CAMPUS SAFETY AND SECURITY

The College of Western Idaho (CWI) is committed to the safety and security of all members of the campus community.

This **Emergency Guidebook (EGB)** is intended to serve as a quick reference for efficient action during an emergency and to assist the campus community in responding to and managing emergency situations appropriately.

This **Emergency Guidebook** should always be kept in an easily accessible location. Occupants should take the time to read and become familiar with the contents of the **EGB** before an emergency occurs.

Building evacuation maps are located on each floor of all buildings. Maps are placed by main entrance doors to buildings and near elevator doors. These maps are to instruct occupants on how to evacuate the building during emergency situations. Become familiar with their location and content.

If you are evacuated from a building, proceed to the designated safe assembly area. If the area is unsafe or blocked due to the emergency, proceed to an alternate area.

Occupants should report to faculty/staff at the safe assembly area to be accounted for as having evacuated safely; also report any knowledge you may have of missing persons or of those located in the *Area for Evacuation Assistance*.

When an emergency arises on campus or near CWI (fire, car crash, chemical spill, etc.), follow instructions from Campus Safety and Security, building administrators, building leads, floor captains, CWI Alert system, or public first responders.

Blue light emergency telephones are located at various campus locations. You should become familiar with where these emergency phones are located.

Blue light emergency telephones have two buttons:

1. Information button that will call **Campus Safety and Security**.
2. Emergency button that will **call 911**.

When an emergency arises, CWI will provide campus-wide communication to assure life safety and minimize losses through:

- The College's emergency alert notification system (CWI Alert system).
- CWI website.
- Local media.

Refer all media inquiries to the Executive Director, Communications and Marketing at 208.562.2222.

GENERAL EMERGENCIES

Major/Life Threatening

In case of an emergency:

1. **Call 911** and follow any instructions received.
   - State: **"This is an emergency."** Then give the dispatcher the following information:
     - The nature of the emergency.
     - Your name.
     - The phone number from which you are calling.
     - Your location.
     - Do not hang up until you are sure no further information is needed.
     - If possible, also notify **Campus Safety and Security 208.562.3333.**

2. Complete an Accident/Incident Report at Risk Management electronically or in hard copy within 24 hours of the Accident/Incident.

Precautions for Person with Disabilities

CWI recognizes that individuals with disabilities may require assistance with alerting, evacuating, and sheltering in the event of an emergency. An individual needing or desiring special assistance in an emergency should self-identify themselves.

Students should call Student Disability Services at 208.562.2410 or 208.562.2496. Employees should contact Human Resources at 208.562.3287 to identify prior to an emergency.

Once an individual has self-identified, CWI Student Affairs, Human Resources and Environmental Safety and Heath will work with the individual to develop a personal emergency plan that includes specific evacuation procedures, sheltering procedures, and means of communication in the event of an emergency.

A copy of the plan will be maintained in the students/employee's personnel file.

Pre-Emergency Preparedness by the Student/Staff Member with a Disability

- Discuss your concerns and options. CWI will assist in the development of your safety plan and engage appropriate campus partners in that support.
- Bring to the attention of your faculty/staff members the extent of assistance that you may need in case of an emergency. It is your responsibility to make your needs known.
- Become familiar with all emergency exits and evacuation routes in the buildings that you frequent.
- If you have difficulty speaking loudly or have a voice/speech impairment, you should carry a device or have other means of attracting attention from others.

Assisting individuals with a Disability During an Emergency

- Elevators should NOT be used in an evacuation unless instructed by emergency personnel.
- In the event of an evacuation, individuals who are unable to exit the building on their own should remain near the stairwell or the elevator called "*Area for Evacuation Assistance*." These areas are marked on Building Evacuation Maps. Emergency personnel will check these areas, for those who are there or trapped.
- Don't be afraid to let others know when you need assistance.
- Before giving assistance to a person with disabilities, ask the person how you can help.

Mobility Impairment

- A wheelchair evacuation should only be attempted by a trained professional or unless it becomes necessary as a last resort in a life-threatening situation.
- If located on an upper floor, individuals may be assisted to a stairwell landing (*Area for Evacuation Assistance*) to await evacuation or further instructions from emergency response personnel.
- If individuals can walk with assistance, a "buddy" should accompany the individual.
- Notify emergency response personnel of the location of the person and the type of assistance needed.
- Ensure a clear path of travel for the individual. Move debris or obstacles if possible.

