td>
<td>❑ Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.</td>
</tr>
<tr>
<td><strong>University Health</strong></td>
<td>❑ Establish and brief EOC members on location of emergency triage and medical treatment points using hospitals and community resources.</td>
</tr>
<tr>
<td><strong>Services and Campus</strong></td>
<td>❑ Coordinate with Ada County 911 Dispatch Center for needed medical resources.</td>
</tr>
<tr>
<td><strong>Recreation</strong></td>
<td>❑ Organize medical and health teams; survey disaster area for health hazards and sanitation.</td>
</tr>
<tr>
<td><strong>Organize and administer</strong></td>
<td>❑ Establish priorities for medical personnel; inventory medical resources available and those needed.</td>
</tr>
<tr>
<td><strong>response</strong></td>
<td>❑ Establish contact with the Ada County Coroner to establish temporary morgue to deal with fatalities.</td>
</tr>
<tr>
<td><strong>actions for medical</strong></td>
<td>❑ Maintain proper medical records of patients.</td>
</tr>
<tr>
<td><strong>care for students,</strong></td>
<td>❑ Coordinate with Central District Health if required to test water for contamination and potability.</td>
</tr>
<tr>
<td><strong>faculty and staff.</strong></td>
<td>❑ Obtain a bulk water container and sufficient potable water if required.</td>
</tr>
<tr>
<td><strong>Executive Director,</strong></td>
<td>❑ Prepare to administer inoculations if warranted by threat of disease.</td>
</tr>
<tr>
<td><strong>Office of Information Technology</strong></td>
<td>❑ Following the evacuation of an area, establish and operate emergency medical care centers or first aid stations to serve disaster workers/essential workers in the hazard area.</td>
</tr>
<tr>
<td>Conduct communications and</td>
<td>❑ Provide the Vice President, University Advancement and other EOC members with information on public health threats from the disaster event, i.e. radiation and contamination.</td>
</tr>
<tr>
<td>computer network damage</td>
<td>❑ If additional medical personnel are required, coordinate with the Executive Director, Human Resources</td>
</tr>
<tr>
<td>assessments. Establish and</td>
<td>❑ Consult the Central District Health Department to identify sources of supply to augment and/or satisfy expanded medical needs during emergency operations.</td>
</tr>
<tr>
<td>manage emergency telephone</td>
<td>❑ In conjunction with EMS, provide transportation and care of individuals from the disaster site to medical facilities and establish a patient tracking system.</td>
</tr>
<tr>
<td>services and IT systems using</td>
<td>❑ Implement disaster recovery plan for all IT systems activating contracts with external organizations for alternate work sites as needed.</td>
</tr>
<tr>
<td>available resources.</td>
<td>❑ Initiate repairs; procure equipment and personnel to effect repairs.</td>
</tr>
<tr>
<td><strong>Director, Facilities Operations</strong></td>
<td>❑ Determine the status of University computer and telephone systems.</td>
</tr>
<tr>
<td><strong>and Maintenance</strong></td>
<td>❑ Implement disaster recovery plan for all IT systems activating contracts with external organizations for alternate work sites as needed.</td>
</tr>
<tr>
<td>Provide field support for the</td>
<td>❑ In conjunction with EMS, provide transportation and care of individuals from the disaster site to medical facilities and establish a patient tracking system.</td>
</tr>
<tr>
<td>surveying and provision of</td>
<td>❑ Poll field units and obtain necessary technical assistance to determine structural integrity of any damaged University facilities; location of damaged gas and water mains, waste water lines, and</td>
</tr>
</tbody>
</table>
## Boise State University Emergency Operations Plan

<table>
<thead>
<tr>
<th>Member Responsibilities</th>
<th>Duties Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>equipment (rescue, cleanup), transportation, and other requirements</td>
<td>downed power lines; determine anticipated time of restoration of service.</td>
</tr>
<tr>
<td></td>
<td>❑ Poll other staff and utility companies to determine status of gas, electric, water, wastewater, cable television and telephone service; University heat plant;</td>
</tr>
<tr>
<td></td>
<td>❑ Determine status of all University vehicles; take an inventory of University fuel and number of additional staff needed to provide sufficient vehicle operators. Assist in coordination of evacuation operations, particularly in detour route selection, marking, and debris removal.</td>
</tr>
<tr>
<td></td>
<td>❑ Poll EOC staff to determine facilities and transportation requirements and needs. Prioritize/allocate limited resources to those involved in:</td>
</tr>
<tr>
<td></td>
<td>o Lifesaving</td>
</tr>
<tr>
<td></td>
<td>o Medical/public health activities</td>
</tr>
<tr>
<td></td>
<td>o Law enforcement</td>
</tr>
<tr>
<td></td>
<td>o Property protection and salvage</td>
</tr>
</tbody>
</table>

**Assistant Director, Communications and Marketing**  
Formulate and release emergency information to the news media, public, and other appropriate agencies as approved by the President or designee.

- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.
- Check in at the Emergency Operations Center or establish communication with the EOC executive members and obtain briefing.
- Activate, organize and brief information staff as necessary.
- Set up an area designated only for news media and control their activity in this area.
- Contact news media personnel.
- Assemble and prepare information for the Emergency Broadcasting System (EBS); this would include press release messages and instructions. Prepare information and releases for the campus community.
- Establish liaison with local, county and state agencies for uniformity of all messages to the media and public.
- Obtain approval from the Boise State President via the Vice President, University Advancement for release of all messages to the media and/or public.
- Prepare post-incident releases and/or summary information for use by the news media.
- Maintain a hard copy of all press release messages.
- Maintain an office where Public Information Officer (PIO) activities will be logged, times of operation maintained, significant event information recorded, and equipment or supplies purchased.
- When requested, secure operations and forward all necessary messages, reports and logs to the Emergency Operations Center executives.

**Manager, Risk Management and Insurance**  
Provision of loss analysis, assessment and administration of all the University’s insurance and...

- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.
- Coordinate contact with insurance carriers in response to Boise State individuals claiming injury/illness as a result of the emergency incident.
<table>
<thead>
<tr>
<th>Member Responsibilities</th>
<th>Duties Checklist</th>
</tr>
</thead>
</table>
| worker compensation issues during and after the emergency. | - Establish an account with the Business Office to provide an efficient method for reporting and accounting for all equipment, supplies, employees and volunteers, or other expenditures associated with the disaster.  
- Keep University Counsel advised of all tort claims filed and/or serious worker’s compensation claims relative to any disaster. |

**Environmental Health Officer**  
Evaluate, measure, re-command control of hazardous substances, infectious agents, and radioactive sources. Provide sampling and analytical services.  
- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.  
- Conduct environmental health and safety surveys throughout the emergency.  
- Determine whether any hazardous material situations are affected or caused by the emergency at hand and procure necessary resources needed to contain and manage any hazardous material situation.  
- Assist emergency personnel in the evacuation and decontamination of individuals and facilities.  
- Maintain records of hazardous waste sites and coordinate the disposal of hazardous waste.  
- Determine releases of radiation and recommend action to minimize radioactive contamination.  
- Coordinate with Facilities Operations and Maintenance for the acquisition of temporary toilet facilities and supplies.  
- Establish contact with State DEQ and City environmental agencies and coordinate emergency response efforts with the Ada City-County Emergency Management Agency.  
- Provide inspections of food operations and the sampling of water supplies in conjunction with Food Services and the Central Health District when necessary; recommend safe sources of drinking water.  
- Recommend proper safety equipment and safe work practices to on-site employees and volunteers.  

**NOTE**: Staff of this office will not enter an actual site when appropriate personal protective gear is not available and/or when proper training has not been provided to ensure the immediate safety and long term health of the individual.

**Occupational Health and Safety Officer**  
Evaluate, measure, recommend control of hazardous substances, infectious agents, and radioactive sources. Provide sampling and analytical services.  
- Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.  
- Conduct occupational health and safety surveys throughout the emergency as requested by the Incident Scene Commander or EOC executives.  
- Assist emergency personnel in the evacuation and decontamination of individuals and facilities.  
- Assist in determining whether buildings need to be evacuated and when they can be re-occupied.  
- Recommend proper safety equipment and safe work practices to on-site employees and volunteers.  

**NOTE**: Staff of this office will not enter an actual site when appropriate personal protective gear is not available and/or when
### Member Responsibilities

<table>
<thead>
<tr>
<th>Duties Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>proper training has not been provided to ensure the immediate safety and long term health of the individual.</td>
</tr>
</tbody>
</table>

### Auxiliary Units

- Taco Bell Arena
- Student Union Building
- Morrison Center
- Albertsons Stadium

**NOTE:** This section will contain roles and responsibilities with the next revision of the EOP.
Annex A.1 Boise State University Incident Commander Checklist

The Incident Commander (IC) is designated to be in charge of all emergency incident operations at Boise State University and is thus empowered to direct the response of University field supervisors and personnel and coordinate with all outside local, state or federal emergency response and law enforcement agencies responding to campus emergencies. The initial IC for Boise State will be either the Boise Police Senior Officer on Duty, the Executive Director of Security and Police Services, the Security Supervisor, a Campus Security & Police Services Senior Officer or their designated representative.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>ENSURE DOCUMENTATION IS MAINTAINED</strong> throughout the incident!</td>
<td></td>
</tr>
<tr>
<td>2. Don identification vest, if available.</td>
<td></td>
</tr>
<tr>
<td>3. Report to scene and assess situation.</td>
<td></td>
</tr>
<tr>
<td>4. Receive situation brief from on-scene.</td>
<td></td>
</tr>
<tr>
<td>5. Initiate Incident Command System (ICS):</td>
<td></td>
</tr>
<tr>
<td>a. Establish &amp; Identify Command Post</td>
<td></td>
</tr>
<tr>
<td>b. Appoint Incident Command staff, as required</td>
<td></td>
</tr>
<tr>
<td>c. Establish appropriate communications. Use plain language; not codes!</td>
<td></td>
</tr>
<tr>
<td>d. Request additional staff as required through Campus Security &amp; Police Services Dispatch (FO&amp;M, EHS&amp;S, Health Services, and/or Transportation &amp; Parking).</td>
<td></td>
</tr>
<tr>
<td>e. Conduct initial briefing with command staff and layout initial objectives.</td>
<td></td>
</tr>
<tr>
<td>f. Use ICS forms as required to document all actions.</td>
<td></td>
</tr>
<tr>
<td>g. Request resources as necessary through Campus Dispatch.</td>
<td></td>
</tr>
<tr>
<td>6. Advise University Dispatch:</td>
<td></td>
</tr>
<tr>
<td>a. You are Incident Commander</td>
<td></td>
</tr>
<tr>
<td>b. Location of Incident Command Post</td>
<td></td>
</tr>
<tr>
<td>c. If Emergency Notification is recommended</td>
<td></td>
</tr>
<tr>
<td>Actions</td>
<td>Comments</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>(BroncoAlert – mandatory if continued threat to life or property)</td>
<td></td>
</tr>
<tr>
<td>7. Determine the need to evacuate affected or threatened areas.</td>
<td></td>
</tr>
<tr>
<td>a. Make certain that this action is coordinated with appropriate personnel and agencies.</td>
<td></td>
</tr>
<tr>
<td>b. With regard to evacuation operations:</td>
<td></td>
</tr>
<tr>
<td>i. If Boise State resources appear to be insufficient to support shelter operations, seek Policy Group advice whether to request assistance of American Red Cross; Idaho Bureau of Homeland Security(Disaster Services).</td>
<td></td>
</tr>
<tr>
<td>ii. Ensure that persons with special needs such as the hearing impaired, blind, or non-English speaking are made aware of the evacuation order, assembly points, and transportation modes.</td>
<td></td>
</tr>
<tr>
<td>8. Initiate/maintain a log of significant events, messages, and phone calls. Pass this on to your relief with instructions to maintain it.</td>
<td></td>
</tr>
<tr>
<td>9. Have staff conduct a situation analysis to determine the nature, scope, and severity of the incident(s) and issue decisions regarding requests for mutual aid and evacuation taking into considering the following:</td>
<td></td>
</tr>
<tr>
<td>a. Nature of the emergency(s) and multiple incidents</td>
<td></td>
</tr>
<tr>
<td>b. Areas of the campus affected or threatened</td>
<td></td>
</tr>
<tr>
<td>c. Containment potential</td>
<td></td>
</tr>
<tr>
<td>d. Number of fatalities and injuries and damage assessment to Boise State facilities</td>
<td></td>
</tr>
<tr>
<td>e. Determine the need to issue public warnings.</td>
<td></td>
</tr>
<tr>
<td>10. Poll law enforcement/security field units and substation</td>
<td></td>
</tr>
<tr>
<td>Actions</td>
<td>Comments</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>to determine:</td>
<td></td>
</tr>
<tr>
<td>a. Initial observations and intelligence relative to the scope and nature of the emergency.</td>
<td></td>
</tr>
<tr>
<td>b. Location and response capability of law enforcement resources</td>
<td></td>
</tr>
<tr>
<td>c. Number and location of uncommitted units.</td>
<td></td>
</tr>
<tr>
<td>11. If curfew is to be imposed, review circumstances and legal powers with University Counsel, prepare instructions and curfew order, submit to Policy Group for approval, and issue instructions to all law enforcement personnel campus-wide. Coordinate release of curfew order with Vice President, University Advancement and University Counsel.</td>
<td></td>
</tr>
<tr>
<td>12. Determine security needs for mass care facilities; maintain order, crowd control, and public warning measures.</td>
<td></td>
</tr>
<tr>
<td>13. Assign staff to assist the civil emergency response forces in urban search and rescue operations as requested; poll field forces to determine if they are in threatened areas.</td>
<td></td>
</tr>
<tr>
<td>14. Provide security and anti-looting patrols for inundation/evacuation areas.</td>
<td></td>
</tr>
<tr>
<td>15. Arrange/assign assembly points for people using public transportation, including availability of disabled access vehicles</td>
<td></td>
</tr>
<tr>
<td>16. In the event of a hazardous chemical/biological/radiological incident, coordinate or receive direction from campus or community health/safety responders to set up perimeter/access/traffic control.</td>
<td></td>
</tr>
<tr>
<td>17. Coordinate evacuation notification of impacted residents with city/county/state/federal law enforcement using their field resources and public address systems.</td>
<td></td>
</tr>
<tr>
<td>Actions</td>
<td>Comments</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>18. If evacuations are ordered:</td>
<td></td>
</tr>
<tr>
<td>a. Coordinate University security and parking services with outside</td>
<td></td>
</tr>
<tr>
<td>governmental law enforcement personnel for traffic control and</td>
<td></td>
</tr>
<tr>
<td>security for the evacuated area and shelters,</td>
<td></td>
</tr>
<tr>
<td>b. Develop security plans for re-entry after the event.</td>
<td></td>
</tr>
<tr>
<td>c. Assign personnel to patrol vacated areas and provide perimeter</td>
<td></td>
</tr>
<tr>
<td>and traffic control as necessary using equipment from Campus</td>
<td></td>
</tr>
<tr>
<td>Parking Services or borrow from Boise City/Ada County resources.</td>
<td></td>
</tr>
<tr>
<td>d. Coordinate or direct the Public Information Officer to provide</td>
<td></td>
</tr>
<tr>
<td>information on evacuation routes/shelter sites to the public</td>
<td></td>
</tr>
<tr>
<td>through the media. Notification should include the following</td>
<td></td>
</tr>
<tr>
<td>information:</td>
<td></td>
</tr>
<tr>
<td>i. Why the public must evacuate:</td>
<td></td>
</tr>
<tr>
<td>ii. Whether the evacuation is mandatory or voluntary;</td>
<td></td>
</tr>
<tr>
<td>iii. Evacuation routes, including road conditions;</td>
<td></td>
</tr>
<tr>
<td>iv. What to do if a vehicle breaks down;</td>
<td></td>
</tr>
<tr>
<td>v. Location of shelter sites.</td>
<td></td>
</tr>
</tbody>
</table>
Annex A.2 Boise State University EOC Manager Checklist

The Manager, Emergency Operations Center (EOC) is designated to supervise and coordinate the functions of the EOC, ensure its availability and suitability at all times, and shall serve as the primary liaison between the Operations and Policy Groups to relay emergency status information to each group member. The default manager of the emergency operations center is Emergency Manager or his/her designated representative.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ENSURE DOCUMENTATION IS MAINTAINED throughout the incident!</td>
<td></td>
</tr>
<tr>
<td>2. Don identification vest, if available.</td>
<td></td>
</tr>
<tr>
<td>3. When the President or designee has declared a state of emergency at</td>
<td></td>
</tr>
<tr>
<td>the University:</td>
<td></td>
</tr>
<tr>
<td>a. Activate the Emergency Operations Center (EOC)</td>
<td></td>
</tr>
<tr>
<td>b. Notify each policy and operations group member</td>
<td></td>
</tr>
<tr>
<td>of the situation and where to immediately convene.</td>
<td></td>
</tr>
<tr>
<td>4. Initiate/maintain a log of significant events, messages, and phone</td>
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<tr>
<td>calls. Pass this on to your relief with instructions to maintain it.</td>
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<tr>
<td>5. Provide for 24-hour staffing (8-12 hour shifts – situation dependent)</td>
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<tr>
<td>for the Emergency Operations Center.</td>
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<tr>
<td>6. Once EOC staff has been assembled, conduct an initial EOC staff</td>
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<tr>
<td>meeting, situation briefing, and EOC orientation.</td>
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<td>7. Notify Ada City-County Emergency Management and the Idaho Bureau of</td>
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<tr>
<td>Homeland Security (Disaster Services) of the situation and that the</td>
<td></td>
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<tr>
<td>University’s EOC is activated.</td>
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<td>8. Alert the following as warranted by the situation:</td>
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<tr>
<td>c. Boise State Radio</td>
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<tr>
<td>d. Fire &amp; Law Enforcement through 911 dispatch</td>
<td></td>
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<tr>
<td>e. American Red Cross</td>
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<tr>
<td>Actions</td>
<td>Comments</td>
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<tr>
<td>------------------------------------------------------------------------</td>
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<tr>
<td>f. Local hospitals</td>
<td></td>
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<td>g. Idaho Power</td>
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<tr>
<td>h. Intermountain Gas</td>
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<td>i. United Water</td>
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<td>j. Local Media (though Public Information Officer)</td>
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<tr>
<td>k. National Weather Service</td>
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<tr>
<td>9. Set up status boards and maps; post critical information regularly; conduct periodic staff meetings and situation briefings throughout the emergency.</td>
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<tr>
<td>10. Instruct staff to periodically poll field units and report findings to the EOC staff as required.</td>
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<tr>
<td>11. Coordinate feeding and housing arrangements for EOC staffers if event will be long term.</td>
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<tr>
<td>12. Collect information from the Operations Group. Where required or requested, communicate the Operations Group actions and recommendations to prepare briefings for the Policy Group.</td>
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</table>
Boise State University
Emergency Operations Plan

Annex B: Boise State University Emergency Response Guide

This Emergency Response Guide has been developed to provide overall guidance for various emergency incidents, which could occur at Boise State University. Abbreviated checklists for specific incidents are also available on the Boise State Emergency Management website.

