# Table of Contents

Security Cameras ..................................................................................................................6
Safety Escorts ..........................................................................................................................6
Blue Pole Emergency Telephones ............................................................................................7
Vehicle Assistance ..................................................................................................................7
Mass Notification ...................................................................................................................8
Fire Extinguishers ..................................................................................................................8
Automated External Defibrillators (AEDs) .............................................................................8
First Aid Kits ..........................................................................................................................9
Medical and First Aid Instructions ..........................................................................................9
Building Security ..................................................................................................................10
Crime Reporting ...................................................................................................................10
Crime Prevention Resources .................................................................................................11
Ada County Crime Awareness ...............................................................................................11
Idaho State Police Uniform Crime Reporting ........................................................................11
Ada County Sex Offender Registry Map ................................................................................11
Meridian Police Crime Prevention Unit ................................................................................11
Local First Response Partners .............................................................................................12
Ada County Vulnerability Analysis .........................................................................................12
Hazard Vulnerability and Risk Assessment Tool ....................................................................13
ICOM Active Shooter Guidelines ..........................................................................................14
**POLICY & PROCEDURE STATEMENT:** ........................................................................14
**PROFILE OF AN ACTIVE SHOOTER** .........................................................................14
**HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY....** 14
RUN! .........................................................................................................................................14
HIDE! ......................................................................................................................................15
Purpose

The Emergency Action Plan is designed to identify procedures and responsibilities in order to protect the general well-being of the college and its visitors.

Procedures

For ALL serious or life-threatening emergencies, dial 9-1-1. For assistance from ICOM Campus Security, call 208-795-4311. This call will forward to the on-duty security officer.

When calling 9-1-1, or the other emergency number, remain calm and clearly explain the nature of the emergency. Provide the emergency operator with a summary of the emergency, your name and your location. The emergency operator may ask additional questions, so do not hang up until you are certain the operator does not need additional information. If there is an immediate threat to your safety, do not remain in the area or on the telephone.

Emergency Contact Numbers

<table>
<thead>
<tr>
<th>NAME</th>
<th>TELEPHONE</th>
<th>ALTERNATE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Dispatch (Police, Fire, and EMS)</td>
<td>911</td>
<td>208-377-6790 (non-emergency number)</td>
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<tr>
<td>ICOM Campus Security</td>
<td>208-795-4311</td>
<td>208-795-4311</td>
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<td>ICOM Director of Campus Security</td>
<td>208-795-4311</td>
<td>208-991-6855 (personal cell)</td>
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<tr>
<td>Gary Compton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICOM Director of Facilities</td>
<td>208-795-4310</td>
<td>208-901-4337 (personal cell)</td>
</tr>
<tr>
<td>Chris Wilson</td>
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<td></td>
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<tr>
<td>ICOM Director of IT</td>
<td>208-795-4300</td>
<td>425-501-1487 (personal cell)</td>
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<tr>
<td>Brian Atkinson</td>
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<tr>
<td>ICOM Executive Director for Undergraduate</td>
<td>208-795-4338</td>
<td>208-501-3576 (personal cell)</td>
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<tr>
<td>Medical Education</td>
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</tr>
<tr>
<td>Tony Bendall</td>
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<tr>
<td>ICOM Director of Student Affairs</td>
<td>208-795-4284</td>
<td>208-569-0906 (personal cell)</td>
</tr>
<tr>
<td>Elizabeth Watson</td>
<td></td>
<td></td>
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<tr>
<td>ICOM Main Number</td>
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Introduction

ICOM is dedicated to providing a safe environment for its students, staff, faculty and visitors. The Emergency Action Plan, provides a framework for the college’s response to emergency situations. Proper planning can mitigate the effects of a crisis and allow college staff to properly respond to most emergencies. This plan is intended to provide ICOM personnel with basic guidelines when responding to an emergency. All students, faculty and staff should be familiar with the Emergency Action Plan, the location of fire alarms, first aid kits, AED’s, fire extinguishers and exits.