Blindness or Visual Impairment

- The person with a disability should wait for assistance form someone who can act as guide.
- If possible, someone should follow from behind to protect the individual from being pushed down in a crowd.
- Tell the person the nature of the emergency and its location and offer to guide the individual by offering an elbow. Do NOT grasp a visually impaired persons' arm.
- The person assisting should give verbal instructions as to where they are and advise of any obstacles as they evacuate the building.
- Once at a safe location, orient the individual as to the location and inquire if any further assistance is needed before leaving the location.

Deafness or Hearing Impairment

- Depending on the level of hearing impairment, individuals with impaired hearing may or may not be able to hear an emergency alarm. Most fire alarms under current code also must have a flashing strobe light for that reason.
- An alternative warning technique may be used to gain the attention of such individuals. Using hand gestures, pointing to the flashing light or the use of written notes should be used to describe the emergency.

If the person with a disability has a service animal, let the person with the disability control the animal. Do not separate the animal from the disabled person.

Medical Emergency

Responding Emergency Medical Services (EMS) in conjunction with the victim will decide as to the best course of treatment and or transport to a medical facility. If the medical emergency is not urgent, the individual should be encouraged to seek medical assistance. The victim should report the incident using the Accident/Incident Report found at Risk Management . Complete and submit the form following the instructions provided, within twenty-four (24) hours of the incident/accident, or as soon as practical.

In case of accident, injury, or serious illness:

1. Assess the situation.
   - Determine whether it is an emergency.
     - If so**, call 911.**
     - If it is not an emergency, assess the situation and **call Campus Safety and Security 208.562.3333.**
     - Stay with the person until the proper authorities arrive.

2. Provide first aid (per your discretion) and utilize available first aid kit.
   - If possible, wear personal protective equipment.
   - Stay with the person until the proper authorities or EMS arrive.

Bodily Fluid Precautions

Bodily fluid precautions should be considered during emergency response and first aid treatment. All bodily fluids (blood, vomit, urine, feces, saliva, etc.) have the potential to infect people with diseases such as Hepatitis A, B, and/or C, as well as Human Immunodeficiency Virus (HIV). A "Bodily Fluid Spill Kit" should be located next to or in the first aid kits.

Take special precautions when dealing with bodily fluids:

1. **Call Campus Safety and Security at 208.562.3333**.
2. Campus Safety and Security will arrange for safe clean up and disposal procedures.
3. Avoid getting another person's fluids in your eyes, mouth, open sores, or wounds.
4. If exposed, rinse the affected area immediately and wash with soap and water.
5. Promptly report the exposure to your immediate supervisor.
6. If a spill of blood or body fluid contaminates clothing, furniture, or anything else, securely isolate those items to prevent exposure to unknowing persons in the area.
7. Secure the area so that others do not become contaminated.

Fire

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

Before a Fire:

- Be familiar with the location of fire extinguishers, fire exits, and fire alarm pull station systems.
- Be familiar with your building evacuation maps.

In case of a fire, and if safe to do so:

1. Activate the nearest fire alarm at the pull station, or shout "FIRE" as you evacuate the building.
2. **Call 911** and then **Campus Safety and Security 208.562.3333**.
3. Evacuate the building following the established **Building Evacuation Procedures**.

Things to remember:

1. Attempt rescue efforts **ONLY** if there is no immediate danger to you.
2. Attempt to extinguish a fire **ONLY** if there is no immediate danger to you.
3. **Stop, Drop, and Roll** any person whose clothing has caught fire.
   - Smother the flames on a person by wrapping them in a heavy fabric and rolling them on the ground.
4. If you use a fire extinguisher:
   - Pull safety pin from handle.
   - Aim at base of the fire(s).
   - Squeeze the trigger handle.
   - Sweep from side to side.
5. Walk quickly to the nearest marked exit and ask others to do the same.
6. **Do not use elevators during an emergency evacuation. An elevator may become inoperative and a trap**.
7. Stay low to the ground, especially if smoke is present.
8. Do not re-enter the building until the "**ALL CLEAR"** is given by the fire department or Campus Safety and Security.