This section provides specific hazard information, emergency action procedures and building evacuation instructions for faculty, staff, students and visitors of the University to follow in response to certain emergencies. Any condition that may be harmful or threatening to the employees, students and visitors of the University or to its buildings and contents is a reason to call for emergency assistance.

Employees are encouraged to periodically review this emergency action information and to retain the University Emergency Response Plan in every office on campus for ready reference. Copies and revisions may be printed from the Emergency Management website.

Each University building or facility shall have an appointed Building Coordinator and alternate/assistant as set forth in Boise State University Policy 9150. Unless instructed otherwise by officials, when a building alarm sounds or an evacuation is ordered, designated Building Coordinators and/or alternates and assistants shall direct and ensure, to the extent practical, that a safe evacuation proceeds until campus and community emergency personnel arrive.

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1. General Instructions for all Emergency Incidents

GET OUT OF IMMEDIATE DANGER AND THEN REPORT THE SITUATION BY DIALING 911 FROM ANY TELEPHONE.

Give your name, the location and type of incident, your phone number and if an evacuation is underway. Answer any questions and do not hang up the phone until the dispatcher is finished.

ADDITIONAL IMPORTANT PHONE NUMBERS:
- University Security and Police Dispatch: (208) 426-6911
- Environmental Health & Safety: 426-3999 (24 hour line: 208-863-8024)
- Facilities Operations & Maintenance: 426-1409 (after 4 pm/weekends: 426-6911)
- University Health Services: 426-1459
- Counseling Services: 426-1459

What to Do in an Emergency?
- Remain calm, use common sense and provide aid. Take time to think before acting.
- Always evacuate the building immediately when you hear an audible alarm, see a visible alarm, when directed by authorities or when the environment in the building becomes life threatening. (e.g., smelling natural gas). Proceed to the designated assembly area for further instructions.
- Do not use the telephone for reasons other than emergency purposes.
- Do not enter elevators during an emergency. If stuck in an elevator, do not attempt to force open stalled elevator doors. Use the emergency phone to contact University Security.
- Keep a flashlight handy if you are in an area that does not have emergency lighting or natural lighting.
- Know the location of all marked exits from your work/living area.

Reporting an Emergency
- Dial 911 to reach an emergency dispatcher who can summon medical, fire or police response. These individuals can also contact emergency personnel who...
are not “first responders” but will oftentimes be needed to assist the first responders with incident resolution.

- You can also reach the emergency dispatcher by picking up one of the blue light emergency phones found along campus, in parking garages and in the stairwells of some residence halls.

- If phone lines are dead, take the message to the Boise State Security & Police Services Department in Capital Village at 2245 University Drive in person or use a cell phone, if available, and dial 426-6911.

### 2. Active Shooter

Active shooters are very unpredictable and create chaos and panic at the location, thus making it difficult to establish one specific plan of action. You must be aware of certain guidelines when making your decisions; any action you take must be your own decision. Also, always be aware of your surroundings, environment, and options before an emergency occurs. Ask yourself, “What if?” questions and develop a plan. **Develop a Survival Mindset.**

- If confronted, do not aggravate the suspect.
- Remain calm and understanding.
- Create time and distance.

**Actions:**

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

- **Run:** Can you safely escape?
- **Hide:** Is there a good place to hide?
- **Fight:** Will you take out the shooter?

**Run: Getting out**

- If you can and you deem it safe, get out and get to a safe place. You will have to rely partially on instinct.
- Leave belongings behind, but take your cell phone if it is handy.
Boise State University Emergency Operations Plan

- Call 9-1-1 as soon as you are safe (see Calling For Help Checklist below)

**Hide: Hide out in a safe place**

- Find a hidden location.
- Find protection behind furniture if possible.
- Find a room that locks if you can.
- If possible, close and lock the outside door to the room.
- Blockade the door with furniture or other heavy objects.
- Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover.
- Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- Turn off any sounds

**Fight: Take out the shooter**

- Make a plan with others in the room about what you will do if the shooter enters.
- Make a total commitment to action and act as a team with others.
- Do whatever is necessary to survive the situation.
- If possible and safe to do so, report the location of the assailant.

**IF OUTSIDE WHEN A SHOOTING OCCURS**

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from Public Safety and/law enforcement personnel.

**IF SUSPECT IS IN CLOSE PROXIMITY**
An individual must use his/her own discretion about when he or she must engage a shooter for survival.

Generally, one can lie motionless and pretend to be unconscious or confront the individual.

Make a plan as to how you will survive the situation.

Make a total commitment to action and act as a team with others if possible.

Do whatever is necessary to survive the situation.

**HELPING OUT**

- Warn others.
- Help others escape.
- Keep others away from the danger area.
- Help the injured.
- Help others stay calm

**CALLING FOR HELP**

If safe to do so, call the appropriate authorities. **DO NOT assume that someone else has reported the incident.**

- **Call 9-1-1**
  - Be persistent; phones may be jammed due to high call volume from other concerned Faculty Students, Staff & Visitors.
  - **Only dial University Security Dispatch (426-6911)** if unable to get through to 9-1-1
  - Calmly identify yourself and your exact location.
  - Remain calm and answer the dispatcher's questions.
  - The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.

If safe to do so, stop and take time to get a good description of the criminal.

- Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known.
If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics.

All of this takes only a few seconds and is of the utmost help to the responding officers.

**WHEN LAW ENFORCEMENT ARRIVES**

- When law enforcement reaches you, do not run at them or make sudden movements.
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Be quiet and compliant.
- Show the officers your empty hands and follow their instructions.
- Give the number of shooters.
- Give the location and physical description of the shooter.
- Give the number and types of weapons.
- When it is safe to do so, you will be given instructions as to how to safely exit your location.

**Active Shooter Video Training Resources**

Go to the Boise State Active Shooter /Workplace Violence Resources page ([http://emergencymanagement.boisestate.edu/active-shooter-resources/](http://emergencymanagement.boisestate.edu/active-shooter-resources/)) to find more training to include videos and online courses.

3. **Bomb Threat**

**If a Bomb Threat is Received:**

- Stay calm.
- If your phone has Caller ID, record the number displayed.
- Gain the attention of someone else close-by, *point to this information*, and have that person *call 9-1-1* from any other campus or cell phone. This call should be made out of hearing range from the caller.
Try to keep the caller on the phone long enough to complete the [Bomb Threat Phone Call Checklist](http://tiny.cc/r3ziqw)

Work with arriving emergency personnel to assist them in evaluating the situation.

Assist emergency responders with a search of the area if requested.

Provide for an orderly evacuation **ONLY** when ordered by emergency personnel.

Do NOT sound the evacuation alarm or evacuate the building unless told to do so by your Building Coordinator or Incident Commander.

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.

**Bomb Threat Phone Call Checklist** ([http://tiny.cc/r3ziqw](http://tiny.cc/r3ziqw))

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### 4. Building Evacuation

When ordered to evacuate or when alarms are activated, **ALWAYS LEAVE IMMEDIATELY**.

- Unless ordered otherwise by officials, designated Building Coordinators and/or alternates and assistants (identified with red armbands) shall direct and ensure, to the extent practical, that a safe personnel evacuation is conducted. **Treat all alarms as warning of an actual emergency situation.**

- All department heads, faculty, managers and supervisors must help direct employees, students, visitors and each other to obey evacuation instructions of emergency response personnel and/or the Building Coordinators.

- **Building Coordinators and/or alternates and assistants** shall notify emergency personnel immediately upon their arrival at the scene concerning the status of the evacuation, the exact location of any injured or trapped persons, those waiting in designated Areas for Evacuation Assistance, any others who may be anywhere in the building, and any other relevant information on the emergency situation.

**Exit quickly and calmly using nearest emergency escape routes and marked exits and proceed to Safe Assembly Locations. ** **DO NOT USE ELEVATORS!**

- Do not attempt to use elevators during an emergency. Elevators are called to the first floor when the fire alarm system is activated. Use only stairways in an evacuation.

- Use clear, safe escape routes and exits and proceed to the nearest outside Safe Assembly Location shown on this building's posted evacuation map, or to a...
location ordered by emergency response personnel. Do not return to an evacuated building until directed by University officials.

- If possible, take your coat and keys but do not take time to go to lockers or offices for personal possessions.
- Where applicable and if possible and safe, turn off laboratory gases, exhaust fans, and close doors/windows as you exit.

Assist persons requiring evacuation assistance to get to designated Areas for Evacuation Assistance. Be alert for trapped, injured, or other persons requiring assistance.

- Transporting of individuals requiring evacuation assistance up or down stairwells shall be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist, relocation of these individuals shall be limited to the designated Areas for Evacuation Assistance.
- Notify emergency personnel immediately upon their arrival of the exact location of any injured or trapped persons, those waiting in designated Areas for Evacuation Assistance, and any others who may be anywhere in the building.

5. **Fire and Smoke**

Alert personnel in immediate vicinity and evacuate.

- Unless a fire is small and easily extinguished, alert others, activate a fire alarm and evacuate the building. **Dial 9-1-1 from any phone to reach the fire department.** If possible, **close doors** on your way out to prevent spread of smoke or vapors into adjoining rooms and corridors. Never enter a smoke-filled room. Feel all doors for heat and do not open a door that is hot to the touch. When heavy smoke is present, stay close to the floor.

- If your or another person's clothing is on fire, **stop, drop** to the floor or other horizontal surface **and roll** to put out the flames. Seek immediate medical assistance.

6. **Flooding**

*In Case of Imminent or Actual Flooding*

(If you need sandbags, call the Emergency Management Office at 426-3638)

If you can do so safely:
Secure vital equipment, records, and hazardous materials by moving to higher, safer ground.

Shut off all non-essential electrical equipment.

Wait for instructions from your Building Coordinator, Facilities Operations & Maintenance, or University Security.

Avoid standing in floodwater 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:

Monday-Friday till 4 p.m.: 426-1409

Call University Security & Police Dispatch after hours and on weekends: 426-6911

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

7. Hazardous Materials

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

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.
Boise State University Emergency Operations Plan

- Retrieve a material safety data sheet (MSDS) 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.
- **Call 9-1-1 from a safe location.**
- From a safe location, call your supervisor, then Campus Security & Police Services at 426-6911 and EHS&S 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 material safety data sheet (MSDS) 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 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.
- 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 material safety data sheet (MSDS) on the hazardous material if safe to do so.
- Keeping yourself between the hazardous material and an exit to avoid being trapped.
- Call your supervisor, then Boise State Security at 426-6911 and Environmental Health & Safety at 863-8024 (24 hr cell).

8. Medical Emergencies

If you become aware of a seriously ill or injured person, you should:

- 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.
- DO NOT attempt to move a seriously injured person.
- Remain with the person until the police or emergency medical personnel arrive.

*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 University Security Dispatch at 426-6911 and they can locate a specific faculty or staff member and leave them a message.

*If you were the injured person*, go to Work Related Injury or Illness response checklist for more information on what to do.
9. Natural Gas Leaks and Pipeline Breaks

**Actions:**

- 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.

10. Persons in Distress

**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 University Security & Police Services at 426-6911 right away.**

- Submit a C.A.R.E. (Campus Assessment, Resource, and Education) Report ([http://care.boisestate.edu/notify/](http://care.boisestate.edu/notify/)), 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: unduly anxiety, sadness, irritability, withdrawal, confusion, lacking motivation and/or concentration, seeking constant attention, demonstrating bizarre or erratic behavior, or expressing suicidal thoughts.

- **If there is an immediate potential for danger, call 9-1-1 or University Security & Police Services at 426-6911 right away.**

- If the person is a Boise State student, contact Counseling Services at (208) 426-1459 (http://healthservices.boisestate.edu/counseling/)

- If the person is a Boise State student, faculty or staff, submit a C.A.R.E. Report (http://care.boisestate.edu/notify), 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: http://care.boisestate.edu/

### 11. Power Shortages and Outages

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 University President, or designated representative, shall determine if and when to call for the cancellation of classes, evacuation of buildings and orderly shut down of administrative and computer network systems at a time deemed appropriate given the information at hand.

**Actions:**

- If directed to evacuate buildings, **shut off switches** to as many electrical items as possible.

- **Use clear safe escape routes and exits** and proceed to safe assembly locations as identified in the EVACUATION ROUTE MAP AND INSTRUCTIONS posted in your building.

- Assist persons requiring evacuation assistance to designated areas for evacuation assistance. Advise the Building Coordinator or Security of their location when you leave the building.

- To report a localized power outage, **contact Facilities Operation and Maintenance at 426-1409** during business hours and then notify **Security &**
Boise State University Emergency Operations Plan

Police Dispatch at 426-6911. **DO NOT** call 9-1-1. After 4:00 PM, notify University Security & Police Dispatch at 426-6911.

**DO NOT** return to evacuated buildings until directed to do so by authorities.

### 12. Report a Crime

Boise State University faculty, students, staff and visitors can call the University Security 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 University Security Department at policeuniversitysecurity@boisestate.edu or visit their website at [University Security Department](#).

### 13. Report Sexual Assault

Boise State University is deeply concerned about protecting our students, faculty, and staff from sexual assault; therefore, **any incident of sexual assault requires immediate reporting to the appropriate campus officials.**

**Sexual Assault Reporting Options:**

- Call 9-1-1 or Boise State University Security at 426-6911 (24/7)

- Consult with the Violence Prevention and Support Center Coordinator (VSPC) at the Boise State University Women’s Center: 426-4259 (Monday through Friday)

**There is much more detailed information on your options** on Women’s Center Support Website, but here are some immediate items to keep in mind if you think you might want to report a sexual assault to the police:

- **DO NOT** wash or discard clothing which might contain helpful evidence.

- Evidence collection is best done within 72 hours of the assault and best collected immediately following assault.
It is best NOT to shower or bathe, wash your hands, or use the toilet prior to reporting.

Additional Support Option: Contact the Women’s & Children’s Alliance (WCA) Sexual Assault Crisis Line at (208) 343-7025

14. Report Unsafe Conditions/Incidents

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

- If you observe an unsafe condition that poses a threat of injury or property damage, you can report it using Report an Incident. If the situation is critical and needs immediate attention, call University Security at 426-6911 (24/7).

- Additionally, 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, University Security & Police, Risk Management, Facilities Operations & Maintenance) click on this link: Report an Incident.

15. Work-Related Injury or Illnesses

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

Otherwise, follow these steps:

- Call in and report the injury to the H-U-R-T line, 426-H-U-R-T (4878)
- Report the injury or illness to your supervisor regardless of severity.
- Seek medical attention as required and file appropriate forms with the Office of Risk Management and Insurance. See below for more information:

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.

- With the supervisor’s consent, the employee should 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.

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.

- Student to complete and file Incident/Accident Injury Report to Boise State Risk Management within 24 hours of the incident.
Annex C: Emergency Operations Center (EOC) Description and Functions

The Emergency Operations Center (EOC) is the location activated to support Emergency Response on the University and then is used to manage the recovery phase after the initial response is complete. During the response, the EOC will coordinate and support the Incident Commander with obtaining personnel and resources along with providing updates and advising the Emergency Policy Group on the situation. After the response, the EOC provides the main management function in ensuring the University recovers to a pre-incident state.