Policies

The following policies have been adopted by ICOM and are considered to be part of the Emergency Action Plan.

1. Active Shooter Guidelines
2. Bomb Threat Policy
3. Suspicious Mail Identification and Handling Policy
4. Fire Alarm Evacuation Policy
5. Floor Monitor Responsibilities Policy
6. Building Evacuation Policy
7. Campus Security Crime/Incident Reporting Policy
8. Inclement Weather Policy

Health, Safety, and Security

Security Cameras

ICOM is equipped with numerous, high-quality digital video cameras which are located throughout the interior and exterior of the building, as well as the parking areas. The camera record continuously and footage can be readily retrieved and provided to local law enforcement if requested.

Safety Escorts

ICOM students, faculty, and staff are encouraged to contact the on-duty Campus Security Officer if they would like a safety escort to their vehicle. During winter months this is even more important due to the shortened daylight hours. The on-duty Security Officer can be reached at the front Security / Reception Desk, or by calling 208-795-4311.
Blue Pole Emergency Telephones

ICOM maintains two Blue Pole Emergency Telephones in the campus parking lot; one is located on the north side of the building and the other one is located on the east side of the building. In addition, Idaho State University maintains one Blue Pole Emergency Telephone on the west side of the ICOM building. Pushing the red button on the pole, places a 9-1-1 call directly to the 9-1-1 Operator. The location of the phone is displayed with dispatch and the external speaker allows the caller to speak directly with the dispatcher. The Blue Pole Emergency Telephones are tested monthly to insure proper operation.

Vehicle Assistance

The ICOM Campus Security team maintains a 12 volt portable charging system and are available to assist with jump-starting a vehicle with a low or dead battery. The team has access to an air compressor which may allow a tire to be inflated long enough to drive the vehicle to one of the local tire shops for repair. Due to the potential for damaging the vehicle door locking mechanism, campus security officers are not permitted to unlock ICOM member vehicles that have had their keys locked inside. They can however, assist by providing a list of locksmiths in the area.
Mass Notification

In addition to providing information to students, staff, and faculty via email, Twitter and Facebook, and local news media, ICOM utilizes the Alertus Mass Notification System. The Alertus system will broadcast alerts and communiques to all registered individuals. These alerts will appear on personal devices, electronic displays in the ICOM building, and also on the Alertus beacons located inside and outside of the building.

Fire Extinguishers

Fire Extinguishers are located throughout the building and are tested monthly. Each building occupant should learn the location and operation of fire extinguishers in their work area. Employees are authorized and have the responsibility to use the extinguishers in an actual emergency.

Automated External Defibrillators (AEDs)

Automated External Defibrillators (AEDs) are located on each floor near Elevator #1, as well as in the auditorium hallway. The AEDs are inspected monthly. CPR and AED training is provided to select members of the ICOM staff.
First Aid Kits

First aid kits are located at:
• Security/Reception Desk,
• Student Services workroom on the first floor
• OSCE area on the second floor
• Faculty and Staff workroom on the third floor

Medical and First Aid Instructions

• In the event of an injury or illness on campus, call Campus Security at 208-795-4311. Campus Security will call 9-1-1 or other emergency services as needed. In the event someone at the scene has already called 9-1-1, you must also notify Campus Security so that they can receive and direct the emergency responders. Campus Security has direct communication with emergency responders in the area.
• Give the following information to Campus Security:
  • Telephone number or extension from which you are calling.
  • Nature of the emergency.
  • Your name and name of injured person (if known).
  • Floor and room number.
  • Stay on the phone until the officer acknowledges receiving all of the information.
• In the event of a serious injury or illness:
  • Immediately call 9-1-1.
  • Keep victim still and comfortable.
  • Do Not move the victim.
  • Try to determine the nature of the injury.
  • Check breathing and administer CPR or AED if needed.
• AED kits are located on each floor of the ICOM building near elevator #1.