If you become trapped in a building during a fire:

1. Stay calm and take steps to protect yourself.
2. If possible, move to a room with an outside window.
3. **Call 911** and notify them of your location and situation. Do this even if you can see fire department personnel from the window.
4. Stay where rescuers can see you through the window and wave a light-colored item to attract their attention.
5. Stuff clothing, towels, or material around the cracks in the door to help keep smoke out of your refuge.
6. Be patient. Rescue of occupants within large structures will take time.

Hazardous Material Spill

Location, quantity, concentration, and other factors affect how a spill will be handled. All laboratory personnel should be prepared to assist with hazardous material spills within the building and their area. Steps should be taken to restrain all chemical containers and gas cylinders against the effects of a natural disaster. They should also be familiar with the provisions of the "Chemical Hygiene" plan.

In the event of a hazardous material spill:

1. Alert others in the area about the spill, advise them to leave the area.
2. If you are not trained in responding to chemical spills, leave the area as well.
3. Close off the area as much as possible to avoid any exposure.
4. **Notify Campus Safety and Security 208.562.3333.**
   Provide the following:
   - Location of the spill.
   - Name and type of chemical, if possible.
   - Quantity of chemical, if possible.
   - Extent of the problem.
   - Your name.
   - Phone number from which you are calling.
   - Your location.
5. Notify the lab supervisor who will make the determination of whether or not to **call 911**.

When notified of an external environmental hazard:

1. Follow "**Shelter In Place"** procedures. These will be communicated via the CWI Alert system.
2. Monitor local media, CWI website, and the internet for updates, instructions, and recommended actions.

If a mass evacuation or relocation order is issued, instructions given by emergency responders exactly as provided.

1. Check for individuals who may need assistance.
2. Report injuries to emergency personnel.

Explosion

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

1. Evacuate the area as soon as it is safe to do so following established **Building Evacuation Procedures**.
2. If evacuation is not possible, immediately take cover under tables, desks, etc., for protection from falling glass or debris.

- If possible, **call 911** then **Campus Safety and Security 208.562.3333** to advise of your location for rescue.

Utility Failure

If you discover a water leak, gas leak or other major utility failure, call **Campus Safety and Security 208.562.3333.** Do not attempt to correct the problem on your own. Campus Safety and Security will notify the necessary personnel for further action.

Electrical/light failure

At present, some buildings may not be equipped with emergency lighting, or the emergency lighting may not provide sufficient illumination for safe exiting. It is recommended that you keep a flashlight in your office/work area. **Call Campus Safety and Security at 208.562.3333** if you need an escort from the building.

Plumbing failure/flood/water leak

Cease using all electrical equipment. **Call Campus Safety and Security 208.562.3333**. Provide information if you know the source of the leak or discover leaking water. Attempt to isolate the area so others do not enter.

Elevator failure

If you become trapped in an elevator, use the emergency telephone, or activate the elevator emergency bell within the elevator car. If you hear an elevator bell, take the following actions most elevators on campus are equipped with an emergency telephone).

1. **Call Campus Safety and Security 208.562.3333.**
2. **Never climb out of an elevator when it is stopped between floors**.
3. **Elevators have mechanical safety brakes that will operate in all situations, even during power failures.**
4. **The activation of an elevator smoke detector will cause building elevators to return non-stop to the main floor and lock with the doors open. Never use an elevator to evacuate a building.**

Crime or Violent Behavior

CWI is committed to creating and maintaining an environment that is free from criminal acts and/or violent behavior.

Acts of violence and aggression include verbal or physical actions, whether intentional or reckless, that create fear or apprehension of, or actual bodily harm or threaten the physical safety of a member of our campus community. Examples of such behavior would include:

1. Any act which is physically assaulting
2. Behavior or actions a reasonable person would perceive as having the potential for violence.
3. Any act that threatens harm to another person or damage to property
4. Domestic Violence/Dating Violence/Stalking/Sexual Assault/Kidnapping

Should a violent or criminal act occur, immediately get to a safe place, and **call 911** for assistance. Follow-up when safe with a call to CWI Campus Security. In the spirit of “SEE SOMETHING – SAY SOMETHING,” if you encounter a situation on campus involving a suspicious activity or person(s) that are not of an emergency nature, notify **Campus Safety and Security 208.562.3333** so that preventative measures can be taken

Hostage Situations

Hostage situations must be carefully evaluated. The safety of hostage(s) is the most important consideration in any hostage situation.