Location and Requirements

The primary location for the EOC will be the Conference Room inside the University Security and Police Services substation at University Village. The secondary location will be the Transportation and Parking Conference Room inside the Lincoln Ave Parking Garage.

When established, the EOC should be staffed by designated personnel 24 hours a day and should have the ability to communicate directly by radio and/or telephone to local, State, and when necessary, Federal emergency management agencies. When activated, the Emergency Manager, the Executive Director of Security and Police Services, or their designated representative will supervise the EOC operations and act as the liaison between the Emergency Policy and Operations groups. Although the current location does not have all of these capabilities, eventually the EOC should be equipped and designed with:

- Multiple room layout
- Electric generator or hook-up capacity
- Lavatories
- Ability to feed staff on a continual basis (kitchen equipment and supplies)
- Status and situation boards (dry erase boards, chalkboards, etc.)
- Rest/sleep areas
- Multiple telephone capability
- Independent water supply
- Showers (or access to)

Essential equipment and supplies kept at the EOC or readily available in nearby offices/facilities:

- Medical and sanitary supplies
- Maps/charts/blueprints/logs (kept in storage area)
- Computer/internet terminals & portable media
- Campus telephones and cellular phones
- Copy machine/phones
- Fax machine
- Security badges/identification tags
- Multiple tables and chairs
- Blank videotapes, video camera & VCR, television, radio
• Laptop or desktop computers
• Administrative supplies e.g., pens/pencils, flip charts, masking tape,
• Name boards, message pads
• Tape recorder

Functions of the EOC

The major functions performed by the staff in the EOC include:

- Direction and control - The EOC is the focal point where all information is received and analyzed, decisions are made, priorities are established, and resources are allocated.

- Information collection, evaluation, and display – From the information gathered in the course of an incident, the entire situation can be reviewed and evaluated; and as a result, two key questions raised by the emergency, "What has happened? What is about to happen?" can best be answered. The situation can be analyzed and response actions developed based upon factual coordinated data, and rumors may be counteracted.

- Coordination - Facilitates coordination among responding personnel, departments, and off-campus agencies. This is especially important in the area of communications.

- Establishment of priorities - Determining the order that problems should be addressed.

- Resource management - Facilitates the acquisition, distribution, and use of personnel and materials needed to evaluate and control the situation.

EOC Activation Procedures

- In the event of a major crisis or disaster, and if so directed by the President or his/her designee, the Emergency Operations Center should be activated in the following ways:

- If telephone services are functioning, the Manager, EOC (Executive Director, Security and Police) or designee should contact members of the Emergency Policy and Operations Groups and request they report to the EOC, or brief the individual over the telephone of required actions.

- If telephone services are NOT functioning:
  - All available members of the Emergency Operations Group and Emergency Policy Group should immediately report to the EOC as soon as they become aware that a major disaster affecting the Boise State campus has occurred.
  - If designated members do not respond to the EOC in a timely manner, messengers may be sent to reach them.
The EOC Manager should appoint qualified individuals with appropriate skills to fill any vacant positions required in the EOC.

Upon arriving at the Emergency Operations Center, all members of the Emergency Operations Group and the Emergency Policy Group shall be briefed on the situation and shall begin to fulfill their assigned responsibilities and duties outlined in Appendices A and B of this plan.
Annex D: Emergency Response Priorities

The Emergency Response Plan identifies three levels of priority response during a campus emergency:

**Priority A:** Life Safety - assisting the injured, evacuating hazardous areas, eliminating life safety hazards.

**Priority B:** Life Support and Facilities Assessment - eliminating or minimizing risks to facilities and systems that could lead to serious property loss beyond that already sustained; and

**Priority C:** Restoration of Academic Programs and General Operations - restoring services, facilities, and academic programs to allow resumption of classes and research programs

The Boise State University emergency management system should concentrate its initial efforts on **Priority A** until these objectives are substantially met. **Priority B and C** objectives should be addressed as resources become available.

### Priority A: Life Safety

**Medical Aid:** Evaluate medical services available and inform rescue forces regarding the location of injured persons and availability of treatment facilities.

- Boise State Health Services
- St. Luke's Hospital
- St. Alphonsus Medical Center
- Independent practitioners

**Fire Suppression:** Evaluate fires or fire hazards and use resources to control and evacuate.

**Search and Rescue:** Appoint or request search and rescue teams and acquire transportation vehicles and equipment required for specific emergency.

- Public Safety Officers (Fire, Police, Security)
- Facilities Operations & Maintenance (equipment)
- Volunteer Forces (C-CERT preferred)

**Utilities Survey and Stabilization:** Evaluate the condition of utilities and shutdown or restore as appropriate and able (i.e. gas, electricity/cogeneration, water, sewer).

- Facilities Operations & maintenance
- Idaho Power
- Intermountain Gas
- United Water Idaho
- Boise Public Works
- Volunteer Forces
**Hazardous Materials Control:** Immediate response: survey critical areas, evacuate and secure areas as needed. Identify hazards and contain materials as needed. Secondary response: assess hazardous material spills and define procedures for cleanup.

- Boise State Environmental Health Officer; Occupational Health and Safety Officer
- Boise Fire Department Hazardous Material Team
- State of Idaho Department of Environmental Quality
- State of Idaho Bureau of Hazardous Materials
- Volunteer Forces

**University Security/Criminal Activity Control** - Maintain order and secure facilities.

- Boise Police Department
- Boise State security personnel
- Volunteer Forces

**Communications Network:** Establish a communications network using available resources:

- BroncoAlert (Voice mail, E-mail, Text Messaging)
- Telephone (including cellular)
- Operations radios
- University Webpage
- Carillon
- Boise Police Public Address (in BPD cars)
- Messengers (volunteer forces)

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**Priority B: Life Support and Facilities Assessment**

**Full Facilities Survey:** Evaluate facilities for occupancy; identify and seal off contaminated areas. Residence units have priority: Student Housing calls for an immediate facilities survey of all residential units.

- Environmental Health & Safety Office; Boise Fire Department
- Housing/Food Services
- Facilities Operations & Maintenance

**Shelter:** Identify usable housing structures and organize personnel moves as needed.

- Housing/Food Services
- Executive Director of Student Housing

**Food & Drinking Water:** Identify supplies and establish distribution system.

- Housing/Food Services
- Facilities Operations & Maintenance

**Sewer System:** Evaluate sewer system and identify resources that can be used. Initiate use of latrines, if needed.

- Facilities Operations & Maintenance
Communications: Establish a communications system with the campus community and advise everyone on a regular basis regarding availability of basic services.

- BroncoAlert (Voice mail, E-mail, Text Messaging)
- Telephone (including cellular)
- Operations radios
- University Webpage
- Carillon
- Boise Police Public Address (in BPD cars)
- Messengers (volunteer forces)
- Posters
- Banners
- Auxiliary Radio Units


Animal Care: Contain and control research animals on campus.

Psychological Assistance: Establish a system to deal with cases where counseling is needed.

- Boise State Counseling Center
- Psychology Department
- Local churches
- Critical Incident Stress Management Teams

Priority C: Restoration of Academic Programs and General Operations

Academic Survey: Contact academic departments and determine requirements to resume academic operations.

Deans, Department Chairs and Faculty

Research Survey: Contact units and determine requirements necessary for the restoration of research operations.

Valuable Materials Survey: Identify, survey, and secure valuable materials (e.g. books, manuscripts, other unique resources) on campus.

- Library/Museum/Art Department staff
- President/Provost staff
- Volunteers

Records Survey: Identify, survey, and secure all campus records (e.g. operational and administrate records).

- Controller's staff
- Human Resources staff
- Registrar staff
- President/Provost staff
- Financial Aid Staff
- University Archives Staff
- Volunteers Forces

**Administrative Services Survey**: Contact units and determine requirements to restore operations.

**Supplies and Equipment**: Develop system to renew flow of supplies and equipment from outside sources.
Annex D: Emergency Response Priorities

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- Intermountain Gas
- United Water Idaho
- Boise Public Works
- Volunteer Forces

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- Boise State security personnel
- Volunteer Forces

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Academic Survey: Contact academic departments and determine requirements to resume academic operations.

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- Library/Museum/Art Department staff
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- Controller's staff
- Human Resources staff
- Registrar staff
- President/Provost staff
- Financial Aid Staff
- University Archives Staff
- Volunteers Forces

**Administrative Services Survey:** Contact units and determine requirements to restore operations.

**Supplies and Equipment:** Develop system to renew flow of supplies and equipment from outside sources.
Annex E: Media and Public Information Response Plan

In the event of a crisis or disaster, the University must deliver accurate information as promptly as possible, and all official public information should come from a limited number of specified spokespersons. In particular, the University Communications and Marketing Department should coordinate communications with campus and off-campus media to ensure that the University’s public information response to a disaster is quick, accurate and responsible. In any state of emergency or disaster declared by University officials, the following guidelines for this office or similar group are presented below:

Media Center

Whenever possible, University Communications and Marketing staff should establish a media center near the University Advancement Office or another location with facsimile, land telephones, voice mail, two-way radio and computer network/modem capabilities are available in order to communicate with the media and with the Policy and Operations Groups.

The center should be equipped to serve as a disaster inquiry center that responds to public questions and be near a room or area where press conferences can be held. If this center cannot be established on campus due to the disaster, then it should be established at a nearby location such as the Library, Art Museum, Historical Museum, Statehouse building, City Hall, etc.

The University President or his/her designated person(s) and Associate Vice President of University Communications and Marketing or his/her designated person(s) should serve as the primary spokespersons for the University. The Associate Vice President of University Communications and Marketing should consult with the President and Policy Group concerning message content and timing, and serve as secondary spokesperson to deliver situation updates and technical or detailed information.

Other duties should be to coordinate staff, establish media liaison with city fire and police, work directly with media representatives, deliver advisories, set up media access to the disaster scene, and address technical aspects of coverage. Some of these duties may need to be shared with Communications and Marketing personnel, and other agencies such as police and fire departments.

Suggested Media Procedures during a Crises or Disaster Situation

- The Associate Vice President of University Communications and Marketing and Communications staff should gather all available information and receive regular briefings on the situation from the Incident Commander, President and/or Emergency Policy and Operations groups.

- University Communications and Marketing, with assistance from the Emergency Policy and Operations groups, should develop a background sheet for use by spokespersons and by the media. University Communications and Marketing should inform the media
who the spokespersons are and that only they are to speak officially on behalf of the University.

- As directed by the Emergency Policy and Operations groups, University Communications and Marketing should notify the campus community of the situation using University notification systems which include:
  - BroncoAlert Notification System which includes e-mail, phone, text messaging, and voice mail;
  - Emergency Information Line recorded telephone message (334-2296);
  - Reverse 9-1-1 calling system;
  - Exterior public address system (voice and tone alerts). Depending on the situation, the message may come directly from the President, other university officials, or University Communications and Marketing.

- University Communications and Marketing should coordinate the release of information with hospitals and other disaster agencies.

- If phone/fax/e-mail banks need to be established to notify students, employees, faculty, or students families, University Communications and Marketing should ensure that the phone bank coordinator is provided updated information.

- Forward all inquiries regarding the crisis to the media center. University Communications and Marketing personnel should ensure phone lines are established for a disaster inquiry center within the media center, and ensure that personnel in the center are prepared to respond to questions from the public.

- Updates should be provided to the media and campus community as swiftly as they are received, but unconfirmed information should not be disseminated.

- After the disaster, the President may make a general statement about what has happened, future plans, etc. University Communications and Marketing should assist the President in composing and/or disseminating that statement to the general media, and to faculty, staff, and students.

- An evaluation of media relations during the disaster should be held no later than a week after the end of a disaster situation. The evaluation should be conducted by the Associate Vice President of University Communications and Marketing or designee.

- For suggested procedures on handling civil disturbances or demonstrations, refer to Annex B, Section 9.
Communications & Marketing Emergency Response Plan

**Primary Office of Responsibility:** Office of Communications and Marketing

**Responsibilities:** Formulate and disseminate general public and media information

**Duties**

- Initiate/maintain a log of significant events, messages, phone calls, and a log of all media releases and statements
- Establish procedures for release of public information noting that unless otherwise directed, the Associate Vice President of Communications and Marketing is the official spokesperson for Boise State
- Authenticate all sources of information received, and verify for accuracy
- Designate location for media to set up providing needed supplies and utilities
- Prepare and issue public statements that are concise, factual, and non-speculative as soon as practical after the incident or disaster, and update regularly thereafter
- Where possible, establish phone lines for a Disaster Inquiry Center to answer questions from the public; provide bilingual staff when available; publicize telephone numbers
- Coordinate media releases and statements with emergency operations committee members before distribution
- Determine the need for on-scene media briefings and designate a media briefing center (Capitol Village, 2225 University Drive, University Advancement)
- When appropriate, contact city/county public relations to share information.
- Periodically prepare and disseminate a media release that addresses rumor control
- Maintain pocket directory with contact information for key officials, in advance
- Prepare a standby statement in advance and insert event details at time of incident

**Methods**

- BroncoAlert mass notification system
- Mass email from Boise State Communications to faculty and staff through “everyone-do-not-reply” distribution list
- Emergency button/splash page on university homepage at [www.boisestate.edu](http://www.boisestate.edu) with additional information posted in link to UPDATE
- Recorded message on emergency hotline at (208) 334-2296
- Campus switchboard at (208) 426-1000
Communication

- **Identify key audiences.** Determine which of the university’s stakeholders need to be informed of the situation, and in what order: students, faculty, staff, parents, general public, media, alumni, State Board of Education.

- **Designate a university spokesperson(s).** It is best to designate only one spokesperson so the university is providing a unified, consistent message to the public. The President and Associate Vice President of Communications are the likely spokespersons.

- **Provide guidance to the public.** If the crisis involves a health risk, university officials should research the risk and offer guidance to the public about symptoms, treatments and to contact physicians. If the crisis involves a possible evacuation, university officials should inform the public about areas to be evacuated and timelines for evacuation. The university should also direct the public on where to go for more information.

- **Activate the emergency hotline number.** The university has an emergency hotline that can be updated to include specific information.

- **Draft a fact sheet.** The fact sheet should contain a summary statement of the situation including all known details to be released to the media. This fact sheet should be analyzed with respect to the public’s right to know and concerns for privacy and security in consultation with General Counsel.

- **Develop messages.** University officials should develop a few clear, simple messages for its stakeholders and the media. The messages should demonstrate concern about what is happening and for the people involved, and should explain what the university is doing to solve the problem.

- **Anticipate the tough questions.** The emergency team should make a list of all possible tough questions that the media or the public might ask. By composing responses to these questions, the spokesperson can be better prepared for interviews and press briefings.

- **Communicate the message and the facts.** The facts of the crisis, an official statement and the key message(s) should be communicated to the university’s stakeholders. Always make sure internal audiences are the first to be informed. For external audiences, use the media.

- **Identify which mediums are available to communicate your message.** The time of day, day of week, whether it’s a holiday and whether or not there is a power outage will help determine which methods of communication can be used to deliver messages.
• **Control the message.** The university should stick to the facts and to its main messages, thus controlling what information is disseminated. This information should be completely truthful and forthcoming. All “bad” news should be told up-front and all at once.

• **Control the flow of information.** University Communications should control the flow of information by holding a series of press briefings for the media – weekly, daily, or hourly, depending upon the nature of the crisis. University employees who answer phones should be informed of where/how to direct media calls to spokesperson or University Communications.

• **Keep track of media calls, requests.** The spokesperson should keep a list of all the reporters to whom he/she talks.

• **Respond to media quickly and fairly.** The media provides a way for the university to get its message to the public. The media will also shape public opinion about how the university is responding to the crisis. Therefore, it is important to cooperate with the media, to be sensitive to media deadlines and to provide all reporters with the same information – no exclusive stories.

• **Dispel the rumors.** During times of crisis, rumors ran rampant. If false rumors become prevalent, the spokesperson will need to dispel them publicly.

• **Issue joint releases with city and state officials.** When the crisis is citywide or statewide, stay in contact with city, county and state officials.

• **Decide the need to assign videographers and photographers to the scene.** This may prove helpful in responding to media inquiries, to possible later litigation, as well as documenting events.
Annex F: Continuity of Operations Plan

In recent years, we have seen other colleges and universities experience catastrophic events, natural and manmade, large and small. Similarly, Boise State University has had first-hand experience with natural, technological, and human incidents ranging from nuisance flooding and winter weather events, to fires and pandemic influenza. Fortunately none of our incidents have been catastrophic, but we still must attempt to answer the “what if’s” that would disrupt or stop our business as normal operations.

Continuity planning is an important aspect of emergency preparedness, and each department at Boise State University has been asked to develop a business continuity plan to address the challenges to conducting business as normal during or after an emergency. Make no mistake, Boise State University is a business in the sense that all of our operations, including academic, research, or our other extensive programs are important for us to continue to operate as an institution of excellence.