• Control serious bleeding by applying direct pressure to the wound.

• Administer first aid until first responders arrive.

• If the injury or illness occurs inside a building, have someone meet the emergency responders outside the building to direct them to the emergency.

• Report all information to first responders.

Building Security

Campus security begins at the building entrances. Key card access is available for badged students, faculty, and staff members from 6:00 AM to 11:30 PM seven days a week. ICOM utilizes a ‘single point of entry’ concept. This concept requires visitors or guests of the school to check-in at the front security/reception desk. The campus visitor will receive a temporary badge to wear during their visit. ICOM visitors should be escorted at all times by their sponsors.

Building security is not just the responsibility of the Campus Security Team, but of every student, faculty, and staff member who works at or attends ICOM. It is important that every member of the ICOM family ensure that no unauthorized individuals enter the building.

In the event an unknown or suspicious person is observed in the ICOM building or on the property grounds:

• Do not physically confront the suspicious person.

• Do not allow anyone you do not know into the building

• Do not block a suspicious person’s access to an exit.

• Call Campus Security at 208-795-4311 and provide as much information as possible about the person and their last known location

Crime Reporting

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

Students, staff, or faculty who find themselves victim of a crime which occurred on the ICOM Campus, should report it immediately to the on-duty Campus Security Officer. In the event of an emergency, or if the crime is still in progress, please call 9-1-1. Campus Security Officers can also provide reporting advice concerning crimes or incidents which occur off campus. Any incident/event involving a vehicle collision, criminal activity, damage to property, or response of law enforcement to the Idaho College of Osteopathic Medicine property shall be
documented by Campus Security on the ICOM Campus Security Crime/Incident Report form. The reporting security officer shall document all pertinent available information regarding victims, witnesses, suspects, vehicle descriptions and incident details to include the DR number (report number) of any police report generated due to the incident. A copy of the Daily Crime Log is available for viewing online or from the Campus Security Director.

Crime Prevention Resources

Ada County Crime Awareness

The following links provide an overview of crimes reported in Ada County within the past three months. They can be searched by a particular address or by enlarging the map provided.

https://gis.adacounty.id.gov/crimemapper/

Idaho State Police Uniform Crime Reporting


Ada County Sex Offender Registry Map


Meridian Police Crime Prevention Unit


Emergency Management Resources

<table>
<thead>
<tr>
<th>NAME</th>
<th>TELEPHONE</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meridian Police Department</td>
<td>208-888-6678</td>
<td><a href="https://meridianicity.org/police/">https://meridianicity.org/police/</a></td>
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<tr>
<td>Meridian Fire Department</td>
<td>208-888-1234</td>
<td><a href="https://meridianicity.org/fire/">https://meridianicity.org/fire/</a></td>
</tr>
<tr>
<td>Ada County Paramedics</td>
<td>208-287-2962</td>
<td><a href="https://adacountyparamedics.org/">https://adacountyparamedics.org/</a></td>
</tr>
<tr>
<td>Ada County Emergency Management</td>
<td>208-577-4750</td>
<td><a href="https://adacounty.id.gov/accem/">https://adacounty.id.gov/accem/</a></td>
</tr>
<tr>
<td>Central District Health Department</td>
<td>208-375-5211</td>
<td><a href="http://www.cdhd.idaho.gov/">http://www.cdhd.idaho.gov/</a></td>
</tr>
<tr>
<td>Idaho Criminal Intelligence Fusion Center</td>
<td>208-846-7676</td>
<td><a href="https://www.isp.idaho.gov/icic/">https://www.isp.idaho.gov/icic/</a></td>
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**Local First Response Partners**

The Idaho College of Osteopathic Medicine works closely with local first response agencies (Meridian Police, Meridian Fire Department, and Ada County Paramedics) to respond to emergency situations or criminal activity occurring on or near the ICOM campus. ICOM also partners with Ada County Emergency Management and the Central District Health Department in developing emergency response procedures. During an incident response, ICOM staff will integrate in a liaison role with the Incident Command System structure of the responding agency(ies).