If you are a witness:

1. **Call 911** then **Campus Safety and Security 208.562.3333**.
2. If possible, secure the area.
3. Wait for assistance.
4. Stay clear of the hostage area.

If you are a hostage:

1. Remain calm.
2. Speak calmly with the hostage-taker.
3. Follow the hostage-taker's instructions.
4. Do not antagonize or challenge the hostage taker.
5. Calmly inform the hostage-taker of any special needs of yourself or others.
6. Keep a distance between yourself and the hostage-taker, if possible.
7. Do not make any sudden moves; ask permission before moving around.
8. Try to keep others calm.
9. Speak to others in a calm voice.
10. Use time as a tool to defuse the situation.
11. Wait for help to arrive.
12. Make mental notes of everything you see and hear.
13. Do exactly as instructed by rescuers when they arrive. This may include being treated as a suspected hostage-taker, as they sometimes attempt to disguise themselves as hostages. These actions are to protect hostages and ensure everyone is evacuated safely.

Suicide Threat or Attempt

The threat of suicide should never be taken lightly. If someone threatens suicide or manifests other self-destructive behaviors, a student, faculty or staff member's reaction and responsiveness could result in a positive crisis resolution.

Successful intervention involves establishing a supportive relationship with the individual.

Ways to help a person who may be suicidal:

- Stay calm.
- Talk openly and freely and ask direct questions about the individual's intention.
- Listen to what is said and treat it seriously.
    - Do not argue, debate, or lecture about whether or not suicide is right or wrong.
    - Do not promise to keep it a secret.
    - Do not offer platitudes or simple answers.
    - Do not challenge the individual or use scare tactics.
- Do not leave the individual alone.
- Get help for the individual by contacting the following:
    - Call 988, the Idaho Crisis and Suicide Hotline. They will dispatch a mobile crisis team if needed.
    - For students - Counseling and Wellness Services Center 208.562.2200
    - For employees - Human Resources 208.562.3287

If someone threatens or attempts suicide on campus:

- If someone threatens suicide call 988, the Idaho Crisis and Suicide Hotline, notify Counseling and Wellness Services 208.562.2200 or Campus Safety and Security 208.562.3333.
- If someone has attempted suicide, immediately call 911 and then reach out to Campus Safety and Security and Counseling and Wellness Services.
- DO NOT LEAVE the person alone.
- Try to remove the individual calmly but firmly from immediate means of hurting him/herself.
- If the individual has a weapon, do not try to take it physically or through force. Alert emergency responders.
- Keep the area off limits and isolated until Campus Safety and Security, emergency medical personnel and/or police arrive.
- Render first aid, if necessary.
- Witnesses should be directed to stay in the area in case police or emergency services personnel need further information.
- ALWAYS submit a Student of Concern Referral - This form is available on the CARE and Student Conduct webpage.

Suspicious Objects/Bomb Threats

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise.

In most cases, bomb threats are meant to disrupt normal activities.

The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

If a suspicious object or potential bomb is discovered:

1. Do not handle the object.
2. Evacuate the area.
3. **Call 911** from a safe distance then **Campus Safety and Security 208.562.3333** and report incident.
4. Provide the location and appearance of the object when reporting.
5. If possible, make a list of all people who were in the area when the suspicious item was recognized. Provide the list to Campus Safety and Security or the police for follow-up actions.

If a bomb threat has been phoned in, remain calm. Do not antagonize or challenge the caller. Keep the caller talking as long as possible. Ask the caller the following questions and record the answers:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?
6. Age and sex of caller?
7. Speech pattern, accent, possible nationality, etc.
8. Emotional state of caller?
9. Background noise?
10. If possible, have another person **call 911** and then **Campus Safety and Security 208.562.3333.** While you are talking to the caller.

