Child Labs Emergency Preparedness Committee Fall 2017

Brigham Young University Idaho

BYU-Idaho child labs emergency preparedness Plan

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# Active Shooter

An active shooter situation has, unfortunately, become more prevalent on college campuses. This is due to large groups of people gathered in one place with sometimes, not enough security. Educating yourself on these situations before they happen can be essential to survival.

**1. Run**

* If you can, get out safely. Always try to evacuate the area.
* Encourage others to leave with you, but do not let them slow you down.
* Leave your belongings behind. You are your first priority.
* Call 911 when you are safe.
* Give as much information as you can, including address, description of shooter, and how many people could be in the building.

**Hide: If you can’t get out**

* Secure your space. Use chairs, tables, desks, and other heavy objects to barricade the door.
* Turn off the lights and silence your cell phone. You want to be as quiet as possible.
* Any contact you make with others can make a difference. If you are able to contact someone, tell them where you are in the building so if help comes, they can find you.
* If you can’t find a room or closet to hide in, try to conceal yourself behind big objects that offer protection.

**Fight: A last resort and only when your life’s in danger**

* Whether alone or in a group, be prepared to fight.
* Act with aggression and improvise weapons.
* Commit to your actions.

**When emergency responders arrive**

* Remain calm at all times.
* Keep your hands visible at all times.
* Avoid pointing or yelling.
* Follow all directions given by authorities.

To help prevent this situation, be aware of suspicious people or activities. An active shooter situation is a serious situation. The seemingly small decisions you make could save your life.

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# http://emergency.byui.edu/wp-content/uploads/2016/09/AS-EmergancyResponders.pngBomb Threat

Always be alert and report suspicious activity to BYU-I Public Safety @ 496-3000.

**1. If you receive a threatening call.**

* Obtain as much information from the caller as possible.
* Notify BYU-I Public Safety @ 496-3000.
* Do NOT activate the building alarm system to evacuate.

**2. How to recognize a suspicious package:** A letter or parcel that is unexpected or unknown with any of the following characteristics:

* + Foreign mail, air mail, and special delivery
  + Restrictive markings such as Confidential or Personal, etc.
  + Excessive postage
  + Handwritten or poorly typed address
  + Incorrect titles
  + Titles but no names
  + Misspellings of common words
  + Oily stains or discolorations
  + No return address
  + Excessive weight
  + Rigid envelope
* Lopsided or uneven envelope
* Protruding wires or tin foil
* Excessive securing materials such as masking tape or string

**3. What to do with suspicious parcels**

* Contact Campus Security at 208-496-3000.
* Move people in the immediate area away, but do NOT activate alarm system.
* Do NOT move or open the package.
* Do NOT investigate too closely.
* Do NOT cover or insulate the package.

**4. If you are asked to evacuate:**

* Check you work area for unfamiliar items. Do NOT touch suspicious items; report them to authorities on the scene.
* Take personal belongings with you, such as keys, bags, etc.
* Leave doors and windows open; Do NOT turn light switches on or off.
* Do NOT make cell phone calls.
* Use stairs only; do NOT use elevators.
* Move away from the building and go to a designated gathering location.
* Do NOT re-enter until authorization to do so is issued by Campus Security.

# Disease/Sickness

Being aware of hygiene and health hazards on a college campus is very important. Disease and sickness can spread quickly in an environment that fosters interaction, so students are at an increased risk of getting sick. Doing the following can help prevent the spread of disease and sickness on our campus.

**1. Hygiene Control.**

* Wash hands
* Have a healthy diet
* Drink adequate fluids
* Exercise often
* Reduce stress
* Get plenty of rest
* Use hand sanitizer when you cannot wash your hands
* Minimize physical contact with those who are sick

**2. Use remedial solutions:**

* Stay up to date with immunizations
* Receive vaccinations for flu seasons
* Use antibiotics and other remedies

**3. If feeling symptoms, do not come to work, and seek medical attention immediately.**

* Fever
* Body aches
* Headaches
* Tiredness
* Sore throat
* Cough
* Runny nose
* Vomiting and/or diarrhea

Student Health Center 208-496-9330   
Madison Memorial Hospital 208-359-6900

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# Earthquake

Idaho is a semi-active earthquake zone. Actions taken before, during, and immediately after an earthquake may mean the difference between life and death. The following rules should be observed:

**1. Before the tremor:**

Most casualties result from partial building collapse, falling objects and debris, like toppling chimneys, falling bricks, ceiling plaster and light fixtures. Many of these conditions can be prevented by taking a few steps now to prepare. A brief survey of your home and office will indicate what hazards exist.

