



# Idaho State University

Emergency Operations Plan  
September 2023

---

# Letter of Promulgation

---

Idaho State University is committed to protecting the health and safety of its staff, faculty, students, and community members. A part of doing so is also protecting our intellectual property and facilities. With this plan, the University strives to minimize the impact of emergencies and maximize the effectiveness of the response to, and recovery from, their inevitable occurrence.

In accordance with applicable federal and state law, this plan is formally adopted as the ISU Emergency Operations Plan, or ISU EOP, and acts as the fundamental guidance for emergency response on all ISU campuses. This plan sets forth the authorities and policies for activation, personnel emergency assignments, and operational procedures in such an event. Although these situations are unpredictable, this plan allows for an immediate response by University employees, thereby minimizing danger to our people and our campuses.

This plan, its supporting annexes, and the Emergency Action Plans for each ISU owned building, establishes the emergency management organization, assigns tasks, and specifies the policies and general procedures for the coordination of our planning efforts. All University officials called upon to act during an emergency are granted the authority and are expected to act in concert with the spirit of this plan.

While this plan provides a framework for taking actions before, during, and after emergencies, it also allows for flexibility and the application of critical thinking by University personnel. This plan is reviewed annually, tested periodically, and revised as necessary in response to changing conditions and needs.

It is imperative that each member of the Idaho State University community understand his or her role in emergency situations. It is the expectation that this plan and any supporting emergency operational plans and procedures are reviewed at least annually by all personnel in order to protect our students, faculty, staff, and visitors should an emergency arise.

**This Emergency Operations Plan has been reviewed and approved by:**

**University President**



**Date**

September 1, 2023

---

# Record of Distribution

---

The ISU EOP is maintained electronically by the Department of Public Safety's Emergency Management staff. The public version of the ISU EOP Basic Plan will be available on Public Safety's Emergency Management website and shared with staff annually through the Annual Security & Fire Safety Report and/or applicable testing of the plan during the year. A printed copy is available, upon request.

Annual notification of plan availability is shared with the following external agencies:

- Idaho Office of Emergency Management
- Local Public Health Districts
- Ada, Bannock, and Bonneville County emergency managers
- Primary partner agencies in response

## Security Instructions

---

The formal title of this document is Idaho State University Emergency Operations Plan and the short title is ISU EOP. The ISU EOP consists of a base plan, supporting annexes, and appendices. Some supporting documents and elements of the ISU EOP may contain information For Official Use Only, but can be reproduced for the public without the standard operating procedures/guides, call-down lists, or other information deemed sensitive.

# Record of Changes

The use of the Record of Changes helps manage the modifications to the ISU Emergency Operations Plan (EOP or “the plan”) throughout the life of the document. All attempts have been made to ensure the accuracy of the information within this plan as of the initial distribution date. The Department of Public Safety’s Emergency Manager will maintain the master copy of the plan. When changes are necessary the following procedures should be followed:

1. The Department of Public Safety personnel will issue major changes to the EOP.
2. Plan holders will be notified of changes by memorandum and/or email, and will be responsible for updating their existing plan by downloading the most recent copy.
3. When any major change is made, an entry will be noted in the following log:

Date Revised	Section(s)/Page(s)	Summary of Revisions	Entered by
09.01.23	All	Finalized and Adopted Plan	EM - JSears
10.04.24	Introduction, pg 7	Addition of Responder Safety & Health Annex	EM- JSears