“Boise State Ready” is the tool we use here at Boise State University and is a business continuity planning tool that is specific to institutions of higher education. Its aim is to increase the institution's ability to keep operating in the face of disruptive events.

Business

The "business" of higher education is teaching, research, and public service. In some cases (medical centers & health sciences schools) the "business" also includes patient care. For higher education, these four functions are the “business” in business continuity planning.

Departmental Focus

The Boise State Ready tool produces departmental continuity plans, and can be used by any type of department – instructional, research, support, administrative, collections (libraries, museums) and clinical.

The Product

The departmental continuity plan can be printed as a document and contains –

- Prioritized list of the department’s critical functions, with details of each
- Specific section on continuity of IT
- Specific section on continuity of instruction (if applicable)
- Lists of 10 types of key resources, with details
- Repository of key documents
- High-level recovery strategies for all functions
- Action items to achieve a better state of readiness. These action items embody the central premise of continuity planning: that the most effective way to cope with disaster is to get ready ahead of time – by putting in place NOW the information, processes & resources that we will need THEN.
All-Hazards
The tool uses an all-hazards approach. This means that it aims to increase the organization’s readiness for all types & sizes of disaster events –

- Natural disasters (regional earthquake, fire in your offices, infectious disease epidemic, unexpected death of a key employee, etc.)
- Technological disasters (data loss, connectivity loss, equipment failure, etc.)
- Human-caused disasters (terrorism, theft, civil disturbance, cyber attack, etc.)

Accepted Methodology
The Boise State Ready tool uses the accepted methodology of the business continuity planning profession. The core of Boise State Ready's uniqueness is that it adapts this methodology (developed in the corporate sector) to the circumstances & culture of higher education.

Structure of the Tool

- **Focused at the department level** - The typical campus is highly decentralized, with operational control exercised to a large extent at the department level. Since business continuity planning is operational-level planning, it must focus on departments. The product of the Boise State Ready tool is a departmental continuity plan.

- **Do-it-yourself** - Because campuses may contain hundreds of departments, the planning process must be self-operated. The Boise State Ready tool contains all the information & guidance needed for its use. On the Berkeley campus, for example, more than half of the current 260 departmental plans were created without any contact with the campus planning office.

- **Easy to use, no training required** - Users must be able to pick up the tool and use it. The Boise State Ready tool is a straightforward questionnaire with clear guidance text and intuitive navigation.

- **Lean content, clear purpose** - The tool is oriented to stimulate departmental preparedness (via its action items). It collects only that data that is essential to its purpose. It avoids overly-detailed recovery strategies (more on this below). Hence the tool remains lean and do-able.

- **Final outcome: a campus-level continuity plan** - The department-level plans identify both action items that can be accomplished by the department, and action items that belong to higher levels of the institution. These higher-level action items, taken together, comprise a powerfully-focused campus continuity plan.

We believe every department is critical to the University’s overall mission – the loss of even one department diminishes the whole. For this reason, every department on campus must participate in business continuity planning efforts.

On Boise State Ready website, you'll find planning templates, guidance for developing your department’s plan, links to informative sites, news about disasters and evolving threats, and
information about University operation plans for a disaster or crisis. Our goal is to work with you to develop the best operating strategies for your department and for the University in the event of an emergency situation.

**Boise State Ready** uses the accepted methodology of the business continuity planning profession. The core of Boise State Ready's uniqueness is that it adapts this methodology (developed in the corporate sector) to the circumstances & culture of higher education.

The Office of Risk Management & Insurance can assist departments throughout the campus to create "continuity plans" that identify both strategies for coping with events when they occur, and preparations that can be done in advance.

Building on the foundation of departmental continuity planning, we advise campus leadership on overall campus readiness. In this way, issues and needs identified by departments, but beyond their scope, are advanced to the appropriate parties for solution.
### Disaster Recovery Guidelines

If a campus crises or disaster causes widespread discontinuance of operations at the affected area(s), the President and the Emergency Policy Group will control the activation of the Emergency Operations Center and will trigger, coordinate, and guide the University's overall disaster recovery efforts. Only the President, and when delegated, executive members of the Emergency Policy Group have the authority to close the University and its operations, suspend regular space assignments, and reassign space as necessary for the duration of any disaster recovery period.

Because of the size, scope, and diversity of the University, it was the recommendation of the committee that each major operating component of the University should determine its own disaster recovery priorities, maximum acceptable outages, and if necessary, their own written Business Continuity Plans. The following general guidelines and recommendations are offered to assist the University and its departments in planning or carrying out recovery efforts in the absence of an organized written plan.

- If cleared of safety and human health hazardous conditions, disaster recovery should start with an immediate cleanup followed by restoration/repair to pre-disaster conditions.

- All cleanup contractors should report through the Boise State Facilities Operations and Maintenance Office, which should track cleanup expenses.

- The following critical and essential functions should be considered as priorities for restoration:
  - Academic operations,
  - Student Affairs/Housing
  - Food services
  - University Health Services
  - Voice and data communications
  - Registrar, Admissions
  - Financial Aid, and business functions (President's office, Vice Presidents
  - Human Resource Services (Payroll and HR)
  - Accounting, Accounts Payable
  - Facilities Operations and Maintenance
  - Other administrative offices deemed to be essential.

- Critical facilities which should be restored are listed in priority order:
- Classroom buildings
- Student Union Building (including bookstore)
- Administration Building (because of the location of the executive offices).

Funding for restoration and temporary quarters should be designated and made available.

- A financial coordinator (preferably from Finance and Administration) should be appointed, and an activity and record-keeping structure set up that allows total separation of all disaster-related expenses.
- A "finance team" should be defined to assist the financial coordinator in evaluating all expense requests to help limit any questions after the fact. (The Facilities Operations and Maintenance Business Manager should be included in this team.)
- Record-keeping functions must be reviewed to ensure that they meet FEMA's and insurance providers’ requirements.

If outside contract work is needed to restore the facilities to operating condition, the Purchasing Director and University Counsel should be instructed accordingly.

- The President may need to contact the Governor's Office to request an emergency declaration, which suspends normal purchasing, Department of Public Works (DPW), and other State policies, as well as to request appropriate emergency federal funding.
- DPW and the Idaho Office of Insurance Management may need to be contacted as appropriate.

Contingency contracts (previously set up by request of the Facilities Operations and Maintenance Director) may need to be exercised to secure the services of structural engineers (for priority response and best rates), damage assessment experts, disaster cleanup experts, portable toilet providers, and potable water suppliers.

- It should be noted that some contracts for recovery of support services, such as those for data processing "hot sites," are currently cost prohibitive.
- Business interruption insurance coverage (through the State of Idaho) should be maintained for all auxiliary enterprises and other designated units of the University.
- These units include but are not limited to the Taco Bell Arena, Bookstore, Student Union, Housing, the Morrison Center, Select-a-Seat, Engineering Technology, and Athletics.
An insurance coverage survey form should be filled out each year by each covered unit and should be returned to the Risk Management and Insurance Office.

When restoration of facilities has been completed, preparation should be made for deactivation of temporary site(s), and units should move back into the restored facilities.

Design and testing of disaster response scenarios continue as part of the Emergency Operations Plan.

- The Emergency Operations Center was first tested in the Fall of 1997 during a campus brownout, and in 1999 when a bomb threat was received.
- Since that time, the plan has been tested in several power outage situations, and during other emergency situations.
- Crisis/emergency/disaster tabletop exercises continue to be delivered to the Emergency Policy and Operations Group members.

Each University operating unit should maintain its own Business Continuity Plan, and the unit should be prepared to revert back to paper documents if necessary.

OIT currently has an agreement for off-site storage of centralized electronic tapes, diskettes, etc., and could be requested to add other campus units' storage items to their vault. (Update)

Employee training and awareness programs in the area of emergency response, crisis management procedures, and employee safety have been developed and are offered to new and continuing employees.

- Human Resource Services should supply new employees with a booklet or referral to web site resources on the University’s emergency response procedures.
- Appropriate Facilities Operations and Maintenance employees should learn about utility valve shutoff procedures.
- Executive emergency staff (Policy and Operations Group members) will continue to receive periodic training or familiarization drills in the form of tabletop crisis/emergency/disaster exercises.

Building Re-entry Protocols for retrieval of personal items:

- After FO&M has arranged for Disaster Recovery Services, they will be responsible for all security, entry and safety issues with the building.
If a building is in recovery phase, secure the building and ensure no one enters without going through Entry Control Points.

Before anyone outside of FO&M and the Disaster Recovery Services agency is allowed into the building:

- Have the campus Safety Officer make recommendations if and when it is safe for faculty, staff, and students to enter the building to recover personal items.
- Allow the Disaster Recovery Services agency to take photographs of all items in the building.
- All individuals entering need to be logged and items removed inventoried.

Keep the Building Coordinators, Deans and Chairs advised of any actions in allowing retrieval of research or personal items.
Annex G: Emergency Notification System Protocols

G-1.0 Introduction

Boise State University has an Emergency Notification System (ENS) capable of delivering messages utilizing multimodal delivery to all registered faculty, students and staff. BroncoAlert is intended to rapidly provide emergency information on a developing or ongoing incident along with providing instructions.

The purpose of these guidelines is to establish the Boise State protocols for activating the ENS whenever a threat or emergency situation is reported to the Boise State University Security and Police Dispatch or any other Responsible University Authority operating within their direct area of responsibility and directly involved with the emergency response for a public safety incident at Boise State. These guidelines address activation, modes of delivery, and template messages for various emergency scenarios, which would require the use of the BroncoAlert.

The intent of these protocols is to clearly identify roles and responsibilities for the ENS process here at Boise State.

G-1.1 Background

The Boise State University BroncoAlert system is an automated emergency notifications system (Rave Alert) used in event of an emergency or critical incident on Boise State University. The system allows customized messages delivered by designated phone(s), e-mail, and/or text message in order to provide timely warning/emergency notifications, instructions on how to avoid harm, and informative updates.

During critical incidents, the University will always prioritize providing emergency notification before we engage in the more general public information process. BroncoAlert is designed to be used especially during the first few minutes of an emergency incident to provide initial situational awareness and instructions, but can be used as long as necessary to provide updates and instruction in lieu of official university communication tools.

BroncoAlert addresses the reporting requirements of the 2008 Higher Education Opportunity Act and specifically the Clery Act, which defines emergency notification as:

“Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus ... unless issuing a notification will compromise efforts to contain the emergency.”
While the law does not specify requirements related to time(s) or channels(s) associated with issuing an emergency notification, it does indicate that once the emergency situation is confirmed, such warnings should be issued “immediately.”

G-1.2 Definitions

1. **Emergency Notification**: immediate notification upon confirmation of a dangerous situation or significant emergency with impact to life or property on Boise State University. BroncoAlert will be the quickest way to send Emergency Notification campus-wide. Once the confirmation has been made, it is not necessary to coordinate through the Emergency Policy Group prior to sending the message.

2. **Timely Warning**: utilized when the University determines criminal activity (such as a homicide, sex offense, or robbery) has already occurred and represents an ongoing, yet not immediate threat. The University Emergency Policy Group should be part of the approval/coordination process if there is time for coordination.

3. **Command Text**: informational message to select campus personnel and used as heads-up of potential or ongoing incidents on campus. When potentially dangerous situations are confirmed and a Responsible University Authority approves delivery, an already existing Command Text can become the basis for an Emergency Notification or Timely Warning.

4. **Emergency Policy Group**: made up of senior university administrators with the authority to make decisions, rank priorities, and determine strategy during an emergency incident.

5. **Incident Commander**: responsible for overall management of the emergency incident. The Incident Commander should be the most qualified (and trained) individual at the scene, but university faculty or staff in proximity may have to take command of the incident until a more qualified individual shows up.

6. **Responsible University Authority**: University officials who have been authorized by the Vice President of Campus Operations to authorize Emergency Notification and/or Timely Warning.

7. **Modes of Delivery**: BroncoAlert allows Boise State University to contact the campus community in the event of an emergency by sending messages utilizing the following modes:
   a. SMS/Text Messaging
   b. Email
   c. Text to Voice Messaging (Land-line and/or mobile device)
G-1.3 Training and Exercising

Successful activation of the BroncoAlert and messaging are dependent on periodically training and exercising these protocols. Boise State University will schedule an activation exercise at least once each semester to test the system and identify issues, observations, and lessons learned prior to actual activation for a real world situation. Periodic exercising of the ENS will also ensure equipment and procedures are maintained in a constant state of readiness.

Boise State staff tasked to issuing emergency notifications utilizing BroncoAlert will receive initial training on the emergency notification protocols and process prior to using BroncoAlert (ENS software). Additionally, once receiving initial training, staff will accomplish periodic training on a monthly basis to ensure familiarity and proficiency with the system. The Office of Emergency Management is responsible for create a training and evaluation program along with maintaining a database of who has received training.

University Policy and Operations Group members with responsibility for authorizing notifications will be familiarized on the BroncoAlert emergency notification system through training, drills, and after-action reports. The Office of Emergency Management is responsible for scheduling and conducting this training. Additionally, Emergency Management is responsible for providing After Action Reports following exercises and real-world incidents to the University Policy and Operations Groups along with providing relevant after action reports from other universities to university executives to highlight emergency notification practices in actual incidents—good and bad.

G-2.0 Operational Guidelines

G-2.1 Purpose and Authority of the Emergency Notification System Protocols

The following protocols provide operational guidelines for issuing emergency messages through BroncoAlert. These protocols have been reviewed and approved by the Boise State University Emergency Notification Working Group and are consistent with existing university public safety policies.

G-2.2 Purpose of the Boise State University Emergency Notification System (BroncoAlert)

The purpose of the Boise State Emergency Notification System is the capability to issue safety and security warning notifications to the university in an emergency situation or when specific actions must be taken to maintain safety and security of students, faculty, and staff along with protection of critical infrastructure and key resources. BroncoAlert will not be used for any additional purposes (i.e.: marketing, event promotion, etc.) unless approved by the University Emergency Policy Group.
For the purposes of these protocols, “authorizing” and “issuing” notifications are distinct activities and responsibilities. “Authorizing” a notification refers to providing approval for the issuance of the notification and should be made by a subject matter expert after the requirement for emergency notification has been verified by credible sources (i.e.: Boise Police, Ada City-County Emergency Management, National Weather Service, etc.). “Issuing” notifications refers to the technical activity of sending the notification and can be accomplished by trained individuals without subject matter expertise of the requirement for emergency notification.

Examples of where BroncoAlert might be used include:

a. Building Emergencies
b. Potential life-threatening situations on the campus
c. University closures (weather, power outages, etc.)
d. Extreme Weather conditions (Advisories, Watches, and Warnings)

BroncoAlert should only be used for emergency notifications or incidents which could result in serious injuries or fatalities; significant damage to university facilities, property or data; or significant disruption of university operations.

G-2.3 Responsible University Authorities

The following University officials have been assigned the authority by the Vice President Campus Operations to authorize emergency notifications to provide alert, warning, and safety or protection instructions:

1. University President
2. Vice President Campus Operations
3. Vice President Student Affairs
4. Provost Academic Affairs
5. University Security and Police Executive Director
6. Emergency Manager (Manager, Emergency Preparedness & Continuity)
7. Boise State Boise Police Department Senior Officer on Duty

These positions will be collectively referred to as “Responsible University Authorities” for the purposes of these Protocols. At all times in these protocols, reference to any position at the University shall be understood, in the absence of the referenced position, to include designees.

G-2.4 Activation and Usage Guidelines

The process for activating BroncoAlert ENS protocols begins when a threat or emergency situation is reported to the Boise State University Security and Police Dispatch or to another Responsible University Authority. For confirmed threats or
emergency situations which require Immediate or urgent notification, the BPD Senior Officer on Duty or another Responsible University Authority will authorize the emergency notification based on the operational guidelines in Section 3 of these Protocols.

1. The Campus Security and Police Dispatch (426-6911) is the primary point at Boise State University for receipt of warnings from local and state officials. They will be responsible for contacting and coordinating with the University Executive Director and/or Emergency Manager to activate the BroncoAlert.

2. Due to the high probability of the Executive Security Director or the BPD Senior Officer on Duty being Incident Commander and on-scene at the Incident Command Post, the Emergency Manager has the primary back-up responsibility for promptly issuing the emergency notification.

3. Messages should include times of reported incident; specific location names when information is possible (such as “last seen on the south side of the Friendship Bridge on the Greenbelt” or the “third floor of the Albertsons Library”); and instructions (such as immediate action to take and where to find additional information).

4. In all cases, notifying the Public Information Officer (PIO) at Communications and Marketing early in the incident is important since they can assist with publishing additional information on university websites and recording messages on the university hotline in conjunction with, or prior to activation of BroncoAlert. The PIO is also important for communicating with the media for the Incident Commander.

5. Send a message one time only unless a technology failure occurs. After the initial incident message, subsequent messages will contain significant new information such as where to obtain detailed information or “all clear” messages.

