



# Idaho State University

Safety Liaison  
Handbook  
Created: 2022

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# Overview

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The Life Safety Leadership Program is very important in maintaining a safe and efficient campus environment at Idaho State University (ISU). The purpose of this program is to facilitate communication and safety during emergency situations. Public Safety, Facilities Services, Risk Management, Environmental Health Safety & Sustainability, and the Safety Liaisons work together to enhance and improve the safety on campus through their commitments to this program.

The term Safety Liaison(s) is used loosely to describe individuals across the University who play a role in safety. A Safety Liaison is the point of contact for the building and may be supported by Floor/Area Monitors, where appropriate. ISU Safety Liaisons and their support staff work with all building occupants including faculty, staff, students, and visitors to assist in resolving building issues and building-specific emergencies. Safety Liaisons also provide on-site assistance for first responders during emergency situations.

All Safety Liaisons and their support staff should prioritize their own safety during any active emergency. Their primary responsibility during an emergency situation is to follow the established protocols for either Evacuation or Shelter in place. Please assist those who may be unfamiliar with the process by leading by example.

Individuals who have a role in building safety are provided with additional resources and training opportunities to assist in fulfilling their role. Questions about the Life Safety Leadership Program can be directed to Public Safety at 208-282-2515 or [pubsafe@isu.edu](mailto:pubsafe@isu.edu).

Please refer all individuals who may have special needs, concerns, or who may require assistance during an emergency to Disability Services at 208-282-3599.

## Tips for Success

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1. Be Familiar with:
  - Locations of AEDs, Fire Extinguishers, First Aid Kits, etc
  - Building entrances and exits
  - Access controls
  - Doors and keys
  - Occupants
  - Special department equipment
  - Labs and research areas
  - Areas of Rescue
  - Building emergency assembly areas
2. Establish a method for communication between Safety Liaisons, their back-ups, and the Floor/Area Monitors.
3. Work with Public Safety, Facilities Services, and Environmental Health and Safety to communicate safety vulnerabilities.
4. Provide feedback to assist in improving services and communications.

# Safety Liaison Desk Reference

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For all fire, medical, and police emergencies call **911**.

- In all emergency circumstances, it is important to remain calm. More information is available on the University Public Safety website.
- During emergency situations where it is not safe to call for assistance, a text message can be sent to [emergency@isu.edu](mailto:emergency@isu.edu) for immediate assistance. This is monitored 24/7 by ISU Public Safety Dispatch.

## Public Safety

- Public Safety Dispatch (*available 24/7 for all campuses*)....**208-282-2515 or 208-282-2911**
- Email Public Safety at [pubsafe@isu.edu](mailto:pubsafe@isu.edu).
- Visit the Public Safety website at [isu.edu/publicsafety/](http://isu.edu/publicsafety/).
- Sign up for Emergency Notifications.
- Receive Safety Escorts Across Campus.
- Request Help with Vehicle Unlocks and Jump-Starts on Campus.

## Facilities Services

For all service requests go to [isu.edu/facilities/](http://isu.edu/facilities/) and fill out an E-Works request form.

- New construction & Building remodel
- Sanitation & Custodial services
- Landscaping/Outdoor services
- AC/Heating
- Electrical & Lighting
- Plumbing
- Keys & Door locks
- Office furnishings

When you need help, contact Facilities through their website, calling, or emailing [facpoc@isu.edu](mailto:facpoc@isu.edu).

- Pocatello.....**208-282-4086**
- Idaho Falls.....**208-282-7741**
- Meridian.....**208-373-1787**
- Housing Maintenance (Pocatello Only).....**208-282-2120**

## Environmental Health Safety & Sustainability (EHSS)

To report spills, injuries, or immediate safety concerns call EHSS at **208-282-2310** or Radiation Safety at **208-282-5652**. Email EHSS: [ehs@isu.edu](mailto:ehs@isu.edu)

- To submit a safety concern online go to [isu.edu/ehs/](http://isu.edu/ehs/) and fill out a Safety Concern Form.
- Hazardous waste pick-up forms can be found at [isu.edu/ehs/](http://isu.edu/ehs/).
- You may also anonymously report safety concerns or non-compliance by calling **1-800-716-9007**, or using the [online form](#).