---

# Table of Contents

---

<b>Letter of Promulgation</b>	<b>2</b>
<b>Record of Distribution</b>	<b>3</b>
Security Instructions	3
<b>Record of Changes</b>	<b>4</b>
<b>Table of Contents</b>	<b>5</b>
<b>Introduction</b>	<b>7</b>
<i>Table 1. Functional Annex List</i>	7
<b>Purpose</b>	<b>8</b>
Scope	8
<b>Situation Overview</b>	<b>8</b>
<i>Figure 1. Map of ISU Campus Locations &amp; Programs</i>	9
Hazards/Threats Summary	11
<b>Planning Assumptions</b>	<b>12</b>
<b>Concept of Operations</b>	<b>13</b>
<i>Figure 2: Disaster Management Cycle</i>	13
<i>Figure 3: Concept of Operations core activities</i>	14
Emergency Levels	14
Table 2. Description & estimated staffing based on level of emergency	14
Initial Actions	15
Assessment of Emergency or Disaster	15
Notifications	15
Communication & Coordination	15
Administrative Council Assembly	16
Initial Actions Flowchart	16
<i>Figure 4: Description of tasks based on levels of emergency</i>	16
Plan Activation	16
Disaster Declaration Process	17
<i>Figure 5: Disaster escalation roles of ISU and local, state, and federal governments</i>	17
Response	17
<i>Table 3. ISU division of labor by Group, members, and tasks during emergencies</i>	18
<i>Figure 6: Information flowchart for Response Team, Incident Leadership Team, and Admin Council</i>	19
Response Team	19
<i>Figure 7: Incorporation of additional teams for incident response based on level of emergency</i>	20
Incident Management Team	20
<i>Figure 8: Organizational structure of COVID Roaring Back Chairs Committees</i>	20
<i>Figure 9: Incident Management Team, department-like structure</i>	21
<i>Figure 10: Incident Management Team, functional structure</i>	21
Emergency Operations Center (EOC)	21
<i>Table 4. All Campus EOC Primary &amp; Alternative Locations</i>	22
Activation	22

Notification	22
Access	22
Space Assignment	22
Organizational Structure	23
<i>Figure 11: EOC Full Activation, functional organizational structure</i>	23
Decision-Making	23
Transition to Recovery	24
Direction, Control, and Coordination	24
<i>Figure 12: Multi-agency Coordination</i>	25
<b>Organization and Assignment of Responsibilities</b>	<b>25</b>
<i>Figure 13: Display of team interconnectedness</i>	25
Policy Group	26
University President	26
Administrative Council	26
<i>Table 5. Administrative Council represented divisions and responsibilities</i>	26
Response Team	26
Incident Commander – First ISU Public Safety Officer on-scene	26
Primary (P) & Support (S) Units	27
<i>Table 6. Response Team Primary and Support Units</i>	27
Incident Leadership Team	28
Leader - Vice President of Campus Operations, or designee	28
Director(s) for Operational Departments	28
Emergency Manager	28
Associate Vice President for Marketing & Communications (MarCom)	28
Supporting Members (optional)	29
<i>Table 7. Leadership Team Supporting Members</i>	29
<b>Information Collection, Analysis, and Dissemination</b>	<b>29</b>
Collection	29
Analysis	30
Dissemination	30
<i>Table 8. Message dissemination by category and purpose</i>	30
<b>Communications</b>	<b>31</b>
<b>Plan Development &amp; Maintenance</b>	<b>31</b>
Training & Exercise	32
<b>Authorities and References</b>	<b>33</b>
<b>Appendix A: Definitions &amp; Acronyms</b>	<b>34</b>
Definitions	34
Acronyms	35
<b>Appendix B: Decision Memo Template</b>	<b>36</b>

# Introduction

An Emergency Operations Plan (EOP) addresses the ability to direct, control, coordinate, and manage emergency operations. The Idaho State University Emergency Operations Plan, or ISU EOP, is based on the understanding that while ISU is vulnerable to a number of natural and human-caused hazards, we are committed to providing a safe environment for students, faculty, staff, and visitors who live, work, visit, and/or study at the university.

We believe preparedness is a shared responsibility of the whole community and take an all-hazards approach to our planning efforts. We aim to understand the risks that face the ISU community, identify vulnerabilities, evaluate and assess our ability to produce better outcomes, and strengthen our preparedness and resilience through mutual partnerships. To accomplish this - emergency response personnel, equipment, and services will be maintained in a high state of readiness to save lives, prevent or minimize damage to property, and provide assistance to the university community.

The following plans work in cohort to the ISU EOP and together establish the framework for managing disasters and emergencies at ISU:

- **Continuity of Operations:** Provides policy and guidance to ensure the execution of essential functions in the event ISU operations are threatened and/or affected by a major emergency.
- **Emergency Action Plans:** Supports emergency preparedness and response efforts by defining emergencies that may occur on campus and how to address them. Emergency Action Plans are available on the [ISU Website](#).
- **Basic Plan & Appendices:** The Basic Plan provides an overview of Idaho State University’s approach to emergency operations by detailing response policies, organizational strategies, and assigning division, departmental, and individual tasks.
- **Functional Annexes:** Provide specific information and direction.