* Secure fixtures such as lights, cabinets, bookcases and top heavy objects to resist moving, coming lose or falling during shaking. Place large and heavy objects on lower shelves, securely fasten shelves to walls. Special care should be taken to remove hazardous objects from above sleeping areas. Do not hang plants in heavy pots that could swing free of hooks.
* Store bottled goods, glass, and other breakables in low or closed cabinets and use nonskid padded matting, hold-fast putty or Velcro whenever possible.
* Hold drills so each member of the department knows what to do in an earthquake.
* Prepare an office/home emergency kit. An example can be found at  
  <https://www.lds.org/topics/emergency-preparedness?lang=eng>

**2. During the tremor:**

* Don’t panic. The motion is frightening, but unless it causes something to fall on you, it is relatively harmless.
* If you are indoors, stay indoors. Get under a desk, door frame, table or bench, or against an inside wall.
* Stay away from glass.
* Do not use candles, matches, or other open flames either during or after the tremor. Douse all fires.
* Do not be surprised if the electricity goes out.
* If you are outside, move away from buildings and utility wires. Once in the open, stay there until the shaking stops.
* Do not run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.
* If you are in a vehicle, stop as quickly as safety permits. Stay in the vehicle. The car will move a great deal, but it is a relatively safe place to be.

**3. After the tremor:**

* Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of additional life-threatening injury.
* If the building is severely damaged, leave it immediately.
* Do not turn on utilities, including light switches. Do not use any type of open flame for lighting purposes. If you smell gas, open windows and leave the building. Do not re-enter the building until officials say it is safe.
* Do not use telephones except to report an emergency.
* If your supervisor is available, contact him/her for further instructions.

**4. General Instructions:**

* Do not go sightseeing.
* Watch or listen for updates by phone or on the radio.
* Do not use the telephone except to report medical or fire emergencies, safety hazards, or crime emergencies.
* Keep streets clear for emergency vehicles.
* Be prepared for aftershocks. Most of these are smaller than the main quake, but some may be large enough to do additional damage.
* Cooperate with public safety officials. Do not go into damaged areas unless your help is requested.

At the university, an additional hazard exists due to the number of chemicals and gas lines in laboratories. Leave the area immediately if chemical containers are broken or if gas lines or tanks are ruptured.

In case of severe damage or loss of life, the University Emergency Committee (UEC) will implement emergency procedures as soon as possible. The director will coordinate all campus operations and activities. Housing, food, medical care, and other emergency provisions will be provided as needed.

# Fire

Fires can spread quickly. It is critical to know what to do in the case of a fire so you can immediately respond appropriately.

**1. Be Prepared:**

* Know the locations of alarms and the extinguishers and how to activate or use them.
* Know all building exit routes. Elevators should not be used for exit in the event of a fire. Keep exit routes free of obstructions.
* Have emergency telephone numbers attached or posted by telephones.

**2. If fire is suspected or discovered**

* Activate the fire alarm and call 911. Give as much information as possible, including the building name and number and the location of the possible fire.
* Restrictive markings such as Confidential or Personal, etc.
* Never attempt to fight a fire alone.
* Where there is no alarm, warn other occupants by knocking on doors and shouting a warning.
* Leave the building. As you exit, close doors and windows behind you to prevent the fire’s spread. Go to the nearest exit or stairwell. Do not use elevators. If the nearest exit is blocked by fire, heat or smoke, go to the alternate exit.
* If there is smoke in your room or in the corridors, stay down near the floor.
* Before opening a door, feel the door and/or knob. If either is hot, do not open the door.
* Open doors slowly. If heat or heavy smoke is present, close the door and stay in the room. Open a window to let heat and smoke out and fresh air in.
* If you are trapped in your room, call 911 and give your location. Hang an object out the window to attract attention.

# Flood

Rexburg and the surrounding area has experienced flood emergencies as recent as 2014. In the case of a flood, the best steps are to:

**1. If you are in low lying areas, immediately move to higher ground.**

**2. Follow directions from campus and local authorities.**



**3. Prepare to render volunteer aid to evacuees coming to the university seeking higher ground (this will be many of the citizens of Rexburg).**

Also be aware that floodwaters have the potential to carry containments such as sewage. If you have any open wounds or are at risk of being infected, stay out of floodwaters as much as possible. Infections caused from floodwaters can be extremely dangerous. **Related Links:** [CDC Flood Information](http://www.cdc.gov/disasters/floods/index.html)[Flood Safety](http://www.redcross.org/get-help/prepare-for-emergencies/types-of-emergencies/flood)[Flooding Resources](http://www.floodsafety.noaa.gov/)  
[Disaster Sanitation](http://www.cdc.gov/disasters/floods/sanitation.html)

Hazardous Substances

Hazardous substances can create an extremely dangerous situation if not handled correctly. No matter how comfortable you may feel handling such substances inside or outside of the classroom, it is best to act with great care. If an accident does occur, follow the steps below.