Missing Person

The safety of our campus community is a high priority at the College of Western Idaho. CWI will take appropriate action to determine the whereabouts/status of individuals who based upon the facts and circumstances known to the college are determined to be missing. Most missing person reports in a college environment results from individuals changing their routines without informing their friends, colleagues, or family of the change.

Anyone who believes a person is missing should contact the Dean of Students (for students) or Human Resources (for employees). Every report made to the college will be followed up with an immediate investigation. Campus Safety and Security will assist the Dean of Students or Human Resources as circumstances dictate.

When reporting a possible missing person, the following information should be provided by the reporting party:

1. Name and relationship of the person making the report.
2. The date, time, and location where the missing person was last seen.
3. The general routine or habits of the suspected missing person.
4. Any friends, family or coworkers that may have knowledge of the person's whereabouts.
5. The missing person's cell phone number and any personal email addresses, if known.

Upon notification a person might be missing, CWI will use a number of resources to assist in locating the individual. Once all information is collected, and all available leads followed, CWI may contact the appropriate agency to conduct a welfare check on the individual or open a Missing Persons case if appropriate. If any indication of foul play is generated during the CWI internal inquiry, the appropriate police agency will be contacted immediately.

Civil Disturbance or Demonstration

A college is a diverse environment and should serve as a forum for the expression of views within the limitations of lawful conduct.

Peaceful, non-disruptive demonstrations:

1. Contact **Campus Safety and Security 208.562.3333.**
2. Demonstrations of this kind should not be obstructed or provoked.
3. Efforts should be made to conduct college business as normally as possible.

Non-violent, disruptive demonstrations:

1. Contact **Campus Safety and Security 208.562.3333.**
2. The College administration will be responsible for notifying demonstrators disruptive conduct will not be tolerated.
3. Demonstrators who persist in the disruptive activity will be notified that their actions may result in disciplinary action, - including suspension, expulsion, or possible intervention by Campus Safety and Security or local law enforcement.
4. If the disruptive activities continue, the College administration will notify local law enforcement for assistance.

Violent, disruptive demonstrations:

1. In the event of a violent demonstration, where injury to persons or damage to property appears imminent, **call 911** then **Campus Safety and Security 208.562.3333.**

If demonstrators move into a building, do not provoke them in any way. Attempt to secure yourself in an office or classroom. Call **Campus Safety and Security 208.562.3333**.

Pay attention to your cell phone in case a Lockdown or Lockout is called.

Threat Reporting

CWI is committed to providing a safe learning/work environment free from violence or threats of violence. CWI will not tolerate any form of violence in the learning/workspace including verbal or physical threats.

A threat is defined as any statement or action which clearly communicates or which a reasonable person would interpret as, a threat or intent to commit an act of violence regardless of the method of communication.

If the threat constitutes an emergency involving the imminent threat of bodily harm, the victim should contact **911** and **Campus Safety and Security 208.562.3333** immediately.

If the threat is not an emergent nature and involves a student, a Student Misconduct form should be submitted to the Dean of Students. This form is available on the CARE and Student Conduct webpage.

If the non-emergent threat involves an employee, CWI Human Resources should be contacted.

CWI has established a Threat Assessment Team to formalize the process by which CWI addresses real and possible threats to students, employees, and/or property.

Pandemic

CWI will follow recommendations made by the Centers for Disease Control and the appropriate health district (whose links can be found on the last page of this Guidebook). CWI will utilize the CWI Alert system, CWI webpage, and/or special pandemic dashboards to share information about health hazards, control measures, and the impact they will have on campus operations. Specific Pandemic Working Groups will be established as needed.

Early stages of a pandemic:

Awareness and training efforts to reinforce key prevention measures to control the spread of disease:

- Monitor campus updates for information on vaccinations, precautions, and policy/procedure changes that result from a flu/pandemic outbreak on campus.
- Wash your hands often with soap and warm water—especially before eating and after you cough or sneeze. If soap and water are not available, use an alcohol-based hand gel.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it. If a tissue is not available, cough into your shirtsleeve.
- Avoid touching your eyes, nose, or mouth. Germs spread that way.
- Do NOT share your food, drink, or utensils with others.
- Avoid close contact with sick people. Onset of symptoms can take up to three days after you have been exposed to a virus.
- If you become sick, stay home, and avoid contact with others until you have been symptom free for twenty-four hours. A mild, lingering cough may occur and, if there are no other flu symptoms, this should not prevent proceeding with your normal activities.