Last Revision	Title	Purpose
May 2023	<a href="#">Direction, Control, and Coordination</a>	Describes the relationship between the on-scene responders, the Incident Management Team, Emergency Operations Center, and ISU Administrative Council. Provides roles and responsibilities for Incident Management Team and Emergency Operations Center personnel.
May 2023	<a href="#">Emergency Communication</a>	Supports the mission objectives and contains detailed information for how the university will communicate during emergencies using their Emergency Notification System.
October 2024	<a href="#">Responder Safety &amp; Health</a>	Provides information for identifying and reducing the risk of illness and injury through the appropriate surveillance, prevention, and control programs and measures.

Table 1. Functional Annex List

---

# Purpose

---

This plan is an overview of the ISU response strategy to a large-scale emergency resulting from a variety of threats and hazards. The purpose of the ISU EOP is to develop a simple emergency management capability that can take immediate steps to respond to the effects of an emergency, preserve life, protect property, provide assistance, and coordinate the University's continuity of academic and business operations. The planning, training, response, and recovery priorities for the University are:

1. Life safety;
2. Protection of real and intellectual property;
3. Protection of the environment; and
4. Resumption of normal business activities.

It addresses the coordinated response to, management of, and recovery from extraordinary emergency situations associated with natural disasters, technological incidents and security emergencies affecting the University. The plan accomplishes the following:

- Establishes the emergency management organization required to mitigate a significant emergency or disaster affecting Idaho State University.
- Identifies the policies, responsibilities and procedures needed to protect health and safety, University property, and mitigate the environmental impacts of natural, technological or human-caused emergencies and disasters.
- Establishes the operational concepts and procedures for the coordination of response personnel, incident management teams, and the Emergency Operations Group.

## Scope

---

This plan may be activated for incidents and emergencies that have, or may have a significant impact on life, health and safety, infrastructure and property, and/or mission critical operations, and are of such size, scope and complexity that exceed normal operational capacity of campus departments to address. The plan was developed with flexibility in mind and the extent to which it is activated will be determined by the ISU Administrative Council (Admin Council) in consultation with the Department of Public Safety's Emergency Management team. It applies to all Idaho State University personnel, buildings, grounds, and properties operated by the University.

---

# Situation Overview

---

An emergency or disaster can strike at any time, at any location, with little or no advance notification to the campus community. Emergencies or disasters may create significant degrees of human suffering, property damage, and economic hardship for individuals, government, the environment, and the business community. Faculty, staff, and students of the University expect University leadership to keep them informed and to provide guidance and assistance in the event of a threat, emergency, or disaster. The ISU emergency management and response efforts are built upon these understandings and the unique features of the ISU community. The following section defines essential information regarding the University's situation.



