Policy Title: Building Evacuation Policy

Policy & Procedure Statement: In the event of a dangerous situation occurring inside or in the vicinity of the ICOM building, faculty, staff and students will need to take steps to ensure their safety and the safety of others around them. It is important that all ICOM members understand these guidelines.

Floor Monitors

In the event of an evacuation, ICOM staff members identified as Floor Monitors will check each floor of the building, including common areas, group study areas, offices, classrooms, and restrooms to ensure that everyone has evacuated their area of responsibility. The Floor Monitors will be responsible to close all doors in their assigned areas.

Persons Needing Assistance

Prior to an emergency or evacuation drill, individuals who may need assistance with evacuating the building should make this known to the Floor Monitor assigned to their area of the building. During evacuation drills and actual emergency evacuations, persons needing assistance should be assisted to the nearest exit for their increased protection and to make rescue easier for trained emergency personnel. If they are unable to use the stairs, they should be assisted to designated ‘Areas of Rescue’ located adjacent Elevator #1 (Car 1) and Elevator #2 (Car 2) on both the second and third floors. Push-button call boxes are also available adjacent each elevator which dial the 911 operator when pressed.
If a Level II Evacuation such as a fire alarm or fire drill (see description below), individuals will gather at either the Southeast or Northeast Assembly Areas outside the building. Following evacuation, The Floor Monitors will locate one of the ICOM Safety Representatives (On-Duty ICOM Campus Security Officer, ICOM Executive Director, or ICOM Facilities Director) outside the building and report the status of their assigned area and whether anyone is standing by at one of the Areas of Rescue adjacent the second and third floor elevators. This information will be relayed to first responders.

Individuals shall not re-enter the building until the all-clear announcement has been made by Campus Security or Facilities personnel once it has been determined that it is safe to return to the building.
Evacuation Levels

Level I: Reverse Evacuation: (Shelter in Place)

**Threat location: Outside the building**

A reverse evacuation, also known as shelter-in-place, is a response to remove students and staff from dangerous situations outside a building. A reverse evacuation shall be initiated at the discretion of an ICOM Campus Security Officer/Facilities Manager/designee for any situation that poses a threat to the life safety of students, staff or visitors. This may include, but not be limited to dangers on the property, law enforcement activity or other emergencies. Upon notification of a Reverse Evacuation all doors to ICOM will be secured. Students or staff located on the ICOM property should quickly return to the building, ensuring that no unauthorized person attempts to enter the building. Occupants should move away from exterior windows and doors. Building occupants should not attempt to leave the building until the all-clear signal has been given by ICOM Campus Security/Facilities Manager/designee. ICOM students or staff not in the immediate vicinity of ICOM who receive notice of the Reverse Evacuation should stay away until being notified they can return.

Level II Evacuation: (Evacuation to Predetermined Assembly Areas on Campus)

**Threat location: Inside the building**

A Level II evacuation is a response to remove students, staff, and visitors from dangerous situations inside a building. A Level II Evacuation shall be initiated at the discretion of an ICOM Campus Security Officer/Facilities Manager/designee for a situation that poses a threat to the life safety of students, staff and/or visitors when there is little risk outside the building. Occupants inside the building may self-initiate a Level II evacuation when a threat is identified inside the building. The most common Level II evacuation is in response to a fire alarm, or actual fire or smoke in the building. Building occupants should evacuate to either the Northeast or Southeast Assembly Areas adjacent the ICOM building. This will allow for quick accountability for all building occupants.
Northeast Assembly Area

Southeast Assembly Area
Level III Evacuation: (Evacuation to Predetermined Off-Campus Location)
Threat location: Inside and possibly outside the building

A Level III evacuation is a response to remove students, staff, and visitors from dangerous situations inside a building and possibly outside the building. A Level III evacuation may be initiated at the discretion of an ICOM Campus Security Officer/Facilities Manager/designee for a high threat situation occurring in the building to the life safety of students, staff and/or visitors. Occupants inside the building may self-initiate a Level III evacuation when a threat is identified inside or outside the building. An active-shooter incident is a situation when building occupants should evacuate to an off-campus location if they are unable to find a safe location inside the building to take shelter.

In the event of an active shooter incident, the designated off-campus assembly area for ICOM is the soccer field west of the Idaho State University/Renaissance High School. Evacuees should remain at this location until their presence has been accounted for by ICOM personnel or first responders.

Active shooter incidents are incredibly frightening and chaotic; the most important thing to remember is move to a safe location wherever that may be.

Off-Campus Assembly Area (Soccer Field)