**Ada County Vulnerability Analysis**

According to a 2010 Ada County Hazard Vulnerability Analysis, the following areas pose the greatest risk to those residing in Ada County:

**Weather:** Ada County residents are subjected to a wide range of weather events, including: thunderstorms, hail, lightning, high winds, tornadoes, winter storms, blizzards, extreme heat, drought, and others. These weather events cause property damage, injuries, or deaths at all times of the year.

**Structural Fires:** Although fire codes and fire-resistant building materials have reduced the threat, structural fires still happen all too frequently. In 2004 fire killed more Americans than all natural disasters combined. Fire-related fatalities occur on a regular basis in Ada County.

**Wildfires:** Hundreds of wildfires occur in Ada County in most years. Most wildfires do not get very large before they are extinguished, but there are exceptions. In 1992 a fire blackened 257,000 acres in Ada and Boise Counties, and in 1996 the Eight Street wildfire burned 15,300 acres in the Boise Foothills. In 1995 two volunteer firefighters were killed near Kuna, ID while battling a wildfire. The growing wildland-urban interface increases the likelihood of structural damage and human casualties.

**Hazardous Materials:** A variety of hazardous substances are produced, stored, and used in Ada County. In addition, they are routinely transported on the roughly 2,000 miles of roads in the county. Commonly found chemicals include: anhydrous ammonia, chlorine, ethanol, formaldehyde, hydrofluoric acid, nitric acid, propane gas, sulfuric acid, and various petroleum products, such as gasoline. Chemicals are also shipped on railroads and in several pipelines that run through the county.

**Click on the following link to view the entire vulnerability analysis:**

[https://adacounty.id.gov/Portals/Accem/Doc/PDF/Ada_County_HVA_secure.pdf](https://adacounty.id.gov/Portals/Accem/Doc/PDF/Ada_County_HVA_secure.pdf)
## HAZARD VULNERABILITY AND RISK ASSESSMENT TOOL

### COMMUNITY HAZARD EVENTS

<table>
<thead>
<tr>
<th>EVENT</th>
<th>PROBABILITY</th>
<th>HUMAN IMPACT</th>
<th>PROPERTY IMPACT</th>
<th>BUSINESS IMPACT</th>
<th>PREPAREDNESS</th>
<th>LOCAL RESPONSE</th>
<th>EXTERNAL RESPONSE</th>
<th>ADJUSTED RISK</th>
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<tr>
<td></td>
<td>Likelihood this will occur</td>
<td>Possibility of death or injury</td>
<td>Physical losses and damages</td>
<td>Economic Impact</td>
<td>Planning &amp; Exercising</td>
<td>Time, effectiveness, resources</td>
<td>Federal/State staff and supplies</td>
<td>Relative threat*</td>
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<td>2 = Moderate</td>
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<td>0 = Null</td>
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<td><strong>AVERAGE SCORE</strong></td>
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<td><strong>1.88</strong></td>
<td><strong>2.00</strong></td>
<td><strong>41%</strong></td>
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*Risk increases with percentage.

**RISK = PROBABILITY * SEVERITY**

0.41  0.63  0.66
ICOM Active Shooter Guidelines

POLICY & PROCEDURE STATEMENT:
While the risk of an active shooter incident occurring at ICOM is extremely remote, it is important that all ICOM faculty, staff, and students be prepared to act without hesitation should an incident occur at the school. The following guidelines are based on best practices recommended by the U.S. Department of Homeland Security.

PROFILE OF AN ACTIVE SHOOTER
An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY
Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

RUN!