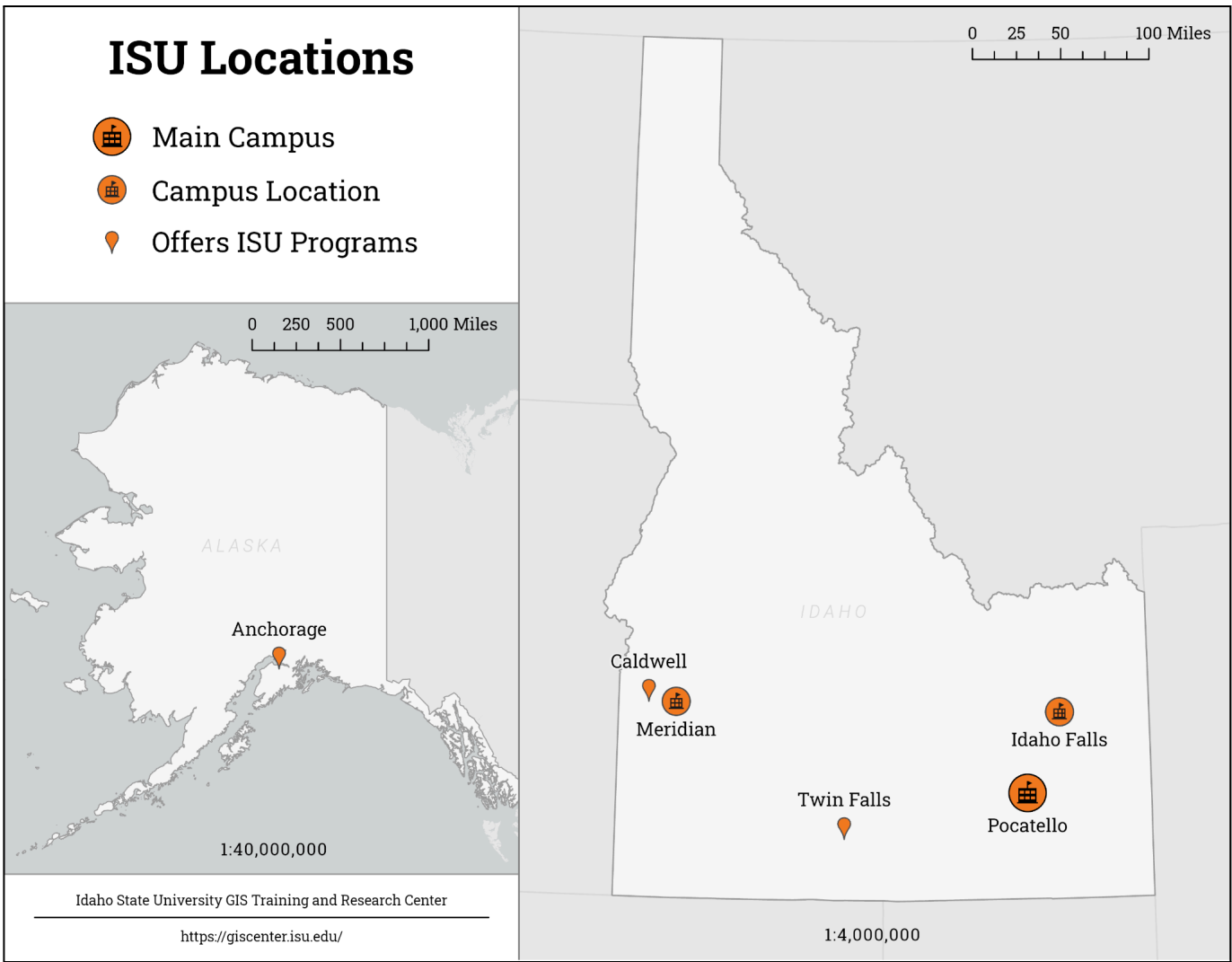


Figure 1. Map of ISU Campus Locations & Programs

**ISU Geography & Demographics:** ISU is a Carnegie-classified doctoral research and teaching institution founded in 1901. It is Idaho's lead institution in health professions and medical education. ISU's colleges engage in a broad range of innovative research, teaching, and learning in the natural and physical sciences, humanities, performing and visual arts, education, engineering, business, pharmacy, and technology.

ISU's research centers and institutes provide research capabilities from energy-related educational opportunities, to high-quality analytical services, to pulsed power research and development, and to various Department of Energy, Department of Defense, and private industry defense program applications.

Each year between 10,000 and 12,000 students are enrolled in one or more of ISU's 250 available programs. The estimated number of staff and faculty is 1,830. This estimate does not include the hundreds of temporary and student employees who play a critical role in carrying out the ISU mission.

The ISU student population is composed of traditional, non-traditional, and international students. Many countries are represented as well as most U.S. states. Furthermore, the University also caters to students with disabilities and

to veterans. ISU opened the first campus-based Veteran's Services Program and recognizes and honors the sacrifices, and values the life experiences that broaden the diversity of the faculty, staff, and student body.

The majority of ISU's programs are conducted in the State of Idaho. ISU's main campus is located in the city of Pocatello with additional physical campuses in the cities of Idaho Falls and Meridian. The main campus in Pocatello serves as an integral part of the surrounding communities, including during times of emergencies.

**Pocatello, Idaho (Main Campus):**

- Address: 921 S. 8th Ave., Pocatello, Idaho 83209
- Geographically covers 1.6 square miles, and has nearly 100 buildings, some of which are geographically dispersed and isolated.
- Home to Holt Arena, Stephens Performing Arts Center, Reed Gymnasium, and the Pond Student Union Building. These buildings host many major special events, such as the Simplot Games, the annual Spring Fair, Monster Truck Rally, concerts, football games, and basketball games. These events attract not only people from the local community, but many from outside the area.
- The residence halls and on-campus apartment complexes in Pocatello house students on campus and provide housing for summer camps.
- An on-campus dining hall is located in Turner House, with additional dining options available for students, staff, and faculty in Rendezvous and the Pond Student Union Building.
- Minors are consistently on campus throughout the year attending daycare services at the Early Learning Center, an Early Childhood Program is housed at the College of Education, special needs programs at Albion Hall, and at various locations for High School Students. Camps and special events also bring minors to campus.
- Serves the senior citizen community through its New Knowledge Adventures Program.
- Clinical services are available for counseling, dentistry, speech and language, nutrition, physical therapy, mental health, and primary care.