**1. Evacuate and keep the area free of non-essential personnel.**

**2. Report immediately to BYU-I Public Safety at 208-496-3000.**

**Chemical Spills:**

If the spill is life-threatening or presents a fire hazard, evacuation should take place immediately. While waiting for BYU-I Public Safety representatives to arrive, keep the area free of non-essential personnel. Do not allow smoking or an open flame near a chemical spill.

**Fumes/Vapors/Gas Leaks:**

If a vapor, fume, or gas leak enters your work place and you cannot determine the source, leave the area immediately and post a “DO NOT ENTER” sign.

**Radioactive Spills:**

Your first responsibility is to your own safety. Loss or damage of materials and equipment, under emergency conditions, is a secondary consideration. Take immediate measures to prevent the spread of contamination only if they can be completed safely. Evacuate the room or area immediately and seal it off to prevent entry. Post a “DO NOT ENTER” sign. Do not begin decontamination procedures until the situation is evaluated by a radiological health officer, unless the accident involves contaminated wounds.

# Mental/Behavioral Health

College can be a difficult time for many students in any circumstance. It is normal to feel stress; in fact it can be healthy. However, when stress and anxiety go unmanaged, the effects can threaten the well-being of the individual. To help not only yourself, but also others recognize when their mental/behavioral health could potentially be at risk, read the following material. Also consider visiting some of the additional resources for more information.

**1. Be aware of behavioral health issues.**

* Worried and/or anxious more than usual
* Depressed or unhappy
* Sudden emotional outbursts
* Struggles sleeping
* Weight or appetite changes
* Quiet or withdrawn
* Feeling guilty or worthless
* Changes in behavior or feelings

**2. Learn how to de-stress and deal with anxiety.**

* [Anxiety and Depression Association of America (ADAA) Stress Tips](https://www.adaa.org/tips-manage-anxiety-and-stress)
* [ADAA “Find Help”](https://www.adaa.org/finding-help)

**3. Seek professional help from the Student Health Center.**

* Student Health Center 208-496-9330
* [BYU-Idaho Counseling Center](http://www.byui.edu/counseling-center)

# [Idaho suicide prevention website](https://www.idahosuicideprevention.org) 1-800-273-8255

# http://emergency.byui.edu/wp-content/uploads/2016/09/OT-InformAuthorities.pngOnline Threat

**1. Online threats need to be taken seriously and reported to the correct authorities**. If you receive or view a threat to harm or damage someone or something related to BYU-Idaho, report it immediately to BYU-I Public Safety at 208-496-3000.

**2. Do not engage the individual who made or distributed the threat.**

# Night time with moon and starsPhysical Assault

These procedures should be followed to help assure your safety:

**1. Keep calm and relaxed—tell yourself it will be ok.**

**2. Cooperate: give the person exactly what he/she asks for, nothing more.**

**3. Remember distinguishing traits.**

Color of clothing, hat or no hat, beard or moustache, race, approximate height, weight and age. Notice the type of weapon used. Listen carefully to voice characteristics and to what is said. Note direction of travel or flight after the confrontation. Check vehicle type and license number if possible.

**4. Notify BYU-I Public Safety 208-496-3000 or dial 911 for Rexburg Police immediately.**

# Power Outage

In case of power outages during disaster situations, these procedures should be followed:

**1. Leave one light on so you will know when power is back on. Unplug other appliances in case of power surge when power returns.**

**2. Avoid unnecessary travel, especially in a car as traffic lights will not be functioning and roads will be congested.**

**3. Keep refrigerator closed to keep food cold. If necessary, use a cooler with ice surrounding perishable food.**

**4. Do not use gas heaters/generators indoors as this will produce carbon monoxide, a poison that can kill you.**

**5. If you are trapped in an elevator, do not panic. Use the alarm on the elevator to alert others you are trapped.**

**6. If you are on campus or in campus buildings and the source for power outage is on campus, stay away from downed power lines and broken high-temperature water lines. Shut off the gas and electricity in your assigned work area. Do not light matches or other flames inside buildings. Gas lines may be damaged and explosions or fire could occur. Report problems to Campus Security at 208-496-3000.**

# http://emergency.byui.edu/wp-content/uploads/2016/09/RI-Leave.pngRiots

**1. In case of a riot, leave the area immediately.**

**2. Inform police and BYU-I Public Safety.**

**3. Stay away from the situation until it is resolved.**



# President's CouncilWinter Storms

When a severe winter storm occurs on campus during normal school hours, the President’s Council decides whether the campus will close or whether employees should leave work early.

