# The C of I EMERGENCY INFORMATION & PROCEDURES

ON-CAMPUS CALL 9-911 AND CAMPUS SAFETY AT 5151; OFF-CAMPUS CALL 911 and 208-459-5151

## ALARMS/SIRENS
- If a **fire alarm bell** is sounded then **evacuation** is necessary and you should:
  - immediately evacuate the building via established evacuation routes and procedures for that specific building
  - alert others along the way
  - once outside, maintain a safe distance away from the building and fire-fighting equipment
  - do not return to the evacuated building until instructed by a college official or emergency personnel
- If a **campus-wide siren** is sounded, then a **lockdown** is necessary and you should:
  - stay calm
  - if outside, flee the area and find a safe area away from any danger and take cover
  - if inside, flee the area if safe to do so, otherwise secure yourself in a room or office and silence your cell phone, but DO NOT turn it off do not leave your secure location until assistance arrives

**NOTE:** **THIS IS THE ONLY SCENARIO IN WHICH THE SIREN WILL BE SOUNDED.**

## BOMB THREAT
- **Remain calm**
- If you observe a suspicious device:
  - do not touch or move it
  - evacuate the area immediately and notify others along the way
  - DO NOT ACTIVATE THE FIRE ALARM
  - call 911 and campus safety at 208-459-5151
- If notified of a bomb via phone:
  - keep the person on the line as long as possible
  - try to determine where, how, when, why the bomb was placed
  - note gender, speech pattern, accent, background noise, etc.
  - when call ends, call 911 and campus safety at 208-459-5151
- If notified of a bomb via letter:
  - stop handling the letter as soon as possible
  - save all materials, envelope, container, etc. call 911 and campus safety at 208-459-5151

## LIFE THREATENING BEHAVIORS
- Stay calm- Breath deep
- Follow the **RUN, HIDE, FIGHT** protocol
- If you are able to do so safely, exit the building away from the danger and take cover
- If you are in the same building as the aggressor, secure yourself out of sight in a room or office, silence your phone, but DO NOT turn it off, immediately call 911 and campus safety at 208-459-5151, and stay in your secure location until released
- If approached by the aggressor, and you fear for your life—**FIGHT!** Use anything available! Fight for your life!

## NATURAL DISASTERS
- During an earthquake:
  - if inside, crawl under sturdy furniture or doorway and evacuate the building after the shaking has stopped.
  - if outside, stay in the open and keep away from buildings, trees and electrical wires
  - proceed to a safe location
  - await further instruction via cell phone, email, college webpage or direct communication from college officials
- During any other natural disaster:
  - remain in or proceed to a safe location await further instruction via cell phone, email, college webpage or direct communication from college officials