Progression of pandemic:

The campus may institute other procedures to limit the spread of disease such as:

- Social distancing procedures which may include restricting face to face meetings in favor of alternate communication means, restrictions on public gatherings, increase the use of remote delivery of instruction and telecommuting, and other procedures that reduce exposure.
- Travel restrictions and cancellations based on warnings from the U.S. State Department travel advisory system.
- Additional procedures and protocols such as availability of sanitization and protective equipment and supplies, additional sanitization/cleaning protocols for the facility and individuals, and the utilization of contact tracing may be implemented depending upon the effects of the pandemic on the campus community.
- Finally, it may become necessary to suspend campus operations and critical support functions until the threat has passed.

NATURAL DISASTERS AND WEATHER-RELATED EMERGENCIES

Earthquakes

Since earthquake magnitudes cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case. The best protection during an earthquake is to take precautions before it occurs (e.g., secure or remove objects above you that could fall during an earthquake).

During an earthquake:

1. Remain calm.
2. If indoors:
   - Seek refuge under a desk or table or in a doorway.
   - Stay away from windows, shelves, and heavy equipment.
3. **Do not use elevators. An elevator may become inoperative and a trap**.
4. If outdoors:
   - Move quickly away from buildings, utility poles, overhead wires, and other structures.
     CAUTION: Avoid downed power or utility lines as they may be energized.
   - Do not attempt to enter buildings until you are advised to do so by the proper authorities.
5. If in an automobile:
   - Stop in the safest place available as quickly as safety permits, preferably in an open area away from power lines and trees.
   - Stay in the vehicle for the shelter it provides.

After the initial shock:

1. Be prepared for aftershocks. Aftershocks are usually less intense than the main quake but can cause further structural damage.
2. Always protect yourself.
3. Evaluate the situation and **call 911** for emergency assistance, if necessary.
4. Do not use lanterns, torches, lighted cigarettes, or open flames since gas leaks could be present.
5. Open windows, to ventilate the building. Watch out for broken glass.
6. If a fire is caused by the earthquake, follow the *fire evacuation guidelines*.
7. Determine if anyone has been trapped in elevators or by falling objects. If so, **call 911** and then **Campus Safety and Security 208.562.3333.**
8. If the structural integrity appears to be deteriorating rapidly, evacuate the building.

Tornadoes

Tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be more than one mile wide and 50 miles long. Tornados may occur with little or no advance warning or siren activation.

A tornado watch is issued when atmospheric conditions are favorable for the formation of tornadoes in each area. Under these conditions, keep informed by listening to radio or television. A tornado warning indicates a tornado has been sighted and poses a definite threat to a given area.

Possible signs of a tornado are:

1. Dark, often greenish sky.
2. Large hail.
3. Loud roar, like a train.
4. Cloud of debris (the tornado may not be visible).
5. Wind becomes calm and still.
6. Frequent lightning.
7. Tornadoes generally occur near the trailing edge of a storm.

During a tornado:

1. Have all occupants move to the lower areas in your building.
2. Stay away from windows.
3. Doors and windows on the side away from the tornado may be opened to help reduce damage to the building.
4. Keep calm. Even though a warning has been issued, the chance of a tornado striking your building or location is slight.

Remain in place until police, fire, or other emergency response officials tell you it is safe to leave, or until information is announced through broadcasts alerting you that it is safe to leave.

Winter Storms

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

If the College decides to close the campus and cancel classes:

1. Notifications will be sent using the CWI Alert system, which includes notification by email, text, and voice message.
2. The information will also be posted on CWI's website at cwi.edu and communicated to the local television and radio stations and will be periodically updated.
3. The decision to close the College applies to all campuses, off-campus centers, and sites.
4. Every effort will be made to ensure decisions on morning closures are communicated by 6:30 a.m., and decisions to close for night classes are communicated by 3:30 p.m.

CWI serves a large area and recognizes that every employee and student has his or her unique circumstances associated with the weather. Employees and students must assume responsibility for their own safety must use their own judgment regarding whether they should drive to CWI under various weather conditions.