# Emergency Reporting Procedures

## Reporting Emergencies

1. Notify the Department of Public Safety at 208-282-2515 or 208-282-2911
  - a. If the emergency is life threatening or requires immediate response by local law enforcement or emergency medical personnel - Dial 911
  
2. Remain calm and provide the following information
  - a. Location (i.e. building name and/or building number, floor number, room number)
  - b. Incident description
  - c. Number of people affected
  - d. Injury types, if applicable
  
3. \*\*During emergency situations where it is not safe to call for assistance, a text message can be sent to [emergency@isu.edu](mailto:emergency@isu.edu) for immediate assistance. This is monitored 24 hours a day/7 days a week by ISU Public Safety Dispatch.

## Emergency Phone Numbers

Department/Agency	Pocatello	Idaho Falls	Meridian
<b>Public Safety Dispatch</b> <i>(available 24/7 for all campuses)</i>	<b>208-282-2515, or 208-282-2911</b>		
<b>Environmental Health, Safety &amp; Sustainability /Radiation Safety</b> (Ex: Chemical spills)	<b>208-282-2310 208-282-5652 (Radiation Safety)</b>		
<b>Building Maintenance</b> (Building Problems and Repair)	<b>208-282-4086</b>	<b>208-282-7741</b>	<b>208-373-1787</b>
<b>Housing Maintenance</b>	<b>208-282-2120</b>		
<b>Local Law Enforcement</b> (Non-Emergency)	<b>208-234-6100</b>	<b>208-529-1200</b>	<b>208-888-6678</b>
<b>Local Fire Department</b> (Non-Emergency)	<b>208-234-6201</b>	<b>208-612-8495</b>	<b>208-888-1234</b>

# Checklists

## Emergency Evacuation

BEFORE	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read the Emergency Action Plan for your building.</li> <li><input type="checkbox"/> Know the layout of the building and the various evacuation routes.</li> <li><input type="checkbox"/> Be familiar with Areas of Rescue and individuals in the building who may need special assistance during emergency evacuation.</li> <li><input type="checkbox"/> Know locations of fire extinguishers and how to operate one.</li> <li><input type="checkbox"/> Locate and know how to activate all fire alarms in the building.</li> <li><input type="checkbox"/> Assign team members to assist during emergencies and provide contact information to Public Safety.</li> <li><input type="checkbox"/> Identify any areas of high risk hazards inside the building.</li> <li><input type="checkbox"/> Be familiar with the location of emergency supplies.</li> <li><input type="checkbox"/> Know the location of your building's Area of Assembly, or assigned evacuation zone.</li> <li><input type="checkbox"/> Submit the Training or Exercise Request Form, as desired.</li> </ul>
DURING	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate the impact the emergency may be having on the facility and take appropriate action. This may include recommending that operations in the facility be stopped and that building evacuation procedures be initiated.</li> <li><input type="checkbox"/> Fire alarms should only be used during fire evacuations. Activate alarms, as necessary.</li> <li><input type="checkbox"/> Collect vital information and provide to responding officials as appropriate.</li> <li><input type="checkbox"/> If the situation warrants evacuation of your building, coordinate evacuation with your Floor Monitors, as applicable and Public Safety.</li> <li><input type="checkbox"/> Proceed to the nearest exit and communicate the need to evacuate to others as you are exiting.</li> <li><input type="checkbox"/> Go to the outside of the building to meet Floor Monitors as they finish evacuating their areas.</li> <li><input type="checkbox"/> Keep track of which floors are evacuated and which are not.</li> <li><input type="checkbox"/> Assist in the accounting of faculty/staff/students from your facility.</li> <li><input type="checkbox"/> Maintain communications.</li> <li><input type="checkbox"/> Provide first responders of the location of anyone who is unable to evacuate, or refused to evacuate, if known.</li> <li><input type="checkbox"/> Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for personnel to re-enter.</li> </ul>
AFTER	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wait for all clear messaging and only re-enter the building when it is safe to do so.</li> <li><input type="checkbox"/> Participate in the After Action Review, if requested.</li> </ul>