1. Evacuate If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
   • Have an escape route and plan in mind
   • Evacuate regardless of whether others agree to follow
   • Leave your belongings behind
   • Help others escape, if possible
   • Prevent individuals from entering an area where the active shooter may be
     • Keep your hands visible
     • Follow the instructions of any police officers
     • Do not attempt to move wounded people
     • Call 911 when you are safe
HIDE!

2. Hide out If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
   • Be out of the active shooter’s view
   • Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
   • Not trap you or restrict your options for movement
To prevent an active shooter from entering your hiding place:
   • Lock the door
   • Blockade the door with heavy furniture

All restrooms inside the ICOM building can be locked from the inside and may be a concealment option when attempting to hide from an assailant.

If the active shooter is nearby:
   • Lock the door
   • Silence your cell phone and/or pager
   • Turn off any source of noise (i.e., radios, televisions)
   • Hide behind large items (i.e., cabinets, desks)
   • Remain quiet

If evacuation and hiding out are not possible:
   • Remain calm
   • Dial 911, if possible, to alert police to the active shooter’s location
   • If you cannot speak, leave the line open and allow the dispatcher to listen

FIGHT!

3. Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
   • Acting as aggressively as possible against him/her
   • Throwing items and improvising weapons
   • Yelling
   • Committing to your actions
Some active shooter training programs replace the words “Run, Hide, Fight” with the words “Avoid, Deny, Defend.” While the words have slightly different meanings, the purpose is the same.

In the event of active shooter, have a plan and act on that plan. Always be aware of your surroundings and potential escape routes or places to take shelter. Lastly, what could be used as a weapon if you have no other options?

**HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES**

Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers often arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

**How to react when law enforcement arrives:**

- Remain calm, and follow officers’ instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

**Information to provide to law enforcement or 911 operator:**

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial
officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Active Shooter Campus Training Video:
https://www.youtube.com/watch?v=VUErkf3XEEs
ICOM 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.
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.

Hostage Situation

- If you are taken hostage, be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous.
- Follow instructions, be alert, and stay alive.
- The captor may be emotionally disturbed. Do not make mistakes that could jeopardize your well-being.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state.
- Avoid appearing hostile. Maintain eye contact with the captor when possible, but do not stare.
- Try to stay calm.
- Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
Emergency Communications
During emergency situations that threaten the safety of the ICOM campus community, Campus Security will make every reasonable effort to notify the students, faculty and staff in a timely manner.

The following methods of emergency communications may be authorized by the Dean and President:
• Indoor public-address system designed to alert persons inside the buildings.
• Alertus notification system designed to send messages to all college desktop computers and public monitors.
• The ICOM and ISU websites may be used to post safety and emergency information.

Suspicious Activity
• Report any suspicious activity to Campus Security at 208-795-4311.
• Suspicious activity may also be reported anonymously by text or pictures through the Alertus Mass Notification System.

Hazardous Materials Release
• If an emergency exists or if anyone is in danger, call 9-1-1.
• After calling 9-1-1, notify Campus Security at 208-795-4311.
• Move away from the site of hazard to a safe location.
• Alert others to stay clear of the area.
• Notify emergency personnel if you have been exposed or have information about the release.
• Follow instructions of emergency personnel.
Bomb Threat Policy

Policy & Procedure Statement:

While the threat of an actual explosive device being placed inside or outside the ICOM building is extremely unlikely, it is not unusual for businesses and educational institutions to receive bomb threats. Bomb threats can be made by a variety of ways: in person, through the mail, via social media, or by telephone. The following guidelines were developed by the U.S. Department of Homeland Security to help guide decision-making in the event of a bomb threat.

If you receive a bomb threat:

- Upon receipt of a bomb threat, immediately notify ICOM Campus Security. Campus Security will contact local law enforcement.
- Refer to the DHS Bomb Threat Checklist for guidance.

For threats made via phone:

- Keep the caller on the line as long as possible. Be polite and show interest to keep them talking.
- DO NOT HANG UP, even if the caller does.
- If possible, signal or pass a note to other staff to listen and help notify authorities.
- Write down as much information as possible—caller ID number, exact wording of threat, type of voice or behavior, etc.—that will aid investigators.
- Record the call, if possible.