EMERGENCY RESPONSE

There are five basic response actions in an emergency:

1. Active Aggressor Response.
2. Evacuate.
3. Lockdown.
4. Lockout.
5. Shelter in Place.

These actions are initiated via the CWI Alert system.

Response to an Active Aggressor

Utilize the "RUN, HIDE, FIGHT" process for responding to an active aggressor situation. An active aggressor is an individual actively engaged in killing or attempting to kill people in a confined area.

There are three basic options: RUN, HIDE, or FIGHT. Quickly determine the most reasonable way to protect your own life.

1. RUN – GET OUT: If an escape route is accessible, attempt to evacuate the premises. Be sure to:

a. Have an escape route and plan in mind.
b. Evacuate regardless of other's decisions to stay or follow.
c. Leave belongings behind.
d. Assist others escaping, if possible.
e. Prevent individuals from entering the area where the active aggressor may be, WARN people.
f. Keeps hands visible to law enforcement.
g. Follow first responders, instructions, police, etc.
h. DO NOT attempt to move wounded individuals.
i. Call 911 when conditions are safe.

2. HIDE– BARRICADE: Find a place to hide where an active aggressor is less likely to find you.

Your hiding place should:

a. Be out of the aggressors' line of sight or view.
b. Provide protection if shots are fired in your direction (i.e., closed, and locked door of office or closet).
c. Not trap you or restrict options for movement should the situation change.

To help prevent an active aggressor from entering your hiding place:

a. Remove the door magnet, pull the door strap, or use the ID access card to lock the doors.
b. Barricade the door, if possible, with available items (i.e., heavy furniture, etc.).

If the active aggressor is within your vicinity:

a. Lock the door.
b. Silence all cell phones, pagers, radios, or other devices.
c. Turn off sources of noise such as TVs, radios, etc.
d. Conceal yourself behind large objects such as bookcases, desks, etc.
e. Remain silent. Limit movement which creates noise.
f. Do not evacuate if the fire alarm is activated unless you see a fire, smell smoke or directed to do so by

emergency responders.

3. FIGHT – Take out the active aggressor.

Take last resort measures for survival when facing imminent injury or death. Attempt to disrupt and/or incapacitate the active aggressor by:

a. Acting aggressively towards the aggressor engaging in physical attack.
b. Throwing items or using improvised weapons.
c. Yelling.
d. Staying committed to your actions. Do not let up until the aggressor is incapacitated or disrupted.

The three actions described above are not meant to be followed is sequential order. Take whatever course of action that is dictated by the situation and your personal convictions. You may need to change your actions as the situation progresses. Maintain your situational awareness.

Additional information is available in the Campus Safety and Security webpage, under "Active Aggressor Response."

Building Evacuation

Evacuations occur when buildings are unsafe due to fire or other conditions.

A building evacuation will occur when an alarm sounds continuously and/or upon notification by emergency personnel or the CWI Alert system. Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Building evacuation maps including safe assembly areas are located on each floor of each building.

You should become familiar with their location and content. Be prepared to render assistance, if necessary.

1. **Do not use elevators during an emergency evacuation. An elevator may become inoperative and a trap**.
2. When the building evacuation alarm sounds or when you are told to leave by a designated emergency official, collect your belongings, walk quickly to the nearest marked exit, and ask others to do the same.
3. Close but do not lock doors as you leave.
4. Once you are outside:
   - Move clear of the building allowing others to exit.
   - Move to your assigned safe assembly area as designated on the evacuation maps, or at least 100 feet from the building.
   - Do not block any roads or fire lanes and stay out of the way of emergency vehicles.
   - Do not leave the area without informing the designated building administrator/floor captain.
5. Do not return to an evacuated building until advised by emergency personnel.

Lockout review

Lockout – A low-level preventative measure where there exists a low to moderate danger to the campus community. This response would typically occur when there is an external incident that poses a potential threat to the safety of the campus, such as:

- A civil disturbance.
- A crime being committed in the immediate vicinity of the campus.
- Potential for or ongoing violent situation exterior to a campus building.
- External threats to the institution.