6. If Timely Warning is a consideration and there is not a need for Immediate Emergency Notification, the University Emergency Policy Group approval should be sought prior to using BroncoAlert as long as there is adequate time for coordination.

7. Consider using additional University Outreach message outlets coordinated through the PIO when there is time for advising the Boise State University of a developing situation along with other notification methods (Campus Update, Arbiter, PULSE Radio, etc).

G-2.5 Emergency Notification Message Characteristics

All BroncoAlert ENS messages will contain at minimum, the following information, in this order:
1. Nature of the incident
2. Location
3. Actions to be taken by those effected

Since SMS (text messaging) has been proven to be the quickest and most efficient method of emergency notification, the initial BroncoAlert message should follow formatting consistent with SMS system characteristics, which includes using no more than 160 characters.

G-2.6 Levels of Emergency Response Notification

There are three levels of notifications for BroncoAlert. These are “Immediate,” “Timely Warning,” and “Status Update/All Clear;” each of which are described on the following pages.

1. **EMERGENCY NOTIFICATION**: An Emergency Notification to the campus is made when the Responsible University Authority has confirmed that an emergency situation poses an immediate threat to life safety or security of the university. The Responsible University Authority is authorized to make an Emergency Notification to provide alert, warning and safety or protection instructions.

   There may be cases where the Responsible University Authority may feel that by authorizing and issuing an Emergency Notification may actually create a more serious emergency or compromise the University’s efforts to contain the emergency. In this case, the Responsible University Authority must document their decision and notify either the Executive Director of Security or the Senior Boise Police Officer on Duty.

2. **TIMELY WARNING**: An Timely Warning to the campus is made when the Responsible University Authority has confirmed that an emergency situation may post a threat to life safety or security of the university.

   If the Responsible University Authority confirms an emergency situation, he or she notifies the Executive Director or Security or the Emergency Manager, who has the option to consult with the Vice President Campus Operations regarding the emergency situation.

   The Vice President Campus Operations may authorize a BroncoAlert for Timely Warning, which alerts the University of the situation and provides precautionary actions. An example of a Timely Warning would be a situation requiring notification to the university in accordance to the Clery Act (i.e.: Sexual Assault, Battery, etc.).
3. **STATUS UPDATE/ALL CLEAR**: A Status Update is made when there is new information or instructions for the university. It may provide an update on the situation or changes in required protective actions. An All Clear Notification indicates the emergency situation has been contained. Status Updates and All Clear Notifications should be timed so that SMS messages do not overlap. Both messages are authorized by the Incident Commander, which may be the Executive Director of Security, Boise Police, or other Responsible University Authorities.
**G-2.7 Emergency Notification System Authorizations Matrix**

This matrix lists the authorization for authorizing and issuing BroncoAlert notifications.

<table>
<thead>
<tr>
<th>Level</th>
<th>Authorized by</th>
<th>Issued by</th>
<th>Potential Modes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMERGENCY NOTIFICATION</strong></td>
<td>• BPD Senior Officer on Duty</td>
<td>• Boise State BPD Dispatch</td>
<td>• BroncoAlert</td>
</tr>
<tr>
<td></td>
<td>• Responsible University Authority</td>
<td>• Emergency Manager</td>
<td>o Phone Alerts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Executive Director</td>
<td>o SMS Text</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• University Security</td>
<td>o Emails</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Security Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Security Analyst</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Other trained personnel</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TIMELY WARNING</strong></td>
<td>• Vice President Campus Operations</td>
<td>Trained Personnel</td>
<td>• BroncoAlert</td>
</tr>
<tr>
<td></td>
<td>• Emergency Manager</td>
<td></td>
<td>o SMS Text</td>
</tr>
<tr>
<td></td>
<td>• Executive Director</td>
<td></td>
<td>o Emails</td>
</tr>
<tr>
<td></td>
<td>• University Security</td>
<td></td>
<td>o Phone Alerts</td>
</tr>
<tr>
<td></td>
<td>• Responsible University Authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Emergency Policy Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STATUS UPDATE/ALL CLEAR</strong></td>
<td>• Incident Commander</td>
<td>Trained Personnel</td>
<td>• BroncoAlert</td>
</tr>
<tr>
<td></td>
<td>• Responsible University Authority</td>
<td></td>
<td>o SMS</td>
</tr>
<tr>
<td></td>
<td>• Vice President Campus Operations</td>
<td></td>
<td>o Emails</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Phone Alerts</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*Other modes as developed*
# Emergency Notification System Assignments, Roles, & Responsibilities

This section describes the roles and actions for Boise State University personnel assigned for authorizing and issuing BroncoAlerts. These checklists provide guidance for the Emergency Notification Process at Boise State University:

<table>
<thead>
<tr>
<th>Boise State Position</th>
<th>Roles and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boise State BPD Dispatcher</td>
<td>• Coordinate with the Boise State BPD Senior Police Officer on Duty  &lt;br&gt; • Issue Emergency Notifications once authorized and as instructed  &lt;br&gt; • Issue Status Updates or All Clear Notifications as instructed  &lt;br&gt; • Notify University Emergency Response Group as soon as possible (need definition)</td>
</tr>
<tr>
<td>Boise State BPD Senior Officer on Duty</td>
<td>• Confirm the emergency situation or threat  &lt;br&gt; • Determine whether an emergency notification to the campus would create a more serious emergency and/or compromise the University’s efforts to contain the emergency  &lt;br&gt; • Notify Dispatch about the need for an Emergency Notification  &lt;br&gt; • Notify the Executive Director of Security of the situation, notifications authorized/issued, notifications not authorized/issued due to the potential to compromise university efforts to contain the emergency, and any other actions taken to contain the emergency  &lt;br&gt; • Document all actions with time stamps  &lt;br&gt; • May authorize an All Clear Notification (for incidents in which this person has incident command)</td>
</tr>
<tr>
<td>Executive Director University Security and Police or University Emergency Manager</td>
<td>• Receive notification of Emergency Notification authorizations and ensure they are issued  &lt;br&gt; • Provide executive direction to the BroncoAlert issuer for initial and follow-on messages  &lt;br&gt; • Determine whether an emergency notification to the university would create a more serious emergency and/or compromise current response efforts  &lt;br&gt; • Notify the University Emergency Policy Group of all actions and provide Situation Updates  &lt;br&gt; • Notify the Public Information Officer and provide updates and guidance  &lt;br&gt; • Activate the University Emergency Operations Center as required for coordination and support to the Incident Commander</td>
</tr>
<tr>
<td>Boise State Position</td>
<td>Roles and Responsibilities</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td></td>
<td>• Authorize and issue any Status Updates and All Clear Notifications as required</td>
</tr>
<tr>
<td></td>
<td>• Document all actions with time stamps</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsible University Authorities</th>
<th>Roles and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Confirm whether the emergency situation threatens the life safety or security of the university for situations within the authorization of the Responsible University Authority (Section 2.3)</td>
</tr>
<tr>
<td></td>
<td>• Authorize Boise State BPD Dispatch to either coordinate or issue an Immediate or Timely Warning</td>
</tr>
<tr>
<td></td>
<td>• Notify the University Executive Director of Security and Police of all actions and provide Situation Updates</td>
</tr>
<tr>
<td></td>
<td>• Document all actions with time stamps</td>
</tr>
</tbody>
</table>
G-4.0 Text Messaging Templates

This section contains Emergency Notification Message templates for different scenarios which are preloaded in the BroncoAlert ENS. Update the information as required prior to sending:

1. **ALL CLEAR/EMERGENCY ENDED**
   
   ALL CLEAR/EMERGENCY ENDED
   Resume normal activities. Resume normal activities.

2. **Emergency: ARMED SUSPECTS**
   
   Armed suspects (location). STAY CLEAR (direction) of (area/street).
   Update to follow.

3. **Emergency: BOMB THREAT**
   
   Bomb threat at (location).
   Avoid area.
   Update to follow.

4. **Emergency: FIRE**
   
   FIRE at (location). Avoid area. (Evacuate nearby buildings.)
   Update to follow.

5. **Emergency: HAZMAT**
   
   Hazardous Material Spill at (location).
   Avoid area. Stay indoors.
   Update to follow.

6. **Emergency: POLICE**
   
   Police Emergency at (location).
   Avoid area.
   Update to follow.

7. **Emergency: SHOOTING**
   
   Shooting reported in (Location)-STAY CLEAR.
   Go to secure location.
   Update to follow.

8. **Emergency: SITUATION**
   
   Emergency situation in progress at (location/building).
   Exit campus area if able.
   Update to follow.

9. **Street Closure**
   
   Street closure on (Name) Street due to (scenario).
Avoid area. Update to follow.

10. **Weather Closing 1**
    Boise State University closed and classes canceled beginning at (XX) a.m./p.m.
    Check website for updates.

11. **Weather Closing 2**
    Boise State University closed and classes canceled today.
    Check website for updates.

12. **Weather Delay**
    Weather Delay; Classes begin today at (XX) a.m./p.m.
    Check website for updates.

13. **WEATHER WARNING**
    WEATHER WARNING.
    Seek shelter indoors. Wait for all clear signal.

14. **WEATHER WARNING Lifted**
    Weather warning lifted.
    Resume normal activities.
### Emergency Notification Decision Chart

<table>
<thead>
<tr>
<th>Decision Matrix</th>
<th>Command Text – LE</th>
<th>Command Text – ALL</th>
<th>BroncoAlert</th>
<th>Timely Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault/battery involving campus</td>
<td>Y</td>
<td>-</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Y</td>
<td>-</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Evacuation</td>
<td>Y</td>
<td>Y</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Exclusion Notice with media attention</td>
<td>Y</td>
<td>-</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Fire Alarm with evacuation</td>
<td>-</td>
<td>Y</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Fire Incidents</td>
<td>Y</td>
<td>Y</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Flooding</td>
<td>Y</td>
<td>-</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Gas Leak</td>
<td>Y</td>
<td>Y</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Hazardous Material</td>
<td>Y</td>
<td>Y</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Medical Calls on campus</td>
<td>Y</td>
<td>-</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Narcotics Investigations resulting in arrests on campus</td>
<td>Y</td>
<td>-</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Non-violent but disruptive demonstration</td>
<td>Y</td>
<td>-</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Power Outages impacting campus</td>
<td>-</td>
<td>Y</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Severe Weather Warning</td>
<td>Y</td>
<td>Y</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Severe Weather Watch</td>
<td>Y</td>
<td>Y</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Sexual Assault on campus</td>
<td>Y</td>
<td>-</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Shooting / Armed Assailant on campus</td>
<td>Y</td>
<td>Y</td>
<td>D</td>
<td>-</td>
</tr>
<tr>
<td>Stalking reports</td>
<td>Y</td>
<td>-</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Structural Failure</td>
<td>-</td>
<td>Y</td>
<td>D</td>
<td>-</td>
</tr>
<tr>
<td>Suspicious package</td>
<td>Y</td>
<td>Y</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Violent, disruptive demonstration</td>
<td>Y</td>
<td>-</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Weather Campus Closure/Delay</td>
<td>Y</td>
<td>Y</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>All Clear</td>
<td>Y</td>
<td>Y</td>
<td>D</td>
<td>D</td>
</tr>
</tbody>
</table>

**Notes:**
(Y) Send to this group
(D) Situation Dependent; ask for authorization or will be provided
(-) Indicates not applicable

If in doubt on which CommandText group to send to, include both groups.
Annex H: Pandemic Response Plan

H-1.0 Introduction

Pandemics are very different from other types of disasters in that they are rarely localized to one specific location on a campus and generally do not impact physical facilities. Pandemics have a severe impact on human health and life, and from an operational standpoint this makes it difficult to provide educational services. The primary tool against a pandemic is planning, education and preparedness prior to a pandemic, and during a pandemic, use of proper hygiene and social distancing. Pandemics are usually spread through contact with other humans and animals. Universities are especially prone to pandemics due to the international nature of higher education which includes frequent foreign travel, and the open nature of university campuses. During a pandemic, it is likely a large geographic area is being impacted, and as such, Federal and State resources will be very limited. This places an additional burden on the University to prepare.

Regardless of the University response plan for a pandemic, it is very likely that our plan will be impacted by decisions of other State, Local and Federal agencies, some examples are:

1. Department of State initiates an immediate travel ban to countries with known pandemic cases impacting classes to be taught abroad or faculty research.
2. Department of State or Center for Disease Control does not permit incoming traffic and people from countries with known pandemic cases.
3. Idaho Central District Health Department initiates an order to ban all public meetings in excess of a certain number of participants, thus limiting our ability to hold classes, especially large lecture classes.
4. Idaho Governor initiates an executive order closing State offices, or banning large group meetings.
5. State agencies require use of large BSU facilities for treatment and staging centers.
Since a pandemic will impact each department on campus, preparation needs to be done by each department. For this effort, the University has developed the Department Business Continuity and Pandemic Planning Guide available on the web-site of Parking, Risk Management and Transportation. All departments are encouraged to use this guide to create a department plan, and to update their plan annually. Department plans should be submitted to Risk Management for inclusion in the University Response Plan.

In addition to the department plans, the University has developed a framework to guide our planning and response efforts to a pandemic.
Response Levels and Activation Criteria

Level 1: Potential pandemic being tracked in the world by CDC and WHO with instructions to prepare
Level 2: Confirmed cases of sustained human-to-human transmission somewhere in the world
Level 3: Confirmed cases of sustained human-to-human transmission somewhere in North America
Level 4: One case of human-to-human transmission within 400 mile radius of Boise, Idaho
Level 5: One case of human-to-human transmission within the Boise-metro area

<table>
<thead>
<tr>
<th>Work Unit</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSU Emergency Policy Group (EPG) and Pandemic Steering Committee (PSC)</td>
<td>1. PSC monitors pandemic situation via info from WHO, CDC, and contact with ID Central District Health Department (CDHD)</td>
<td>1. EPG meets to discuss possible travel bans to and from impacted area. Determination of class and research activity in impacted area, review any State Department, CDC or WHO travel bans</td>
<td>1. Discuss triggers that may initiate closure of the University, all or in part, including functions with large groups. Notify scheduling if any classes/rooms are canceled</td>
<td>1. University to communicate with CDHD as to possible use of campus facilities for community pandemic response resource. Notification to venues and other departments</td>
<td>1. EOC remains activated 24/7, EPG meet at EOC each morning at 8:00 AM for update, discussion and decisions</td>
</tr>
<tr>
<td></td>
<td>2. Creation and distribution of department planning guide</td>
<td>2. Risk Mgmt to provide current and travel reports for BSU faculty, staff and students to or near impacted areas</td>
<td>2. Discuss with Academic Affairs the University approach to students wanting to leave school to go home, especially foreign students, withdrawal, fee, grade policies, etc.</td>
<td>2. Level 4 communication message to BSU campus (Communications and Student Health)</td>
<td>2. University to close except for essential and emergency operations, events canceled. Emergency Operations Committee activates to close and control access to campus</td>
</tr>
<tr>
<td></td>
<td>3. Coordination with other agencies, community, and other outreach activities</td>
<td>3. Director of Medical Services joins EPG as medical advisor</td>
<td>3. Communications and Marketing to distribute Level 3 message with a stronger reparation and prevention message</td>
<td>3. Consider closure of campus, coordinate with CDHD as external agencies may force closure of meetings with a certain number of attendees, Governor executive orders, etc</td>
<td>3. CDHD most likely takes control of certain venues</td>
</tr>
<tr>
<td>Work Unit</td>
<td>Level 1</td>
<td>Level 2: In addition to previous level</td>
<td>Level 3: In addition to previous level</td>
<td>Level 4: In addition to previous level</td>
<td>Level 5: In addition to previous level</td>
</tr>
<tr>
<td>-----------</td>
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<td>--------------------------------------</td>
<td>--------------------------------------</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>4. Contact CDHD for any direction 5. Communications and Marketing to develop message to campus regarding situation and any travel restrictions, plus tips on preparing and preventing illness (Medical Services to assist) 6. Departments and Emergency Operations Center (EOC) Manager to review and update emergency contacts</td>
<td>4. Update travel restrictions 5. Partial opening of EOC, daily updates to EPG via e-mail or meeting if needed, EPG to monitor e-mail regarding EPG meetings 6. Departments review their Pandemic BC plans and prepare to initiate 7. Emergency Operations Group is alerted and prepares to provide support 8. Monitor state communications radio 9. Monitor health alert fax</td>
<td>4. If Student Housing occupancy declines, activate plan to empty Towers Hall in preparation for social distancing center 5. Activate emergency Operations Center 24/7, EPG meets at EOC at 8:00 AM and 5:15 PM each day as needed for updates, discussion and decisions 6. Ensure SBOE office has emergency contact info including EOC numbers 7. Departments to activate BC plans as staffing levels and closures warrant, departments that provide emergency and essential functions to operate even during University closure 8. Emergency Operations Group is activated to initiate any decision by EPG and provide the field support</td>
<td>4. Level 5 communication and closure notifications 5. If possible Towers Hall vacated 6. Coordinate and communicate our actions to other agencies, state and local, including SBOE 7. Departments activate BC plans</td>
</tr>
<tr>
<td>Work Unit</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Level 4</td>
<td>Level 5</td>
</tr>
<tr>
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<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
</tbody>
</table>
| Emergency Operations Group| 1. EOC members to ensure their department has an adequate pandemic plan, thus allowing the EOG member to provide more support to EPG  
2. Academic Affairs to communicate with International Programs and Extended Studies regarding any travel restrictions and additional implications  
3. University Health Services is monitoring and reporting any related health alert fax information | 1. Communications and Marketing to send campus e-mail regarding any travel restrictions  
2. Emergency Operations Center activated and Emergency Operations Group is notified of any periodic briefings at the center and requested to look for frequent updates | 1. Identify steps needed to be taken for a partial or full closure of the University, and prepare to take those steps | 1. EOG to activate their department BC plans, and if possible, EOG member will allow primary department responsibility to second in command so the EOG member can be more focused on supporting the EPG  
2. EOG to receive daily briefings at the emergency operations center  
3. EOG is prepared to initiate partial or full closure of the University and assist in communication to the campus | 1. EOG to facilitate the campus closure and assist as needed to provide emergency operations and service. |
| Communications and Marketing (C&M) | 1. Prepares draft messages for each level for potential communications to students and employees.  
2. Coordinates with Health and Wellness for medical information and tips to compliment messages at each level | 1. Prepares draft message for travel restrictions to be used as template | 1. Distributes level 3 message and any other communications to the campus | 1. Distributes level 4 message and any other communications to the campus or community | 1. Distributes level 5 message and any other communications to the campus or community including information on campus closure |
<table>
<thead>
<tr>
<th>Work Unit</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Health Services</td>
<td>1. Assist in the monitoring of pandemic and other health emergencies through clinical contacts and health alert fax system 2. Lead efforts to inform the campus about disease and methods to reduce the risks and chances of becoming ill 3. Develop or use existing system to monitor medical supply inventories</td>
<td>1. Continue with Level 1 activities 2. Inventory review for emergency supplies and purchase of needed items</td>
<td>1. Provide related health information and tips to compliment Level 3 message (See Level 3, Emergency Policy Group) 2. Perform inventory of emergency supplies and rush ordering of needed supplies 3. Close monitoring of health alert faxes and coordination with Emergency Response Groups at BSU 4. Communication with Central District Health Department for information and/or instructions</td>
<td>1. Provide related health information and tips to compliment Level 4 message 2. Perform inventory of emergency supplies and rush ordering of needed supplies 3. Hourly (or more frequent) monitoring of health alert faxes and coordination with Emergency Response Groups at BSU 4. Communication with Central District Health Department for information and/or instructions 5. Preparations for increased traffic in clinic 6. Prepare to activate BC plan</td>
<td>1. Provide related health information and tips to compliment Level 5 message 2. Perform inventory of emergency supplies and rush ordering of needed supplies 3. Constant monitoring of health alert faxes and coordination with Emergency Response Groups at BSU 4. Communication with Central District Health Department for information and/or instructions 5. Preparations for increased traffic in clinic 6. Activate BC and emergency response plans 7. Medical Services Director provides close support of the EPG</td>
</tr>
<tr>
<td>Individual Departments</td>
<td>1. Complete department business continuity planning guide including pandemic scenarios</td>
<td>1. Evaluate and update department BC plan. Look for instructions from University about travel restrictions</td>
<td>1. Level 2 preparedness with intent to activate BC plan at any moment.</td>
<td>1. BC plans activated, departments providing essential services only and preparing for possible University closure</td>
<td>1. Performing limited functions as outlined in BC plan, and assisting the University with closures and notifications</td>
</tr>
</tbody>
</table>
Glossary:

CDC: US Center for Disease Control, the US agency that will monitor pandemics and provide Information

CDHD: Central District Health Department of Idaho, the department that will coordinate state responses to a medical emergency

Emergency Operations Center (EOC): The location the EPG will meet at in the event of an emergency. This room is to be equipped with the needed resources to respond and communicate. The EOC shall be located at a site predetermined by the members of the Emergency Policy Group.

Emergency Operations Center Manager and Incident Scene Commander: Executive Director, Public Safety, and the Director of Emergency Management manages the communications between BSU and external aid agencies, and manages the operations of the EOC.

Emergency Operations Group (EOG): Various Associate Vice Presidents, Department Executive Directors, Department Directors, Associate and Assistant Department Directors and Managers who will perform the actions to implement a decision by the EPG.

Emergency Policy Group (EPG): Various campus executives including the Emergency Operations Center Manager that will coordinate the emergency response.

Emergency Operations Center Manager: Executive Director, Security and Police. Coordinator of the EOC and the Emergency Policy Group

SBOE: State Board of Education

WHO: World Health Organization, the international body that will monitor pandemics and communicate status

Emergency Policy Group:

Regular Members:

• President
• Provost
• Vice President, Finance and Administration
• Vice President, Student Affairs
• Vice President, University Advancement
• Vice President, Research
• Associate Vice President and University Counsel
• Associate Vice President, Campus Planning & Facilities
• Director, Communications and Marketing

Special Emergency Policy Group Members (Pandemic):

• Dr. Vincent Serio, Medical Services Director
• Other special members as needed for expertise

**Emergency Operations Group:**

• Vice Provost, Undergraduate Studies
• Associate Vice President, Finance and Administration
• Executive Director, University Housing
• Executive Director, Human Resources Services
• Executive Director, University Health Services and Campus Recreation
• Executive Director, Office of Information Technology
• Director, Facilities Operations and Maintenance
• Assistant Director, Communications and Marketing
• Manager, Risk Management and Insurance
• Environmental Health Officer
• Occupational Health and Safety Officer
## Boise State University Emergency Operations Plan

### Annex I Boise State University Air Quality Index Checklist

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ ENSURE DOCUMENTATION IS MAINTAINED throughout the incident; keep a log of your actions along with timing.</td>
</tr>
</tbody>
</table>

**Before Air Quality Index incident occurs:**

- Subscribe to the Idaho Department of Environmental Quality (DEQ) [Daily Air Quality Reports and Forecasts](http://www.deq.idaho.gov/air-quality/monitoring/daily-reports-and-forecasts/)
- The primary campus units responsible for monitoring the Air Quality Index will be Environmental Health Safety & Sustainability, Health Services, and Emergency Management
- Start checking the [Real-Time Air Quality Data](http://www.boisefire.org/air-quality-data) daily anytime the air index is approaching Orange levels
  - Click on Boise FS E-Sampler site near Boise Fire Station #5 (the other Boise site is an Ozone monitoring site)
  - Click on “Click here for latest measurements” for the last real-time reading

**When the Air Quality Index is projected to be Orange or higher:**

- If Idaho DEQ is forecasting the index to be Orange (Unhealthy for Sensitive Groups) or Red (Unhealthy), send the forecast to the Emergency Policy and Operations Groups as a heads-up.
- Update both the Emergency Policy and Operations Groups anytime the level is higher
- When the level is forecast for or reaches Red (Unhealthy), call for a meeting with the following units:
  - EHS&S
  - Health Services
  - Recreation Center
  - Student Affairs
  - General Counsel
  - Risk Management
  - Human Resource Services
  - Athletics
  - During this meeting, discuss the ramifications using the EHS&S Outdoor Air Quality Guidance Document (Attachment 1)

- Prepare a message for distribution to students, faculty and staff (Attachment 2) and send out using the Timely Warning template in BroncoAlert; email only
- Publish an article in the Update and Student Update (Attachment 3)
- When the level is forecast for or reaches Purple (Very Unhealthy) and/or Maroon (Hazardous)
  - Advise the Emergency Policy and Operations Group
  - Send a BroncoAlert out to all faculty, staff and students advising of conditions, cancellations, etc.
  - Put an Alert Banner on the Health Services website

**Note:** For additional resources on Air Quality Index, go to: [http://emergencymanagement.boisestate.edu/?p=25112](http://emergencymanagement.boisestate.edu/?p=25112)
Overview

This Guidance Document summarizes safety recommendations for outdoor workers, athletes, preschool students, and participants in campus sponsored outdoor recreational programs during times of high atmospheric particulate concentrations. Outdoor air quality is based on an index for reporting daily air quality developed by the EPA. It tells you how clean or polluted your outdoor air is and what associated health effects might be a concern for you. The Air Quality Index (AQI) focuses on health effects you may experience within a few hours or days after breathing polluted air. The Environmental Protection Agency (EPA) calculates the AQI for five major air pollutants regulated by the Clean Air Act. For each of these pollutants, EPA has established national air quality standards to protect public health.

The recommendations set forth in this document are to be followed by all Boise State University personnel, and those contracted to work for Boise State University. Working, training, practicing and engaging in strenuous activity during times of high particulate levels can lead to adverse respiratory conditions. When levels reach the “Unhealthy” category posted by the Department of Environmental Quality, Boise State will send a campus alert to notify faculty, staff and students of the situation. Action may need to be taken by each group outlined below dependent on the conditions noted.

Signs and Symptoms Acute Respiratory Distress

<table>
<thead>
<tr>
<th>Feeling like you can't get enough air into your lungs</th>
<th>For individuals experiencing these symptoms keep them calm, if possible assist them to University Health Services for treatment or in emergency situations call 9-1-1 and wait with them for emergency response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rapid breathing</td>
<td></td>
</tr>
<tr>
<td>Constant coughing</td>
<td></td>
</tr>
<tr>
<td>Confusion</td>
<td></td>
</tr>
<tr>
<td>Extreme Tiredness</td>
<td></td>
</tr>
</tbody>
</table>

For your local air quality forecast, visit [www.airnow.gov](http://www.airnow.gov)
There’s an app for that! (iPhone and Android)
## Air Quality Guide

Use the chart below to help reduce your exposure and protect your health. For your local air quality forecast, visit [www.airnow.gov](http://www.airnow.gov).

<table>
<thead>
<tr>
<th>Air Quality Index</th>
<th>Who Needs to be Concerned?</th>
<th>What Should I Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good 0-50</td>
<td>No one. Air quality is good for everyone.</td>
<td>It's a great day to be active outside!</td>
</tr>
<tr>
<td>Moderate 51-100</td>
<td>Some people may be unusually sensitive to particle pollution and may need to take precautions.</td>
<td><strong>Unusually sensitive people:</strong> Consider reducing prolonged or heavy exertion. Watch for symptoms such as coughing or shortness of breath. These are signs to take it a little easier. <strong>Everyone else:</strong> It's a good day to be active outside!</td>
</tr>
<tr>
<td>Unhealthy for Sensitive Groups 101-150</td>
<td>Sensitive groups include people with heart or lung disease, older adults, children and teenagers.</td>
<td><strong>Sensitive groups:</strong> Reduce prolonged or heavy exertion. It’s OK to be active outside, but take more breaks and do less intense activities. Watch for symptoms such as coughing or shortness of breath. <strong>People with asthma</strong> should follow their asthma action plans and keep quick relief medicine handy. <strong>If you have heart disease:</strong> Symptoms such as palpitations, shortness of breath, or unusual fatigue may indicate a serious problem. If you have any of these, contact your health care provider.</td>
</tr>
<tr>
<td>Unhealthy 151 to 200</td>
<td>Everyone can be affected.</td>
<td><strong>Sensitive groups:</strong> Avoid prolonged or heavy exertion. Consider moving activities indoors or rescheduling. <strong>Everyone else:</strong> Reduce prolonged or heavy exertion. Take more breaks during all outdoor activities.</td>
</tr>
<tr>
<td>Very Unhealthy Alert 201-300</td>
<td>Everyone</td>
<td><strong>Sensitive groups:</strong> Avoid all physical activity outdoors. Move activities indoors or reschedule to a time when air quality is better. <strong>Everyone else:</strong> Avoid prolonged or heavy exertion. Consider moving activities indoors or rescheduling to a time when air quality is better.</td>
</tr>
<tr>
<td>Hazardous 301-500</td>
<td>Everyone</td>
<td>Everyone: Avoid all physical activity outdoors. Sensitive groups: Remain indoors and keep activity levels low. Follow tips for keeping particle levels low indoors.</td>
</tr>
</tbody>
</table>
OUTDOOR AIR QUALITY

**Recommendations for when conditions are over 100.**

- **Individuals with special needs** should be cautious at all levels outside of the normal range.
- **Athletics Department** - During events of low range Red (Unhealthy), promote caution and use personal judgment. Discuss whether events should be cancelled or reassigned.
- **Boise State sponsored, Field Trips, Outdoor Classes, Children Center and Children camps** - take responsibility with a heightened awareness of conditions. When the AQI is in the Unhealthy zone, move activity to indoors.
- **Campus Recreation and Intramurals** - During events of low range Red, promote caution and use personal judgment. Discuss whether events should be cancelled or reassigned.
- **Campus Operations Department Activities** will be: Limited to those which do not require prolonged or strenuous physical activities.
  - Limit or discontinue if the activities contribute to air pollution (these include the use of gas-powered vehicles, internal combustion engines for landscaping, painting, solvents and sprays).
  - All employees shall limit physical activities except for those necessary in response to an emergency situation.

**Responsibility**

- **Supervisors, professors, coaches, hosts, etc.** Coordinate closely with the applicable University resources identified below to address student, employee and visitor concerns during periods of air quality impairment.

**Emergency Management**

- Post air quality hazard information on the Boise State Alert website with links to other resources as appropriate for worsening air quality conditions.
- Send BroncoAlert if conditions are at the Purple and/or Maroon levels.

**Environmental Health, Safety and Sustainability**

- Notify Emergency Manager if the air quality index reaches Red (Unhealthy) for the Boise area.
- Monitor the air quality across the region.
- Informs the University Community about outdoor air quality concerns student, faculty, and staff by email.

**Human Resource Services**

- Assists employees and departments to address personnel related matters (schedule modifications, alternate work locations, reasonable accommodations, modified duties) during periods of air quality concern.

**Student Affairs**

- Assists students with disability/chronic medical conditions to address issues during periods of air quality concern.

**University Health Services**

- Assist with the decision making on the cancellation/postponement of scheduled University events.
Individuals

- Use forecasts to plan outdoor activity. When the forecast is unhealthy, take simple steps to reduce your exposure.
  - Choose a less strenuous activity
  - Shorten your outdoor activities
  - Reschedule activities
  - Spend less time near busy roads

Summary

The safety of our Boise State community is of utmost importance. These guidelines are provided so personnel can take precautions and amend activities as necessary to maintain safety. Please work closely with those around you and remain alert for anyone experiencing serious symptoms. If you experience symptoms, please visit University Health Services or other primary care physicians. *In case of immediate emergency for those in acute distress, call 9-1-1.*
Dear Boise State Community:

Due to the deteriorating air quality in the Treasure Valley, we would like to give you some information and resources so you can monitor the air quality index and make decisions both for yourself and anyone involved in outdoor activities under your responsibility.

The current Air Quality Index in Boise has just been measured at Purple/Very Unhealthy. Instructions from the various health agencies recommend that, “People with heart or lung disease, older adults, and children should avoid all physical activity outdoors. Everyone else should avoid prolonged or heavy exertion.”

Some things you should know, we are responsible for conducting classes and operations on campus and we will continue business as usual until conditions warrant reconsideration of that decision. However, we will be sensitive in accommodating students, faculty, and staff who need to avoid being outside due to respiratory illness or other factors.

Boise State will continue to monitor the Idaho Department of Environmental Quality (DEQ) Air Quality Index and will notify the campus community when changing conditions warrant an update. You can monitor the Air Quality Index levels yourself at these websites:

- The AirNow website for Boise, ID
- The Idaho Department of Environmental Quality forecast page

Some things you can do:

1. Find out more about air quality actions at the Office of Emergency Management's Air Quality Index page.
2. If you are feeling short of breath, wheezing, chest pain, heart palpitations, extreme fatigue, or difficulty moving due to unhealthy air quality levels, contact
University Health Services (208-426-1459), your healthcare provider or call 9-1-1.

3. Faculty, supervisors and/or student leaders, review the attached Environmental Health Safety and Sustainability Guidance Document for additional protocols for outdoor activity.

4. Supervisors should check on their staff at regular intervals and reduce the amount of time they spend outdoors. Allow them to take frequent breaks in air conditioned spaces.

5. Everyone should avoid activities that require exertion or prolonged periods outside.
Annex P: Campus Protest/Civil Unrest

I. Purpose

The First Amendment to the U.S. Constitution guarantees freedom of speech, freedom of religion, freedom of assembly, freedom of press, and the right to question the government without retribution. Free and open association, discussion, and debate are important aspects of the educational environment and are part of the rich cultural and academic environment of Boise State University. To that end, it is essential that Boise State and the City of Boise ensure that peaceful assemblies and protests are protected and encouraged on the campus.

Such rights, however, are not absolute and are balanced with the University's interests in preventing disruption to its educational and business processes, and with invasion of the rights of others. Therefore, Boise State must also be prepared to ensure that scheduled academic, research, and administrative activities of the University are continued without interruption should protests become destructive or harmful to people or property or the ability of the University to carry out its educational, research, housing, and other legitimate functions.