Law enforcement agencies have specific protocols concerning bomb threat response. ICOM Campus Security will work closely with local law enforcement to conduct an assessment based upon the threat and determine the most appropriate response. Law enforcement will often ask individuals working in the building to inspect their personal work area to determine if anything appears out of place. Campus Security will assist by conducting a check of common areas.

In the event a suspicious device was located, a building evacuation would be initiated.
Suspicious Mail Identification and Handling

Policy & Procedure Statement:
ICOM employees with responsibility for handling and distributing mail must be familiar with suspicious mail and package indicators and understand the appropriate response when an item is identified as suspicious.

One indicator of a suspicious package or piece of mail includes inappropriate or unusual labeling, such as:

- Excessive postage
- Misspelled common words
- No return address or strange return address
- Unusual addressing, such as not being addressed to a specific person or the use of incorrect titles or titles with no name
- Restrictive markings, such as “personal,” “confidential,” or “do not x-ray”

Other indicators include an unusual or inappropriate appearance, including:
Powdery substances felt through or appearing on the item

- Oily stains or discolorations on the exterior
- Odors
- Excessive packaging material, like tape or string
- Lopsided or bulky shape of envelopes or boxes
- Ticking sounds, protruding wires, or exposed aluminum foil
Procedures for Handling to Suspicious Packages and Mail:

- Stay calm.
- Do not open the letter or package (or open any further), do not shake it, do not show it to others, or empty its contents.
- Leave the letter or package where it is or gently place it on the nearest flat surface.
- If possible, gently cover the letter (use a trash can, article of clothing, etc.).
- Shut off any fans or equipment in the area that may circulate the material.
- Alert others nearby to relocate to an area away from the site of the suspicious item.
- Take essential belongings, like cell phones, keys, purse, etc. with you in case return to your office is delayed.

Contact ICOM Campus Security immediately at 208-795-4311. Campus Security will evaluate the situation and notify local law enforcement if appropriate.

Leave and close the door to the space containing the suspicious letter or package, cover the threshold area under the door with a towel or a coat if possible, and section off the area (keep others away). To prevent spreading any powder or hazardous substance to your face, wash your hands thoroughly with soap and water.

ICOM Fire Alarm Evacuation Policy

Policy & Procedure Statement:
The following procedures are established to ensure the safe evacuation of all individuals from the ICOM building in the event of fire alarm or actual fire.

ICOM Fire Alarm Procedures

Each building occupant should learn the location and operation of fire extinguishers in their work area. Employees are authorized and have the responsibility to use the extinguishers in an actual emergency. Each employee should know the location of all the exits from the ICOM building and be able to find exits in total darkness. ICOM building occupants must learn to recognize the evacuation alarm and know how to call the fire department from campus (911).

In the event of a fire alarm or actual fire in the building, all building occupants must evacuate the building immediately using the nearest exit available. A fire alarm would typically involve a Level II Evacuation: (Evacuation to predetermined Assembly Areas).
Exits

The rolling fire door opposite the ICOM Cafe installed at the top of the main stairway (Stairway #1) on the third floor will close automatically, eliminating accessibility to that stairway. When the fire alarm activates, the elevators will no longer function for building occupants, only for fire department personnel.

Individuals located on the third floor must exit using one of two internal staircases located either in the southwest (Stairway #2) or northeast (Stairway #3) portions of the building. The elevators should not be used. Building evacuees will gather at either the Southeast or Northeast Assembly Areas outside the building. 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.

Quarterly Drills

Fire alarm and evacuation drills will be conducted on a quarterly basis at the Idaho College of Osteopathic Medicine. The drills will be documented by the Director of Campus Security.

ROLLING FIRE DOOR (RETRACTED)

LOCATED ON THIRD FLOOR OPPOSITE THE ICOM CAFE
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.