When a Lockout is called all exterior doors to the building/area will be secured. Activities within the building/area may continue as usual. If you are outside of a building and are unable to enter, leave the area immediately and seek a safe location off campus. No one is to enter or leave the building area until the Lockout has been declared "All Clear."

Lockdown review

Lockdown – A high - level more aggressive security response to an active major/serious situation that poses an imminent threat to public safety. Typically, these threats have already entered or are very near a building perimeter. In addition to the security protocol discussed above under Lockout, the following procedures are to be implemented:

- Seek shelter in interior securable space.
- Lock and/or barricade doors.
- Close window coverings if any.
- Turn off lights in the room/area.
- Stay calm, quiet, and out of sight.
- Silence cell phones (after **calling 911** if it is safe to do so).
- Stay away from windows.
- Remain in the security location until the "All Clear" is given by law enforcement or campus security.
- Do not respond to a fire alarm unless you see flames or smell smoke.
- If you are not able to enter a building because it has already been locked, leave the area immediately and seek a safe location off campus.

Shelter-In-Place

Shelter-In-Place becomes necessary when external conditions make it unsafe to leave a building but were locking down in a building/classroom is not necessary. Typical types of situations where a Shelter-In-Place would be activated would include a hazardous material spill or other dangerous event near a building or a severe weather condition.

In cases involving external hazardous material spills:

1. Close all windows and doors.
2. If possible, close or block all heating and air conditioning vents.
3. If available, use tape to seal around windows.
4. Use rags, towels, or articles of clothing to seal around doors.
5. Call Campus Safety and Security 208.562.3333 for additional guidance.
6. Remain in the sheltered area until an "All Clear" is given.

In cases of severe weather event:

1. Leave doors open.
2. Close windows, if so equipped.
3. Stay as far away as possible from glass windows or walls.
4. Remain inside the building until an "All Clear" is received.

EMERGENCY NUMBER & OTHER IMPORTANT NUMBERS

In the event of an emergency, call 911.

In non-emergency situations, call Campus Safety and Security 208.562.3333

Assistance resource	phone numbers	website addresses
Advocates Against Family Violence	208.459.4779	https://aafvhope.org/
Boise Police Department	208.377.6000	https://www.cityofboise.org
Center For Disease Control	800.232.4636	https://www.cdc.gov/
Central District Health	208.375.5211	https://cdhd.idaho.gov/
Clarvida Community Crisis Center (Boise)	833.527.4747	https://www/clarvida.com/idaho
Counseling Services: for students	208.562.2200	cwi.edu counseling services
Counseling Services: for employees	208.562.3157/3188	
Crisis Text Line	Text HOME to 741741	https://www.crisistextline.org/
Disability services for employees	208.562.3188	
Disability services for student's	208.562.2496 Boise	cwi.edu disability services
	208.562.2410 Nampa	cwi.edu disability services
Idaho Crisis & Suicide Hotline	988	Idaho Crisis & Suicide Hotline, https://idahocrisis.org/
Idaho Coalition Against Sexual & Domestic Violence	208.384.0419	https://idvsa.org/
Idaho Department of Health and Welfare	800.296.2588	https://healthandwelfare.idaho.
Idaho Department of Environmental Quality	208.373.0204	https://deq.idaho.gov
Intermountain Hospital	208.377.8400	https://intermountainhospital.com/
Nampa Police Department	208.465.2257	https://nampapolice.org
		https://idahocrisis.org/
National Weather Service		www.weather.gov/
Poison Response	800.222.1222	https://healthandwelfare.pr
Southwest District Health	208.455.5300	https://swdh.id.gov/
Terry Reilly Health Services	208.467.4431	https://www.trhs.org
The National Domestic Violence Hotline:	800.799.7233	www.thehotline.org
The National Sexual Assault Hotline:	800.656.4673	www.rainn.org
The Trevor Project	866.488.7386	https://www.thetrevorproject.org/
Trans Lifeline	877.565.8860	https://www.translifeline.org/
Veterans Crisis Line	988	https://www.veteranscrisisline.net/
Western Idaho Community Crisis Center	208.402.1044	https://www.widccc.org/
Women's and Children's Alliance	208.343.7025	http://www.wcaboise.org/