Students and employees will be notified of updates through official emails, texts, myBYUI homepage banners and radio stations (FM 94.3 or FM 91.5).

**Faculty:** If a class is in session when the storm hits, do not dismiss class. Wait for further instructions as to when it is safe to venture out of the safety of the buildings. When notified it is safe to leave campus, please do so without delay.

Students, faculty, and staff who question whether the university will be open after a major overnight storm should await updates via email.

Appendix A YIKES Emergency/Disaster Plan

|  |  |
| --- | --- |
| Program Information | |
| Facility Name | Brigham Young University-Idaho Child Labs |
| Facility Address | 525 S. Center Street, Clarke Building, Rexburg, Idaho 83460-0665 |
| Hours of Operations | 7:45 am - 4:45 pm |
| Days of Operation | Monday - Friday |
| Landline Tel. Number | 208-496-4009 |
| Alternate  Emergency Contact | Brigham Young University-Idaho |
| Tel. Number | 208-496-1411 |
| Capacity (enter number) | Employees: 10 Children: 176 |
| Age Range of  Children (choose all that apply) | Infants X Preschoolers  X Toddlers School Age |
| Emergency Warning System | X Flashing lights for persons with hearing impairment.  X Loud alarms for persons with vision impairment. |
| Emergency  Communications  System | Radio station(s) *(enter call letters)*: KBYR  TV station(s) *(enter call letters)*: KIFI  Website *(enter URL)*: www.byui.edu  1-208-496-3000 |

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| --- | --- |
| Emergency  Contact | Contact Information |
| Fire, Police, and  Ambulance | 911  208-359-3010 (Rexburg fire or ambulance)  208-359-3008 (Rexburg police)  208-496-3000 (BYU-I Public Safety) |
| Poison Control | 1-800-222-1222 |
| Madison Memorial Hospital | 208-359-6900 |
| Oil Company (BYUI) | 208-496-2500 |
| Gas Company (BYUI) | 208-496-2500 |
| Electric Company (BYUI) | 208-496-2500 |
| Water Company (BYUI) | 208-496-2500 |
| Electrician (BYUI) | 208-496-2500 |
| Plumber (BYUI) | 208-496-2500 |
| Snow Removal (BYUI) | 208-496-2500 |
| Child Protective Services | 208-359-4750  **855-552-5437 (24-hour hotline)** |
| Stress Counselor (BYUI) | 208-496-9370 |
| Evacuation Plans/Procedures |
| Routes/Exits | Diagram of evacuation route(s) and exit(s) posted in each room. |
| Meeting Location | Smith Building Foyer |
| Evacuating Infants and Toddlers | Toddler Labs will be evacuated according to the emergency evacuation plan. |
| Notification/  Communication  (with emergency responders and families) | Supervising teacher calls 9-1-1 and then calls BYU-I Public Safety @ 496-3000. These instructions will be posted in each classroom. Next we will contact parents in the best way we can (involving as many staff members as needed to make calls). |
| Emergency Go-Kit Location(s) | Emergency Go-Kits will be located in classroom back packs. |
| Relocation Sites |
| Neighborhood Site  This location is wheelchair-accessible.  Signed and dated memorandum of agreement with this site is filed with, or attached to, this summary. | Address: Church on corner of 1st East and 2nd South. |
| Contact Name: Tom Wagner  Brett Sampson |
| Phone: 208-569-1889  208-313-5355 |
| Access Information: Need to get access to a key. |
| Out-of-Neighborhood  Site  This location is wheelchair-accessible.  Signed and dated memorandum of agreement with this site is filed with, or attached to, this summary. | |  | | --- | | Address: | | Contact Name: | | Phone: | | Access Information: | | Address: TBD | | Contact Name: | | Phone: | | Access Information: | |
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| Transportation to Relocation Site | Walking and pulling wagons. |
| Safe-Place/Lock-Down Plans/Procedures |
| Safe Place from Intruder | Toddler (CLK 202) Lock down in room. Faculty close observation booth. If sniper inside, evacuate to outside. CLK 269 Lock down in room; move north. Cover window in door with material. Faculty close observation booth. If sniper inside, evacuate to outside. Window wall paper?  CLK 203 and 213 evacuate first to kitchen, second to RR1.  CLK 219 evacuate first to bathroom or second under booth windows.  Faculty close observation booths (lock doors before opening).  Leader teachers should keep cell phones on their bodies at all times. |
| Safe Place from Severe Weather | CLK 210, Workroom, and 214. |
| Location of  Emergency Supplies | Go-Kits in classroom backpacks.  Emergency supplies stored in BYU-Idaho Center.  Back up clothing in closets, RR1, Conference Room  Food and water in kitchen and RR1  Blankets in RR2 |
| Considerations for Infants and Toddlers | Considerations for Toddlers: Diapers, wipes, extra change of clothing. Check on toddler size clothes. Comfort items and blankets. Gather items in bins. Get more backpacks? |
| Notification/  Communication with Emergency Responders and  Families | Emergency Responders: cell phones, walkie talkies (Channel 9)  Families: Text alerts, as well as radio station, phones,  email |