1. Routinely inspect for possible safety hazards on your floor and report any concerns to the ICOM Facilities Manager or a member of the ICOM Campus Security team.
2. Know locations of and how to use fire extinguishers on your floor.
3. Ensure that occupants (including new employees) are familiar with evacuation procedures.
4. Be aware of building occupants with special needs who may need assistance during an evacuation (e.g. hearing- or sight-impaired, on crutches, in a wheelchair).
5. Call 911 whenever a situation could pose immediate danger to people, property, or processes in the building.
6. During a building evacuation, ensure that occupants in their area of responsibility are aware of an emergency and the need to evacuate. This includes people who may have been visiting the campus at the time of the alarm.
7. Conduct a sweep of their areas of responsibility to ensure everyone has evacuated. This includes checking offices, classrooms, group study areas, and restrooms. After a room has been checked, close the door to ensure no one else enters the room.
8. Following evacuation, locate one of the ICOM Safety Representatives (On-Duty ICOM Campus Security Officer, Executive Director Tony B., or Facilities Director Chris W.) 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.
9. After reporting the status of their area, proceed to one of the Assembly Areas and await further instructions/All-Clear signal.
10. ICOM Safety Representatives will complete a Building Evacuation Checklist which will be maintained by the Facilities Director.
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.

“Area of Rescue” Call Box
NORTHEAST ASSEMBLY

SOUTHEAST ASSEMBLY AREA
ICOM Campus Security Crime/Incident Reporting

Policy & Procedure Statement:

Any incident/event involving a vehicle collision, criminal activity, damage to property, or response of law enforcement to the Idaho College of Osteopathic Medicine property shall be documented on the ICOM Campus Security Crime Report/Incident Report form. The reporting campus security officer shall document all pertinent available information regarding victims, witnesses, suspects, vehicle descriptions and incident details to include the DR number (report number) of any police report generated due to the incident.

Events not rising to the level of a Clery-reportable crime will be issued an Incident Report (IR) number and will be logged on the Incident Report Log.

Events that rise to the level of a Clery-reportable crime will be issued a Crime Report (CR) number and will be logged on the Daily Crime Log.

The Daily Crime Log is available for viewing on the ICOM website as well as at the ICOM Campus Security Desk at the entrance of the school.

The following crimes require reporting under Clery Act:

Criminal Offense:

- Criminal Homicide: murder and non-negligent manslaughter
- Criminal Homicide: negligent manslaughter
- Sexual Assault: rape, fondling, statutory rape, and incest
- Robbery
- Aggravated Assault
- Burglary (*not from vehicle)
- Motor Vehicle Theft
- Arson
Hate Crimes:
• Larceny-Theft
• Simple Assault
• Intimidation
• Destruction/Damages/Vandalism of Property
• Criminal Offense (as described above)

Violence Against Women Act Offenses:
• Domestic Violence
• Dating Violence
• Stalking Incidents

Violation of Law (not ICOM policies or regulations)
• Liquor Law Violation (does not apply to public intoxication or DUI)
• Drug Law Violation
• Weapon Law Violation

Inclement Weather Procedure

Policy & Procedure Statement:
In the event of potential severe weather, listen to the latest National Weather Service warnings and bulletins on radio and television or call Public Safety at ext. 4311 or (208) 795-4311 when off campus.

1. ICOM Administration will determine if the campus will open

2. Notifications will be made using
   • ICOM Website
   • ICOMFacebook
   • ICOM Twitter
   • Alertus Mass Notification System

3. Should conditions worsen during the day, the administration may decide to close the campus early.

4. When such a determination is made, you will be notified through the ICOM Alertus Mass Notification System.

5. If the roads leading to your home have been closed, do not attempt to go home.
6. If you are unable to go home, contact your supervisor, Campus Security, or Student Affairs.

7. Lost academic sessions will be made up as determined by the Associate Dean of Academic Affairs.