

The Great Seal of the State of Idaho is a circular emblem. It features a central figure of a woman holding a scale and a sword, with a banner above her that reads "ESTO PERPETUA". The seal is surrounded by the words "GREAT SEAL OF THE STATE OF IDAHO" and a decorative border.

**State of Idaho**

**GUIDELINES FOR  
EMERGENCY  
PROCEDURES  
IN THE IDAHO STATE  
CAPITOL MALL**

*Version: September 2018*

*Prepared by*  
**IDAHO STATE POLICE**

*with assistance from the Idaho Department of Administration*

**EMERGENCY TELEPHONE NUMBER  
CAPITOL MALL**

**208-334-2222**



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*This booklet was prepared by a cooperation between the Idaho State Police and the Idaho Department of Administration. To order more copies, or for other inquiries related to this booklet:*

**[cms.idaho.gov/contact](https://cms.idaho.gov/contact)**

## **A. INTRODUCTION**

This guide is meant to provide basic safety procedures for responding to emergencies in the workplace. These procedures are designed to minimize injury and loss of human life, and to protect resources by providing training and guidance to employees. This plan applies to all emergencies that may occur at any State building.

You are encouraged to review and understand the procedures outlined in this booklet. This booklet may be kept for ready reference while you are at State offices.

If you terminate or are transferred away from your office, please leave this book at your desk.

## **B. WHEN TO GET HELP**

Call the emergency contact number on the cover of this book if conditions arise that seem to have the potential to be harmful or threatening to the employees of any State office or to the building and its contents.

Some possible conditions could be:

- Security violations
- Broken water lines
- Loss of electrical power
- Occupied elevators “stuck” between floors, or other elevator emergencies.
- Unauthorized persons entering a space or premises
- Theft
- Evidence of illegal entry
- You receive a suspicious package

Help protect everyone’s safety: stay alert to the conditions around you and report all unusual conditions.

## C. ASSIGNMENT OF RESPONSIBILITY

### ***Emergency Plan Manager***

Name: \_\_\_\_\_

Area of Responsibility: \_\_\_\_\_

It is the agency's responsibility to designate an Emergency Plan Manager. The Emergency Plan Manager shall manage the emergency action plan & maintain all training records pertaining to this plan for their assigned area. The Emergency Plan Manager is responsible for scheduling routine tests of the emergency notification system with the appropriate authorities.

### ***Emergency Plan Coordinators:***

#### ***1. Primary***

Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### ***2. Alternate***

Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

The Emergency Plan Coordinators are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency.

*Note: Coordinators may also be given the responsibility of accounting for employees/visitors after an evacuation has occurred.*

**C. ASSIGNMENT OF RESPONSIBILITY, cont...**

***Special Consideration / ADA Evacuation Assistants***

The following individuals shall be responsible for assisting employees who have disabilities or who do not speak English during evacuations:

**1. Primary 1**

Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. Primary 2**

Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. Alternate 1**

Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**4. Alternate 2**

Name: \_\_\_\_\_

Office Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## C. ASSIGNMENT OF RESPONSIBILITY, cont...

**MANAGEMENT** will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in the event of an emergency. Management will ensure proper adherence to this plan through regular review.

**SUPERVISORS** will follow the procedures herein, and will ensure that their employees are trained in the procedures outlined in this plan.

**EMPLOYEES** are responsible for following the procedures described in this plan.

**CONTRACT EMPLOYEES** are responsible for complying with this plan, and shall be provided the training described herein by an appropriate agency.

## D. EVACUATION FOR THOSE WITH DISABILITIES

Your agency's ***Emergency Plan Manager*** (see page 4) shall work with the person who has a disability to provide them an assistant in case of an emergency. It is the Emergency Plan Manager's responsibility to ensure that everyone leaves the building safely. In the case of an emergency evacuation the person with a disability shall:

- A. Proceed to a location designated by the Emergency Plan Manager to meet with their evacuation assistant.
- B. The assistant will remain with the person with a disability at all times.
- C. When the work area is clear the assistant will aid the person with a disability back to their work area.
- D. If the assistant is not available the Emergency Plan Manager or other first responders will assist with the evacuation process.

## E. MEDICAL EMERGENCIES

Call the emergency number listed on the cover of this booklet. Provide the following information:

- A. The building name and address.
- B. Floor and room number.
- C. Type of injury (heart attack, extreme pain, etc...).

Have someone go to the lobby/entrance of your building to guide emergency responders to your location.

**REMEMBER: Aid is on the way. Remain with the injured person so that you can provide information to the responding emergency personnel.**



## **F. BOMB THREATS / EXPLOSIONS**

Bomb threats can be delivered in many different ways, such as by recording, email, text, or letter. The most common method used to deliver a threat is by phone. If a bomb threat is received, remain calm and immediately notify the Emergency Plan Manager or your supervisor. **DO NOT announce the threat, as this can create panic.**

Two reasons that a person will call in a bomb threat are:

- A. The caller is the person who placed the device or they have gained knowledge that there is a bomb in the building. The caller may want to minimize personal injury or property damage loss.
- B. The caller wants to create anxiety and panic to disrupt normal activities or possibly make people move to the location of the device.