**Idaho Falls, Idaho:**

- Address: 1784 Science Center Drive, Idaho Falls, Idaho 83402
- This campus has four buildings located adjacent to the Snake River Greenbelt and the city's Freeman Park.
- Program emphasis is on science and engineering. It is in close proximity to the Idaho National Laboratory. The Idaho National Laboratory is a science-based, applied engineering national laboratory dedicated to supporting the Department of Energy's missions in nuclear and energy research, science, and national defense.
- One of these buildings is primarily occupied by the Idaho National Laboratory and used for their Center for Advanced Energy Studies (CAES).
- The University of Idaho shares the building spaces for their staff, faculty, and students who attend classes in eastern Idaho.

**Meridian, Idaho:**

- Address: 1311 E. Central Drive, Meridian, Idaho 83642
- This campus is a singular building but unique in its partnership with West Ada School District as a shared facility for a highschool.
- It is home of the L.S. Skaggs Pharmacy Complex and the L.S. & Aline W. Skaggs Treasure Valley Anatomy and Physiology Laboratories.
- Clinical services are available for counseling, dentistry, speech and language, nutrition, physical therapy, mental health, and primary care.

**Twin Falls, Idaho:**

- Address: Higher Ed Center, CSI Hepworth Building Suite 144, Twin Falls, Idaho 83303
- Property is owned and operated by the College of Southern Idaho, with ISU utilizing space in the Hepworth Building and Evergreen Building.

- Students, staff, and faculty receive ISU emergency alerts and are encouraged to participate in emergency planning and response according to established processes and procedures of the partnering institution.

#### Caldwell, Idaho

- Address: 2122 Cleveland Blvd., Caldwell, Idaho 83605
- Property is owned and operated by the College of Idaho.
- The ISU Physician Assistant (PA) Program, in partnership with The College of Idaho, is located in West Hall Center for PA Studies on The College of Idaho campus.
- Students, staff, and faculty receive ISU emergency alerts and are encouraged to participate in emergency planning and response according to established processes and procedures of the partnering institution.

#### Anchorage, Alaska

- Address: 3211 Providence Drive, Professional Studies Building (PSB) 113, Anchorage, Alaska 99508
- Property is owned and operated by the University of Alaska Anchorage.
- Students, staff, and faculty receive ISU emergency alerts and are encouraged to participate in emergency planning and response according to established processes and procedures of the partnering institution

## Hazards/Threats Summary

---

The Idaho State University campuses are geographically and significantly separated from one another making planning for threats and hazards difficult. To combat this, the University takes a three step approach to hazard identification.

- **Hazard and risk assessment data from local and state partners:** Information was gathered from the Bannock (2016), Bonneville (2014) and Ada (2017) Counties' Mitigation Plans and Hazard Analysis Ranking and Risk Assessment Sheets completed by the three county Emergency Managers (2018), and the State of Idaho Mitigation Plan (2018).
- **ISU Public Safety's threat and hazard assessment:** In 2018, ISU's Department of Public Safety conducted a Threat Hazard Identification and Risk Assessment (THIRA) survey of over 800 individuals from various departments on campus and outside stakeholders with the city, county, and state. This resulted in the top five (5) Hazards being identified as:
  1. Severe Weather (winter and summer)
  2. Cyber/IT Disruption
  3. Active Shooter
  4. Wildfires/Structural Fires
  5. Power Outages

In addition, information from the 2018 [Training and Exercise Needs Assessment](#) was used to identify our top hazards.

- **Climate and unique attributes to university settings:** Hazard identification also includes the knowledge and experience for how different situations, that may otherwise go unnoticed in a larger community or state setting, may have a significant impact on the University's ability to maintain their mission. This includes areas like:
  - Hazardous material incidents;
  - Disease outbreak;
  - Emergency maintenance issues and other utility failures;
  - Civil unrest; and
  - Certain crimes.