**Evacuation of a specific area for non-life threatening situations**

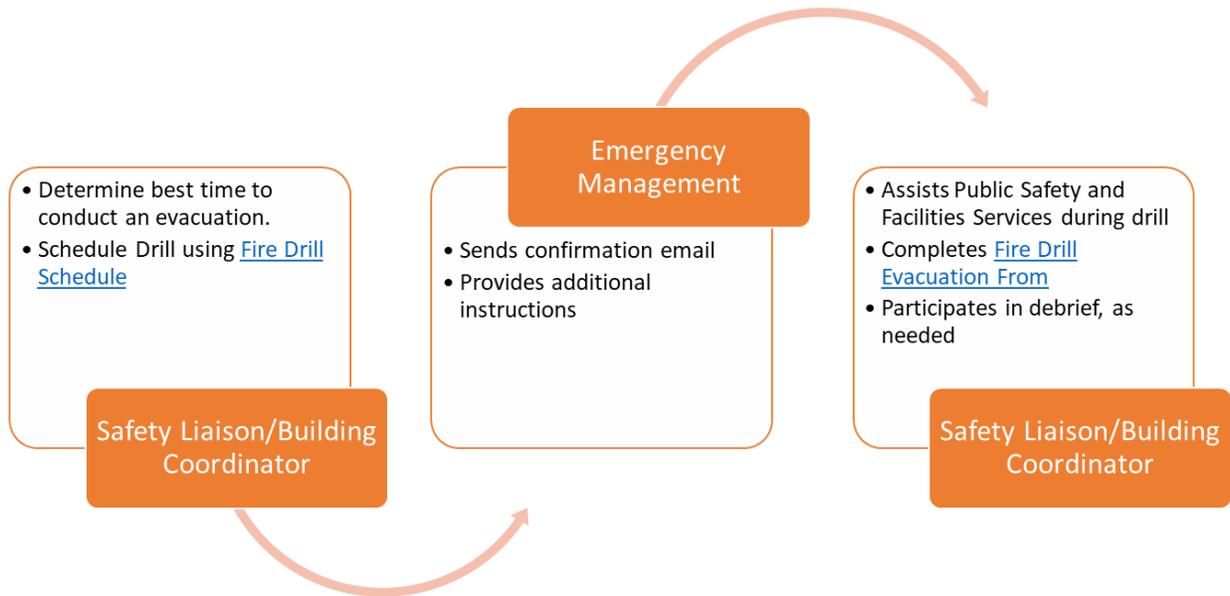
	<ul style="list-style-type: none"> <li><input type="checkbox"/> If the situation warrants evacuation of your building, coordinate evacuation with Floor/Area Monitors and Public Safety.</li> <li><input type="checkbox"/> Go door-to-door and inform everyone in your area they must leave the building, and direct them to the nearest exit.</li> <li><input type="checkbox"/> Start at the furthest point from the exit and evacuate back to the exit.</li> <li><input type="checkbox"/> Identify persons with disabilities and direct/assist them to an Area of Rescue.</li> <li><input type="checkbox"/> After directing everyone to evacuate, report pertinent information to the Department of Public Safety, or responding agency/department (e.g., evacuation status, location of persons with special needs, type and location of emergency).</li> </ul>
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**If a Lockdown is ordered**

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Find a hidden location for you and those around you. Find a room that locks, if possible.</li> <li><input type="checkbox"/> Students and faculty are to remain in their classrooms. Do not answer the door.</li> <li><input type="checkbox"/> Keep back from any windows and doors. Lock or barricade all doors where possible; use furniture or desks as cover; use a belt or other items to tie the door handle to something stable if necessary.</li> <li><input type="checkbox"/> Turn off all lights and close blinds. Silence all cell phones.</li> <li><input type="checkbox"/> Once in a secure area, building occupants should call 911 or Public Safety at 208-282-2515 or 2911 and give the dispatchers the phone number(s) at which they can be reached for further instructions.             <ul style="list-style-type: none"> <li>• If you cannot get through by phone and have email or text message capability, contact Public Safety at <a href="mailto:emergency@isu.edu">emergency@isu.edu</a>.</li> <li>• The Rave Guardian app can also be utilized to quietly and quickly notify Public Safety.</li> <li>• Public Safety Dispatch will immediately receive and respond to the message.</li> </ul> </li> <li><input type="checkbox"/> Account for everyone in the room or office.</li> <li><input type="checkbox"/> Do not approach Emergency Responders - let them come to you.</li> <li><input type="checkbox"/> Building occupants should remain in that area until they receive further instructions or an all clear is issued.</li> <li><input type="checkbox"/> No one will be allowed to enter or leave the building(s) or area(s).             <ul style="list-style-type: none"> <li>• Parents, friends, and concerned loved ones will not be allowed to pick up faculty, staff or students from the university, unless instructed to do so.</li> </ul> </li> <li><input type="checkbox"/> Once an all clear is called, notify all classrooms, labs, offices, etc. to ensure everyone is aware of the all clear.</li> </ul>
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# Fire Drill Process