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| --- | --- |
| Shelter-In-Place Location(s) | |
| Shelter-in-Place Location(s)  These locations are wheelchair-accessible.  These locations can be sealed. | Lab classrooms, CLK 210, Workroom, and 214. |
| Shelter-in-Place  Procedures | * Close and lock all the doors and windows to the outside. * Turn off all heating systems by: * Turn off all air conditioners and switch intakes to the closed position. * Turn off exhaust fans. * Close all fireplace dampers. * Close the drapes, curtains, or shades for additional protection.   Site diagrams, with shelters and exits marked, are filed with, or attached to, this summary. |
| Location of Shelter in-Place Supplies | RR1, Closets (children’s clothes) Kitchen, and Clarke 210 |
| Considerations for Sheltering-in-Place with Infants and  Toddlers | Considerations for Toddlers: Diapers, wipes, extra change of clothing. Check on toddler size clothes. Comfort items and blankets. Gather items in bins. Get more backpacks? |

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| Emergency Closing Plan | | |
| Before Opening Procedure | | How I will make the decision to close: When an emergency occurs on campus before normal school hours, the President's Council decides whether the campus will close. Personnel are notified through supervisory channels and university radio stations. Students, faculty, and staff who question whether the university will be open after a major overnight storm or other emergency should tune in the campus radio stations (KBYI FM 100.5 or KBYR FM 91.5) |
| I will make the decision to close by: 7:30 am or as directed by President’s Council or supervisors. |
| How I will let staff know: Staff will be informed through supervisory channels, university radio stations, and the BYU-I web site. |
| How I will let parents know: Parents will be informed via email from Child Labs office and texts/phone calls from supervising teachers/faculty in each lab. |
| How I will make the decision when to re-open: The decision to re-open will be made by President’s Council. |
| After Opening Procedure | | How I will make the decision to close: When an emergency occurs on campus, the President's Council decides whether the campus will close or whether personnel should leave work early. Personnel are notified through supervisory channels and university radio stations. If a class is in session when the storm hits, do not dismiss class.  Wait for further instructions as to when it is safe to venture out of the safety of the buildings. When notified it is safe to leave campus, please do so without delay. |
| I will make the decision to close by: Conferring with the lab committee and my immediate supervisors. |
| How I will let staff know: Staff will be informed through supervisory channels. |
| How I will let parents know: Parents will be informed via email from Child Labs office and texts/phone calls from supervising teachers/faculty in each lab, as well as announcements from the campus radio stations (KBYI FM 100.5 or KBYR FM 91.5). |
| How I will make the decision when to re-open: The decision to re-open will be made by President’s Council. |
| Children/Staff with Access or Functional Needs (to be updated each semester) | | |
| Name:  Staff Member Responsible: | Emergency Supplies: | |
| Alternative Evacuation Plan: | |
| Additional Information: | |
| Name:  Staff Member Responsible: | Emergency Supplies: | |
| Alternative Evacuation Plan: | |
| Additional Information: | |

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| --- | --- | --- |
| Drill Schedule |  |  |
| **Procedure** | **Frequency** | **Date/Time** |
| Evacuation | Monthly |  |
| Shelter-in-Place |  |  |
| Safe-Place |  |  |
| Relocation |  |  |

Plan Review and Update

“Details in the Emergency/Disaster Plan should be reviewed and updated bi-annually and immediately after any relevant event to incorporate any best practices or lessons learned into the document.” - CFOC Standard 9.2.4.3

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| --- | --- |
| Signature | Review Date |
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