The person receiving the threat should utilize the bomb threat checklist provided as an addendum to this guide. Obtaining and recording this information may help in locating the bomb, and will at least give important and useful information to authorities. After the information is obtained the Supervisor or Emergency Plan Manager will seek help as per procedures.

**IMPORTANT: Save all written or electronic material. If a letter or note is received do not hand it around, as this may contaminate possible evidence.**

## F. BOMB THREATS / EXPLOSIONS, cont...

### EVACUATION PROCESS FOR BOMB THREAT

1. The decision to evacuate should be based upon either an assumed threat or credible threat and decided by the department head, or other authority.
2. Avoid words such as, “bomb,” “explosion,” “blow up,” etc.... Use instead: “Please clear the building immediately, we have an emergency.” This will reduce the possibility of panic.
3. Follow the fire evacuation map and report to the designated relocation area.
4. Have people take their personal belongings *if they are easy to access*. This will make it easier for searchers to locate a possible explosive device.
5. While evacuating, observe your surroundings for anything that is out of place and for suspicious packages, and report the location to emergency personnel.

### EVACUATION PROCESS FOR EXPLOSION

1. Immediately take cover under desks, tables, or other objects that can provide cover from flying glass and debris.
2. After the explosion call the emergency number on the cover of this guide.
3. Evacuate as directed by the Evacuation Plan Coordinator or other person in authority. Use same evacuation procedures as for a fire.
4. Return to work areas only after the “all clear” is given by emergency personnel.

## G. FIRE EVACUATION PROCEDURES

### GENERAL EVACUATION PROCESS

1. The Emergency Plan Coordinator(s) or their assistant(s) will ensure that all persons on the floor are evacuated when the fire alarm sounds.
2. If there is no alarm but there is smoke or other signs of a fire, locate the nearest fire alarm and follow the directions to activate the alarm.
3. **Do not use the elevator** -- evacuate by using the stairs.
4. If you are assigned to aid a person with a disability, go to the designated meeting place and follow the procedures from section D (page 7).
5. Use the evacuation plan for your workplace and go to the designated meeting place for accountability. Wait for further instructions.
6. Return to work areas only after the "all clear" is given by emergency personnel.

### ELEVATOR EVACUATION PROCESS

1. If you are in an elevator when a fire alarm sounds the elevator will automatically return to the ground floor. **Do not push the emergency stop switch when this happens.**
2. Do not attempt to use the elevator in the event of a fire alarm, as they may not be operating.
3. Use only stairwells for evacuation.

## H. EARTHQUAKE

1. **DO NOT RUN OUTDOORS.** Most injuries during earthquakes occur when people try to exit the building.
2. IMMEDIATELY take shelter under desks, tables, or other objects that will provide protection from falling debris such as glass, electrical wires, etc....
3. Wait for the Emergency Plan Coordinator to give instructions before leaving cover. There may still be some aftershocks that could cause material to fall.
4. When it is determined that evacuation is necessary, follow the fire evacuation procedures.
5. Return to work areas only after the “all clear” is given by emergency personnel.

## I. ACTIVE SHOOTER

In the event of an active shooter, overly-aggressive employee, or aggressive citizen, you must be able to analyze the situation and take the most appropriate action possible. Although emergency personnel will arrive quickly, the event itself can be over by the time most agencies can stop the threat. Pre-planning is key to evading the threat posed by the aggressive person. Using the **Avoid, Deny, & Defend (ADD)** strategy will give an employee or contractor an advantage in this situation.

***AVOID: Get away from the threat and exit the building if possible. Below is a basic list on how to avoid a threat.***

1. Pay attention to your surroundings.
2. Have multiple exit plans/know where the exits are.
3. Move away from the threat as quickly as possible.
4. Exit the building when safe to do so.
5. Find cover or a solid object that not only hides you but provides protection

***DENY: This option is for when you cannot get away from the threat or they are blocking the way out of the building.***

1. Keep distance between you and the threat.
2. Go in a room and lock the door and then continue to build a barrier with whatever you have in the room.
3. Turn off the lights.
4. Silence your phones/turn off the vibration mode.
5. Hide behind large objects, not under them.
6. Do not restrict your options for movement.
7. Continue to find a way out if possible.

## I. ACTIVE SHOOTER, cont...

***DEFEND: This is the last option to use. Remember: you have a right to protect yourself and others.***

1. Be prepared to defend yourself.
2. Be aggressive and committed to your actions.
3. Do not fight fair or worry about hurting the threat.
4. This is about survival: throw things, yell, and work as a team.

### **WHEN EMERGENCY PERSONNEL ARRIVE:**

1. Keep your hands visible.
2. Follow all commands given by emergency personnel, even if you think they are unreasonable.
3. Emergency personnel can be in uniform or they may be identified by a badge, whether on their belt or around their neck.
4. Do not hold onto or follow emergency personnel when they are moving towards the threat to stop it.