The purpose of this procedure is to provide a guide for the Boise State campus Emergency Operations Group on how to best respond during incidents of campus unrest, including protests, civil disturbances, or related hostile and violent encounters which will require prompt and coordinated action between the University's Division of Student Affairs and Enrollment Management, the University's Department of Public Safety, and the Boise Police Department.

II. Definitions

- **Demonstration/Protest**: A demonstration or protest is a public assembly of persons exhibiting sympathy with, or opposition to, a political, legal, economic, or social condition or movement.
- **Civil Disturbance**: A civil disturbance is any breach of the peace by a significant number of people assembled in one area or the gathering of an unruly mob. A demonstration or protest may become illegal and dangerous when it includes active resistance and civil disobedience as a deliberate violation of a law. This may include any situation which, in the opinion of the Department of Public Safety (including Boise Police), could develop into a riot.
- **Civil Unrest/Riot**: A riot is civil unrest/disorder wherein crowds display a propensity for violence by setting fires, vandalizing, looting, attacking individuals, or engaging in other violent acts.

III. Sources of Official Information

A. First Amendment to the United States Constitution
B. Higher Education Act 20 USC 1011a Protection of Student Speech and Association Rights

ANNEX P-1
Last Updated 8/21/2017
IV. Concept of Operations

Campus demonstrations usually take the form of an organized public action taken to display disagreement with an idea or course of action. The idea or action does not necessarily have to be one that is in the direct control of Boise State University. In many cases campus protests such as marches, meetings, picketing and rallies are peaceful and non-obstructive. Campus policy does not require demonstrations to be scheduled with the Department of Public Safety. However, the Student Involvement and Leadership Center (SILC) is available to assist student organizations in hosting successful events and University Event Services is available to assist groups that want to reserve a space on campus for their activities. The City of Boise has a special events process for planned events that intent to use city streets, such as parades.

A. Monitoring Campus Demonstrations. A demonstration should not be prevented or discontinued unless one or more of the following conditions exists as a result of the demonstration:

- Unlawful activity
- Violations of fire or safety regulations
- Impeding the normal flow of pedestrian or vehicular traffic or obstructing access to offices, buildings, or other University facilities.
- Disruption to the normal operations of the University.
- Interference with another group’s scheduled activity or demonstration.
- Threat of physical harm to persons or damage to University facilities.
- Demonstrations within the interior of any University building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
- Unauthorized entry into or occupation of any University room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any University property, equipment, or facilities.
- Commercial activities
B. Notifications. If any of the above conditions exist, the Boise State Department of Public Safety Communications Center should be immediately notified at 208-426-6911. Public Safety Dispatch will notify the Executive Director or their designated representative.

1. Public Safety Dispatch will send a CommandText to the Emergency Operations Group group (CommandText_ALL)

2. As soon as reasonably possible, the Executive Director, Public Safety will alert the Emergency Policy Group with a Situation Report. At the minimum, the following will be alerted:
   - Chief Operating Officer (COO), Vice President and Special Counsel
   - Vice President for Student Affairs and Enrollment Management
   - Provost and Vice President for Academic Affairs
   - General Counsel
   - Dean of Students
   - University Event Services
   - AVP, Communications & Marketing
   - Emergency Manager (for EOC activation)

3. The COO, in consultation with the Vice President for Student Affairs and Enrollment Management, the Provost, the General Counsel, and the Executive Director of Public Safety will determine any further actions.

C. Response. Generally, response is handled by Student Affairs whenever possible, with the assistance of Public Safety. If the situation escalates to the point where coordination is required with additional departments, the Emergency Operations Center will be activated and the Emergency Operations Group will be assembled to assess the situation and develop an Incident Action Plan (IAP).

1. Emergency Operations Group. The role of the Emergency Operations Group is to provide oversight and initial response actions to address protests and demonstrations. Members of the Emergency Operations Group will include (or their designated representative):
   - Dean of Students, Student Affairs
   - Public Safety – Security and Police, Executive Director
   - Public Safety – Boise Police Liaison
   - Public Safety – Transportation, Director
   - Provost, Vice Provost
   - General Counsel
   - Communications & Marketing, Assistant Director
   - Facilities, Director
   - Human Resources, Director
   - Office of Emergency Management, Manager

2. The three overarching goals of the Emergency Operations Group include:
• Analysis and planning to support the safety needs of the campus community
• Considerations and actions to support participant First Amendment rights to freedom of expression, open dialogue and discord
• Supporting the academic and research mission of the university

3. The Dean of Students will be the EOC Director and Student Affairs will be the office of responsibility for any campus protest. If not available, the Executive Director of Public Safety will be assigned.

4. If the Emergency Operations Group has not yet convened and the situation is fast-breaking, the Executive Director, Public Safety and Dean of Students will initiate initial response actions as a team.

• Any police intervention will be determined by the Executive Director, Public Safety in consultation with the Dean of Students.
• If the situation has escalated where emergency responders have already intervened due to injuries and/or damage to campus property, the Emergency Operations Group will follow the instructions of the City of Boise Incident Commander.¹

D. Assignment of Responsibilities.

1. Emergency Policy Group

A. Vice President of Student Affairs and Enrollment Management (in consultation with Executive Director, Public Safety)

- Set expectations for monitoring and managing the incident
- Designate appropriate individual as “on the scene” liaison to demonstration organizers/protest leaders
- Designate independent observers
- Ensure appropriate and effective communication between demonstration organizers/protesters, senior administrators, and public safety
- Appoint or designate mediator as appropriate

B. Chief Operating Officer, Vice President and Special Counsel

- Reviewing decisions regarding police action against protesters, except in emergency situations.
- NOTE: When there is an imminent threat of substantial harm to persons or property, the City of Boise Police Department Incident Commander will determine the appropriate response actions

¹ The incident commander is the person responsible for directing on-scene emergency response. The incident commander assesses the incident priorities to determine the tactics that will be used. The incident priorities, in rank order, are:

1) Life safety
2) Incident stabilization
3) Property conservation
C. Provost and Vice President for Academic Affairs

- Direct communication with faculty regarding all appropriate aspects of faculty involvement in peaceful assemblies or protests
- Designate an “on the ground” liaison if faculty or instructional staff are involved in the protest
- Identify faculty welfare and safety concerns
- Communicate with the President all recommendations to:
  - Alter daily campus business as usual
  - To facilitate the immediate needs of the students and faculty regarding the issues of protest or the safety of the campus
- Appoint academic spokesperson for media interviews, if appropriate, in consultation with the Office of University Communications
- Initiate educational opportunities, when appropriate, around issues of protest
- Develop communications/media strategy and news points
- Recommend and provide oversight of all media outlets, interviews, releases and press conferences
- Monitor news coverage and social media to provide real-time feedback to decision-makers

2. Emergency Operations Group

A. Dean of Students

- Notify the Emergency Policy Group and provide a current situational assessment on the incident
- Activate and act as Director of the campus Emergency Operations Center to facilitate coordination and information sharing
- Ensure Boise State staff connected to group (advisor, etc.) meet with student group or organization to determine student concerns and issues
- Maintain a position log which chronologically describes actions taken (this can be done by EOC staff if the EOC is activated)
- Identify student welfare and safety concerns
- Keep the Emergency Operations Group informed of significant events

B. Executive Director, Public Safety

- Provide continuous and appropriate levels of security for the safety of all involved people and property
- Ensure all on and off-campus responding law-enforcement personnel are thoroughly briefed response coordination and chain of command
- Establish, if necessary, field incident command post and communicate the location to the Emergency Operations Group in the EOC

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2 This notification can be accomplished through the EOC Manager and staff if the EOC is activated
Boise State University Emergency Operations Plan

- If City of Boise has already stood up an ICP in response to the campus incident, act as primary liaison to the ICP representing campus interests
- Or send a designated representative with authority and official campus position
- Assist in identifying non-affiliates (non-university) participating in a sustained or “Occupy” protest
  - (Val’s position; in the EOC)
  - (Use of Idaho Intelligence Fusion Center…)

C. Associate Vice President, Communications & Marketing

- Develop communications/media strategy and crisis communications plan
- Recommend and provide oversight of all media outlets, interviews, press releases and press conferences
- Monitor news coverage and social media to provide real-time feedback to the Emergency Policy Group and Emergency Operations Group
- If City of Boise has set up an ICP or Type III IMT, work closely with their Public Information Officer to obtain current information and represent the University interests

D. Human Resource Services

- Direct communication with employees regarding interpretation of policies, expectations, employee discipline and general guidance
- Designate an “on the ground” liaison if staff are involved in the protest

D. General Counsel

E. Director, Facilities Operations & Maintenance

- Provide facility support as identified by the Emergency Operations Group in the EOC to include, but not limited to:
  - Building-Access control
  - Provide barricades, if needed
  - Grounds Maintenance
- Coordinate with campus Public Safety to secure buildings and adjacent areas to the protest as required/requested

F. Assistant Director, Public Safety - Transportation

- Provide barricades, if needed
- Assist in identifying temporary alternative transportation routes

G. Office of Emergency Management
I. Who else?

E. Incident Communications/Media Interaction. University Communications & Marketing is the primary lead for managing the public information response for Boise State University. They should be alerted as early as possible to any emerging or potential incident to ensure a quick, accurate, sensitive and coordinated response.

1. Working closely with the City of Boise Incident Command Public Information Office, key areas of the public information function include:

   - Information that could save lives or protect health
   - Emergency status information (the emergency situation and response efforts)

2. University Communications & Marketing will develop and lead communication efforts to the internal University community working with other departments in the EOC as necessary. A special effort should be made to report positive information regarding emergency response in order to reassure the campus community that the situation is under control.

3. The following information will be collected and verified as soon as possible:

   - Incident time and date
   - Incident location (geographic location and any specifics as to type of place, etc.)
   - Incident cause (Note that this may not be immediately known and may require investigation before a determination can be made.)
   - List of those involved (How many? Students, faculty, staff, other affiliation)
   - Special precautions or actions for the campus community
   - What information will be conveyed to parents and/or other family members of students?

F. Civil Disobedience Sanctions. Individuals engaged in civil disobedience at Boise State University are subject to the laws of the state of Idaho and the United States. In addition, students are also subject to action under the University’s Student Code of Conduct.

The following is a list of some of the possible violations of the Student Code of Conduct:

   - Destruction of or damage to university property  Student Code of Conduct Section 4.J.
Destruction of or damage to university property

Abuse of university electronic resources and systems  Student Code of Conduct Section 4.A.

Physical abuse or threats  Student Code of Conduct Section 4.U., 4.B.

Disrupting or obstructing university activities  Student Code of Conduct Section 4.L.2.

Disorderly or lewd conduct  Student Code of Conduct Section 4.L.1

Unlawful assembly [reference to applicable policy][TCM1]

Failure to provide identification to or comply with directions of university official  Student Code of Conduct Section 4.M.

Failure to comply with exclusion from or order to leave university property  Student Code of Conduct Section 4.AA.

The following is a non-exhaustive list of violations of state law:

Resisting, obstructing, or delaying an officer, Idaho Code 18-705

Assault and battery, Idaho Code 18-901, 18-903

Aggravated Assault, Idaho Code 18-905

Riot and unlawful assembly, Idaho Code 18-6402, 18-6405

Failure to disperse, Idaho Code 18-6410

Disturbing the peace, Idaho Code 18-6409

Vandalism/graffiti, Idaho Code 18-7001, 18-7036

Trespassing, Idaho Code 18-7011

G. Campus Recovery. As the University enters recovery actions, it is important to demonstrate an understanding of the needs and concerns of all of those involved, including the following:
- Characterize the problem in a way that gets to the heart of the problem, not just the most recent incident.
- Show the involvement of a diverse group of people in the decision-making.
- Explain decisions more clearly than usual and convey the information in ways that reach all parts of the campus community.
- Expedite investigations and decisions to respond to the urgency that is felt by segments of the campus community.
- Avoid communications that further polarize, such as generalizing behaviors of some individuals to an entire group.

H. After-Action Analysis. At the end of a campus protest/unrest incident, the University needs to properly close operations, analyze actions, and bring the campus back to normal while ensuring campus safety. Personnel involved in the incident may be directed to prepare an after-action analysis and a review of the incident.

The after-action process is a critical step to evaluate and better understand the situation, its precipitating factors, and the University’s strengths and weaknesses in responding to the incident. The University should gather information from both internal and external sources to ensure a diverse perspective. By going through an after-action analysis, the University can not only review how it executed its plan of action, but also identify unintended consequences that may need to be addressed to mitigate future incidents and assist in healing the campus community.

ATTACHMENT A: Areas for Consideration

1. How does our institutional mission affect our response to this incident?
   - How do these issues impact our strategic plan, mission and vision?
   - What training is needed?

2. Is there campus history/culture that is relevant to this event?
   - Data will be collected; previous incidents will be reviewed.

3. Have there been similar incidents on other campuses that might be instructive to the administration?
   - Research and review decisions of other universities when responding to similar situations.
   - Note the positive and negative steps that were taken.

4. How does the current campus climate affect this situation?
   - Complete scan of campus – is this typical on our campus?

5. What campus policies are relevant to this situation?
6. What resources are available to the institution?
   - Campus or community resources
   - Programming
   - Education
   - Subject Matter Experts

7. What else do we anticipate happening as a result of this incident and how do we plan for it?
   - Do we foresee continued protests?
   - Will there be disruption of academic buildings?
   - Might this situation invoke violence?
   - Might community members come on campus and become involved?

8. What other issues/concerns/needs could result from this incident?
   - How will this affect enrollment?
   - Will this impact recruitment or retention?
<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ ENSURE DOCUMENTATION IS MAINTAINED throughout the incident; utilize WebEOC or an ICS-214 form!</td>
</tr>
</tbody>
</table>

### Day(s) prior to Protest:

- Gather the following information for a Situation Report
  - What is the type of activity? (speech, rally, march, civil disobedience, etc.)
  - Who is involved? (students, faculty, external groups, etc.)
  - Where is the activity taking place? (on-campus, off-campus)
  - How many people are/will be involved?
  - Is this planned, anticipated event or is it spontaneous and unannounced?
  - What is the context of the event?
    - Are there precipitating events?
    - Is this event in response to another event on or off-campus?
    - Are there opposing sides and is there a likelihood of confrontation?
- Send the Situation Report to:
  - Dean of Students
  - Executive Director of Public Safety
  - Director - Security, Police, and Event Operations
  - Vice Provost/Dean Honors
  - General Counsel
  - Assistant Director of Security & Event Management
  - Boise Police Lt
  - Emergency Manager (Responsible for Secondary notifications to Policy Group and IMT)
- Have the Manager Compliance/Crime Analysis coordinate with the Idaho Fusion Center to create an “Internal Campus Information Situational Awareness” assessment for the IMT
  - Will also data mine Social Media feeds to discern risk and vulnerability to the event
  - Manager will report any information directly to the Executive Director Public Safety
Annex W: Weather Events

Purpose

Severe weather refers to any dangerous meteorological occurrence with the potential to cause damage, serious social disruption, or loss of human life. Although the Treasure Valley, (which Boise State University is part of) experiences relatively light winters due to being protected by the Cascades and Blue Mountain Ranges in Oregon and Washington along with the Rocky Mountains to the east, we do experience thunderstorms, downbursts, flooding, snow, freezing rain and high winds periodically. Additionally, freezing precipitation, wildfires, and inversions can cause severe weather impacts, although less frequently.

This Severe Weather Annex will provide guidance for preparation and response related to potentially disruptive severe weather threats to the Boise State campus.

Concept of Operations

For Boise State, severe weather is one of the most probable conditions identified in the Ada County Hazard Vulnerability Assessment. The Boise State Emergency Operations Plan is based on worst-case planning assumptions and utilizes the Emergency Operations Center (EOC) to coordinate/support weather event response actions on campus. Severe Weather can be considered a worst-case scenario; in this case the EOC will be the primary coordination point for notification, levels of response, use of emergency facilities, administration and support.

This specific annex addresses severe weather impact to the university campus and provides guidance at the campus level. Development and implementation of department/college response actions is the responsibility of individual department and colleges.

Sources of Official Information

It is assumed that each member of the university community has access to information regarding events on campus and in the community. These information sources can include local radio and television broadcasts; media websites; weather websites; and local government websites.