## Flow Chart



## Recommended Drill Frequency

Building Type	Frequency	Additional Information
Campus Apartments and Residence Halls	Four drills annually	First one within the first 10 days of the beginning of classes; varying times required with at least one during hours after sunset or before sunrise.
High Hazard Facilities	Regular basis	No less than once every three months. Records of drills maintained.
Pre-K to 12 use Facilities	Monthly	First one within the first 10 days of classes Conducted at different times of the day, with outdoor assembly areas with classes separated.
All Other ISU Buildings	Annually	

## **Expectations and Outcome during fire evacuation drill**

- Public Safety, Facilities Services, and Building Leadership meet prior to initiating alarm to finalize any last minute concerns and/or questions. **(Document start time)**
- Building Coordinator/Safety Liaison records information.
- Alarm is activated. **(Document time)**
- Building occupants evacuate to the Area of Assembly.
- Building occupants are accounted for. **(Document time)**
- Education provided to building occupants about fire safety, as appropriate.
- All clear is provided and building occupants return to the building.
- Public Safety, Facilities Services, and building leadership team meet for a debrief of evacuation. **(Document time)**
- Building Coordinator/Safety Liaison completes and submits Fire Drill Evacuation Form, immediately following the drill.

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## Special Use Forms

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**ISU PUBLIC SAFETY**  
**Fire Drill Evacuation Form**  
[\(Electronic Version\)](#)

**Location/Building Name:** \_\_\_\_\_ **Building Number:** \_\_\_\_\_

**Name of Responsible Person & Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time Drill Started:** \_\_\_\_\_ **Time Drill Ended:** \_\_\_\_\_ **Total Time:** \_\_\_\_\_

**Time Actual Evacuation Started:** \_\_\_\_\_ **Time Evac Ended:** \_\_\_\_\_ **Total Time for Evac:** \_\_\_\_\_

**Notification Method Used:**

- By mass email
- Directly by Building Coordinator
- By faculty/staff
- Fire Alarm
- Smoke Detector
- Other (specify): \_\_\_\_\_

**Number of Occupants Evacuated:** \_\_\_\_\_

**Weather Conditions:** \_\_\_\_\_

\_\_\_\_\_  
**List of Employee(s) Who Coordinated the Fire Drill:**

\_\_\_\_\_  
**Special Conditions Simulated:** (Smoke in building, primary exit blocked, etc.)

\_\_\_\_\_  
**Problems Encountered:** (If any issues occurred during the evacuation explain them below)

\_\_\_\_\_  
**Fire Safety Education/Discussion:** (Explain any fire safety and/or evacuation discussions that were had post evacuation)

**Return all completed drill forms to Public Safety or email them to [pubsafe@isu.edu](mailto:pubsafe@isu.edu)**

**ISU PUBLIC SAFETY**  
**Training or Exercise Request Form**  
([Electronic Version](#))

**Location/Building Name** \_\_\_\_\_ **Building Number** \_\_\_\_\_

**Requestor's Name** \_\_\_\_\_ **Email** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Is this training or exercise for a specific department, team/unit, or entire building? Please Specify:** \_\_\_\_\_

\_\_\_\_\_

**What is the approximate date for the training/exercise completion** \_\_\_\_\_

**Approximate # of participants** \_\_\_\_\_

**What type of training or exercise would you like to request? (Write your response below)**

Some examples of training and exercises are, but not limited to:

- Having a subject matter expert train your team
- Simulating an emergency/disaster event
- Physically practice a task or procedure
- Gain hands-on experience for a possible situation
- Practice a shelter-in-place, evacuation, and/or lockdown scenario
- Scenario specific (i.e. Active Shooter, Earthquake, Cybersecurity, Hazmat, De-escalation Techniques, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What are your expectations and goals for this training or exercise? Write your response below**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Return all completed drill forms to Public Safety or email them to [pubsafe@isu.edu](mailto:pubsafe@isu.edu)**

## **Special Needs Notification - Emergency Evacuation**

For individuals who have special needs, concerns, or may require assistance during the evacuation, please reach out to Disability Services at 208-282-3599.