The primary official sources for university information (class delays, closures, etc.) in case of an emergency on campus are:

- BroncoAlert (Emergency Notification System):
- Boise State Homepage: http://www.boisestate.edu
- Faculty/student/staff email
- Carillon Big Voice (outdoor speaker system)
- Twitter/Facebook: @boisestatelive, @bsupublicsafety

The following are good sources for local weather and air quality information:

- Official Forecast Information (this is the primary site the EOC will use for forecasting):
  - This site has forecasts, climatology, weather preparedness and historical averages along with highs and lows
- Weather alerts: Advisories, watches, and warnings:
Boise State University Emergency Operations Plan

- Idaho State Alert and Warning System (ISAWS): [http://isaws.org](http://isaws.org)
  - Anyone can sign up Weather alerts at this site
- Ada County Emergency Management website: [https://adacounty.id.gov/accem/](https://adacounty.id.gov/accem/)
  - ACEM “Learn Local Hazards” – click on Weather on the pull-down menu
- Ada County Highway District Traffic cams: [http://www.achdidaho.org/atis/default.htm](http://www.achdidaho.org/atis/default.htm)

These additional sites have good public information for weather events:

- Local Air Quality forecast: [www.airnow.gov](http://www.airnow.gov)

Upper Treasure Valley Climatological Summary

The Cascade and Blue Mountain Ranges in Oregon and Washington modify Pacific Maritime air masses as they move east to the Treasure Valley and the city of Boise. The result is that these air masses are considerably drier once they reach Southwest Idaho. In addition, the Rocky Mountains to the east act as a barrier to cold shallow air masses moving southward from Canada in winter. The effect from all these Mountain ranges is to make Boise and the Treasure Valley semi-arid with relatively mild winters for its northern location.

Local sources of surface water are the Boise River meandering through the city and the Snake River 20 miles to the south. The Valley and the surrounding agricultural land is heavily dependent on irrigation, with this moisture playing a role in modifying the local climate of the Valley to some extent.

Wind. Wind direction regime of the Treasure Valley and the city of Boise is a direct result of the northwest to southeast orientation of the Treasure Valley and the mountain ranges that border it. Overall wind direction climatology for the Treasure Valley indicates that 85 percent of all wind comes from either the northwest or southeast direction and evenly split between the two directions.

Since Boise is located midway through the Treasure Valley and closer to the Boise Front Range, we don’t receive as strong of winds as the endpoints of the valley, but strong winds can occur in the following situations:

1. **A cold front passage**: Winds gust 25 to 35 mph with the frontal passage, but decrease rapidly behind the front; duration is usually only a few minutes.

2. **Mature non-severe thunderstorm cells sending outflow into the Treasure Valley**: These gusty outflow winds commonly peak at 35 mph and persist for a short time. However, severe thunderstorms will produce wind gusts much higher which persist longer and may have damaging effects.

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1 To obtain information on Idaho Climate statewide, consult the Western Region Climate Center’s website at [https://wrcc.dri.edu/narratives/IDAHO.htm](https://wrcc.dri.edu/narratives/IDAHO.htm); this information is specific to the Upper Treasure Valley and Boise.
3. **A strong pressure gradient develops over southwest Idaho**: Due to varying reasons related to low pressure, this is a common pattern in the Spring between March and mid-May and is the windiest time of the year at Boise and the Treasure Valley (early Autumn and mid-September through much of October is the least windy time).

![Boise Climate Graph - Idaho Climate Chart](image)

**Figure 1: Annual Climatology for Boise, Idaho**

**Temperature**\(^2\). Boise and the Treasure Valley have a typical high desert temperature regime. This means that night cools down quickly and the days heat quickly as well due to the overall dryness. Maritime Polar air masses dominate the region much of the year, but they are considerably modified by the time they reach the local area. This makes Boise temperatures milder in winter for this northern location but also hotter in Summer. Average annual temperature is 5 degrees warmer than cities at the same latitude east of the Rockies.

In summer with southeast surface winds, the east end of the valley heats up faster than the west end. Afternoon maximum temperatures are about 5 degrees F higher than if the winds were northwest during the afternoon. During winter, if an Arctic front makes its way into the Treasure Valley from the

\(^2\) To see **Boise Temperature and Precipitation Records** going back to 1865, consult the National Weather Service Boise website at: [http://www.wrh.noaa.gov/boi/climo.php](http://www.wrh.noaa.gov/boi/climo.php)
Boise State University | Emergency Operations Plan

north or east, and if snow cover is present, below-zero minimum temperatures may persist for days or even longer, but these are rare events. For example, from 1991 through 2008 a subzero temperature occurred only once at the Boise Airport.

Normally, milder temperatures are common in the Valley in winter often resulting in rain instead of snow. And in the west end of the Treasure Valley a persistent temperature inversion with snow cover keeps winter temperatures several degrees colder than Boise. The all-time record high temperature at Boise was 111°F degrees set on 19 July 1960 while the record low was 25 degrees below zero set on 22 December 1990.

**Precipitation.** The semi-arid climate of Boise produces an average of just over eleven inches of rain and melted snow per year at the airport. The area has a cool season maximum of precipitation while the warm season is mostly dry. The bulk of the annual precipitation is received between November and May with three quarters of the amount.

The winter months are characterized by steady widespread precipitation while the warm season months have spottier convective showers and thunderstorms. Because much of the moisture from wet Pacific air masses is lost when they cross the mountains ranges to our west, Boise has a high desert semi-arid climate typical of many areas of the Inland Pacific Northwest or northern Great Basin.

Boise and the Treasure Valley have a high frequency of night time precipitation in the winter months with 75 percent of the total falling between midnight and 8am local time. This overnight precipitation happens with uncanny regularity and often results in adverse traveling conditions in the early morning hours with roads covered in ice, snow, rain or a combination of all three. Snowfall at Boise averages around 20 inches per year but can vary from a low of only a few inches to 30 to 40 inches. With milder temperatures, snowfall is not as great as in other mid-latitude locations.

Freezing Precipitation is a rare event at Boise and the Treasure Valley due to the relative deepness of the Snake River Valley (about 2000 feet). This occurrence generally requires a thin shallow layer of cold air at the surface and warmer air aloft. When it does occur, weather related impacts are much higher than when liquid and frozen precipitation falls.

**Fog, Low Clouds, and Inversion Impacts.** Fog occurrence is primarily limited to the winter months at Boise and the Treasure Valley. This fog is mostly advection fog meaning it moves here from some other place. In Boise, dense fog spreads over the city on light West to Northwest flow and usually occurs after a moist air mass has produced measurable rain or snow over the area.

If this precipitation is followed closely by a ridge of high pressure with a weak surface gradient, fog forms quickly as moisture gets trapped below the subsidence inversion and is not able to scour away. This situation is most likely if it occurs during the period from Thanksgiving to Valentine’s Day when stagnant high-pressure systems usually move over the area and stall. It also coincides with the coldest temperatures of the year and shortest period of daylight.

The strong inversion events may last several days or even weeks if the weather pattern stagnates. The extensive low clouds and widespread fog when combined with the long hours of winter darkness and cold will enhance the overall gloominess to weather conditions at this time of year. It is during these foggy and low cloud events when valley temperatures may not deviate by more than a few degrees from high to low temperature. The breakup of low cloud and fog in Boise is highly dependent on wind direction and speed, strength of weather systems passing over the area, and time of year.
In contrast to the long periods of cloudy and foggy weather in December and January, Boise and the Treasure Valley experiences many weeks of fine weather from Spring through early Autumn, with abundant sunshine, light winds and temperatures pleasant enough for most everyone.\(^3\)

**Weather Risks**

Here is a brief summary of the Hazardous Weather phenomena that occur in the Boise area, ranked from most common to least common:

1. **Urban Flooding (Heavy Precipitation):** Due to the pervasive nature of concrete, asphalt and other non-permeable surfaces across campus, rainfall or snowmelt can rapidly pool up in areas of low elevation. **NOTE:** El Nino winters are warmer and wetter than climatological averages for Boise, and typically increase both the frequency and duration of Heavy Precipitation events.

2. **High Winds (Damaging Winds):** Due to the orientation of local mountain ranges and lower foothills, prevailing winds ahead of incoming storm systems are often “channeled” into relatively-smaller corridors, increasing wind speeds as a result. While this type of weather can happen with any storm of sufficient strength, it happens most often in the autumn and spring months when we see variable temperatures week to week.

3. **Hard Freeze:** Temperatures need to plummet below freezing for several hours to develop Hard Freeze conditions, and the most favorable time of year to experience this is during Winter Break through most of the Winter Quarter (Mid-December through February). **NOTE:** La Nina winters are drier than climatological averages for Boise, inerasing the odds of a Hard Freeze event.

4. **Snow Accumulation:** Snow Accumulation is most favorable after a Hard Freeze has occurred within the last 24 hours. Snow is most likely to accumulate more often during winters that are “El Nino/La Nina Neutral,” but a snowstorm following a Hard Freeze during a La Nina winter is more likely to produce significant Snow Accumulation in a single event, with conditions afterward that will inhibit melting naturally.

5. **Air Quality (Wildfire, Inversions):** TBD

6. **Lightning/Thunderstorms:** Lightning and thunderstorms are usually associated with cyclonic systems, and their cold fronts, do some damage to trees each year, often causing temporary disruption of power and communications facilities, but only minor damage to structures in most instances. Storms of this type may occur at any time from October into July, while during the summer months strong winds almost invariably come with thunderstorms. The incidence of summer thunderstorms is greatest in mountainous areas north of Boise, where lightning often causes serious forest and range fires.

7. **Freezing Rain/Drizzle:** Precipitation that falls as a super-cooled liquid and freezes on contact is a fairly unusual occurrence in Boise. The atmospheric conditions required are extremely complex and when an event does occur, it usually ends within 1-2 hours. However, it is one of the most dangerous conditions when it occurs and makes driving and walking around campus very unsafe. Freezing Rain or Drizzle is sometimes accompanied by Damaging Winds, which can easily blow down frozen tree limbs, power lines, or other protruding edges on building, creating a safety hazard for people and property throughout Boise during the winter months.

8. **Riverine Flooding:** Riverine flooding occurs most often during the period of seasonal snowmelt in spring, particularly in April and May. Although the portion of the Boise River that runs through campus is flood protected by the Boise River Basin dams (Lucky Peak, Arrowrock, and Anderson Ranch) and reservoirs, flooding is a possibility, especially in years with above average snowpack

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\(^3\) For more information of the Local Climate of the Treasure Valley and Boise, Idaho, consult the National Weather Service Boise website at: [http://www.wrh.noaa.gov/boi/climate_summary.php](http://www.wrh.noaa.gov/boi/climate_summary.php)
and rapid snowpack melt in late winter or early spring. The two areas on the Boise State campus most prone to flooding is in the Lusk area (Raptor Research Center, Health Sciences Riverside) and the Yanke Research Complex.

(in progress; define weather categories, define severe for each event, etc.)

**State of Readiness Conditions** (match these with EOC monitoring levels)

(Readiness levels 1-4, definitions of each)

**Severe Weather Matrix and Preparedness Response**

(72 hours, 48 hours, 24 hours, event, +12 hours, +24 hours)

**Organization and Assignment of Responsibilities: High Readiness Activities**

- Public Safety Security & Police Services (Communications Center)
- Facilities Operations and Maintenance (Landscaping)
- Transportation and Parking
- Housing & Residence Life
- Environmental Health Safety and Sustainability
- Campus Planning and Facilities
- Student Services (Campus Recreation, SUB, Aramark)
- Provost
- Registrar
- OIT
- Auxiliary Units (Events)
- ???

**Responsibilities within Each Unit**

(in progress – Continuity Plans, Lesson Plans, etc. Address both for warning and no warning)

- Personnel
- Equipment
- Vehicles
- Buildings
- Networks
- Applications
- User Services
- Generators
- Supplies

**Weather Event EOC Checklist (See Annex W.1)**

**Campus Closures/Delays**

(in progress; address essential personnel, define severe for each event, etc.)

- Decision Authority – EOP Emergency Policy Group
• Decision Timeline – 06:00 for Morning classes
• Decision to Close All Day or in the Morning - Dynamic
• Decision to Close in the Afternoon - Dynamic
  o Decision Elements
  o Release Guidance
  o Essential Personnel
• (Link to campus closure information)
ANNEX W.1 Boise State University EOC Weather Plan Checklist

<table>
<thead>
<tr>
<th>Actions</th>
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<tbody>
<tr>
<td><strong>ENSURE DOCUMENTATION IS MAINTAINED</strong> throughout the incident; utilize WebEOC or an ICS-214!</td>
</tr>
<tr>
<td><strong>Day(s) prior to Weather Incident:</strong></td>
</tr>
<tr>
<td>➢ Enter 83725 into the “Enter Location” field.</td>
</tr>
<tr>
<td>➢ If there are any Hazardous Conditions forecasted, they will be located above the 7-Day Forecast.</td>
</tr>
<tr>
<td>➢ You can also call the 24-hour <strong>NWS Boise operations line: 208-334-9518 (this is a confidential number; please do not distribute).</strong></td>
</tr>
<tr>
<td>➢ Send Advisory to Public Safety Communications Center and advise them to initiate the Hazardous Weather protocols (see timeline below).</td>
</tr>
<tr>
<td>➢ Send out the Weather Advisory, Watch or Warning to the CommandText_IMT and Boise State Weather email group.</td>
</tr>
<tr>
<td>➢ Share with campus community through Twitter and Facebook (tag @boisestatelive).</td>
</tr>
<tr>
<td>➢ Start campus education on campus closure decision process (link to Communications &amp; Marketing page here).</td>
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| **Day of Weather Incident:** |
| ➢ **Note:** If Landscaping and Public Safety Transportation supervisors advise Public Safety Dispatch the evening prior that they are coming in to clear ice and snow, Dispatch does not need to contact supervisors as outlined below. |
| ➢ **02:00 – 04:30 am:** Boise State Public Safety Security and Police officers will contact the Public Safety Communications Center to advise if conditions on campus are hazardous or are turning hazardous (icy roads, snow piles, freezing rain, etc.) |
| ➢ Public Safety Communications Center **Dispatch will notify the Landscape (FO&M) supervisor on-call** and advise of conditions. |
| ➢ **Dispatch will notify Public Safety Transportation Maintenance Supervisor on-call** and advise of conditions. |
| ➢ (?? Notify Housing; needs to be coordinated with Kevin Israel) |
| ➢ Boise State Security & Police officers will conduct periodic assessments of road and walkway conditions on campus and advise dispatch if the situation is potentially dangerous. |
| ➢ **04:30 am:** If the weather reported by Public Safety officers is hazardous, **Dispatch will send a CommandText_IMT** advising of current conditions. |
| ➢ The Emergency Manager (or the designated representative) will make the determination if the Emergency Operations Center should be activated. |
| ➢ If the decision is made to activate the EOC, Dispatch will send out a second CommandText_IMT stating so. |
| ➢ Campus personnel reporting to the EOC should bring a fully charged department radio, their mobile device, and a laptop. |
| ➢ **05:00 am:** EOC operations setup: |
| ➢ Log into [WebEOC](http://webEOC) and make an activation entry. |
| ➢ Select “ID BSU EOC” as Position and “---Daily Ops 20XX” for Incident.
### Actions

- Click on “Route to IDEOC Event and Unit Log” button in the top left corner for the first log entry *(Note: this will the only time you will do this unless a significant emergency occurs)*
  - Bring up Ada County Highway District traffic cameras: [http://www.achdidaho.org/ATIS/default.htm](http://www.achdidaho.org/ATIS/default.htm)
  - Set up NWSCChat on one of the available computer screens
    - User name: em-robert.a.littrell
    - Password: WeatherDude56*
  - Monitor local news channels (KTVB and KBOI) on situational displays
  - Monitor Tweetdeck on the large situational display; use the following keywords:
    - #BoiseState
    - Official Boise State
    - BoiseStateLive
    - #idwx
    - Optional: #boise
  - Monitor operations radios: Record anything of significance into WebEOC so EOC Manager has documentation of all issues, and observations for the after-action report
    - Channel 11 “Security”
    - Channel 1 PHYS BASE (FO&M & Landscaping)
    - Channel 17 PARK BASE (Public Safety Transportation)
    - Channel ?? (Housing)

**05:00 – 05:45 am**: Check all relevant sources for current conditions related to the weather incident:

- Contact Ada County Dispatch Supervisor: 208-377-6790 (road conditions and number of accidents)
- Listen to Landscaping and Public Safety Transportation radios (do not call unless absolutely necessary; interrupts clearing) to ascertain current campus conditions
  - Landscaping Office: 208-426-2342, 208-426-1485
  - Gabe Bishop, Landscape Manager: 971-409-2342 (Cell)
  - Lee Hoffman, Parking/Traffic Supervisor: 208-426-4335 (Office), 208-608-0980 (Cell)
- Contact Boise Independent School District Safety Specialist, Steve Rosendin, 208-841-5718 (Cell) to see what Boise Schools is doing in reaction to road conditions
- Monitor Idaho Department of Transportation 511 Website to track road closures or hazards
- Review class schedules for the day along with scheduled events throughout campus

**05:45 am**: EOC will provide a Situation Update to the Emergency Policy Group (Kevin, Marty and Lisa) for review.

- Primary method will be through a Zoom Conference Call.
- Send digital Situation Report (SITREP) by email to the entire Policy Group
- Attach any suggested draft communications for review with the SITREP (i.e.: campus closure or delayed start)

**06:00 am**: Time goal for sending out Emergency Policy Group decision and first campus notification for either delayed start or campus closure.
**Boise State University Emergency Operations Plan**

### Actions

<table>
<thead>
<tr>
<th>(Explore EOC actions after this time)</th>
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<tbody>
<tr>
<td>○ Class schedules</td>
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<tr>
<td>○ Contracting (Snow removal, roof checks,</td>
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