---

# Planning Assumptions

---

The EOP is based on a systematic approach to the problems likely to be encountered by the University during a major emergency or disaster. This plan is based on the following assumptions.

## **General Assumptions:**

- Local emergency response resources, including local law enforcement and fire support, will be available in emergency situations affecting the university; although in a community-wide disaster, those resources may be constrained.
- ISU has prepared to be self-sustaining for at least seventy-two (72) hours to meet its responsibility for the safety and welfare of the campus community and visitors.
- Departmental and individual preparedness will affect the overall preparedness of the University.
- The majority of Staff, Faculty, and Students will be able to safely leave the campus until the campus is once again operational and the all clear as has been given.
- Since emergencies are unpredictable, the EOP serves as a guide. The expertise and on-the-scene judgment based on actual circumstances must be the final guide for protecting lives, property and the environment.
- ISU may be required to provide shelter for disaster victims from the surrounding community until other arrangements can be made.
- ISU employees tasked with ISU emergency responsibilities may need to attend to the immediate safety of their own families in the early stages of a widespread emergency.
- External resources can be requested to assist the university if the nature of the incident goes beyond or overwhelms the capacity of ISU's resources.
- Effective implementation and proper understanding of this EOP through periodic training and exercises will enhance ISU's ability to respond during an emergency.
- ISU will comply with the Americans with Disabilities Act (ADA), which requires that emergency procedures enable people with disabilities to evacuate and participate in all emergency and disaster-related programs together with their service animals.
- Depending on the type of threat or emergency, it is possible that any combination of the following consequences may be encountered:
  - Death, injury or illness of people and/or animals;
  - Interruption or disruption of area transportation services; communications networks; university business activities; and/or utilities and other essential services;
  - Convergence of large numbers of people at incident scenes, central locations, shelters, etc.;
  - Support for people requiring evacuation, shelter, feeding, or other emergency assistance;
  - Contamination of food and/or water sources;
  - Potential for civil unrest or disorder, including looting, riot/mob behavior, violence, etc.;
  - The need for university response personnel to tend to the immediate needs of their own families in the initial stages of a major disaster affecting the community; and
  - Significant structural damage and continuing associated risks.

## **Function/Departmental Specific Assumptions**

- Daily operations that do not contribute directly to the university's response to an emergency may be suspended for the duration of any emergency and those operational resources may be redirected to support the emergency response.

- University officials and representatives recognize and understand their responsibilities for the safety and welfare of students, faculty, staff, and visitors, and they embrace their responsibilities in the implementation of this plan.
- Emergencies on the ISU campus may invoke responses from multiple departments and agencies including, but not limited to: Department of Public Safety, Environmental Health Safety & Sustainability, Office of General Counsel, Facilities Services, Auxiliaries Services, Information and Technology Services, Counseling & Testing Services, private sector first responders, emergency management agencies, and appropriate city, county, state and federal agencies.

**Communications Assumptions:**

- During an emergency, the university should expect to receive a high volume of communications seeking information regarding the welfare of students and employees from concerned parents, relatives, spouses, friends, etc., as well as news media. A significant surge in the number of emails and phone calls could quickly exceed system capabilities.
- Emergency Planning and ISU will manage crisis communications to the campus community both on and off campus and to the Press.
  - The ISU Emergency Alert System will be the primary resource for emergency notifications to the campus community.
  - Marketing and Communications will develop press releases and interact with the Press on behalf of the University, as needed.

---

## Concept of Operations

---

Our methodology to accomplish our mission relies on the understanding that the actions we take prior to and after an emergency situation are just as important as those activities that allow us to protect our community when disaster strikes. To do this we incorporate strategies based on four emergency management phases:

**Preparedness:** Starts with the individual. We encourage individuals and departments/units to take the necessary steps to be prepared for all types of emergencies. We are knowledgeable about the various disasters that could impact our community and aware of our available resources. We train and exercise our emergency plans.

**Mitigation:** We strive to lessen the impact a disaster may have on our community by improving the infrastructure, systems, and processes currently in place, and incorporating lessons learned from previous critical incidents and events.



Figure 2: Disaster Management Cycle

**Response:** We understand that response is more than just the initial event and actively work to refine our processes. We work in collaboration with local response agencies to protect our most valuable asset, our people.

**Recovery:** Our goal is to bring back a sense of normalcy to our community as quickly as possible.

We approach an emergency in a systematic way through the utilization of an incident management structure that incorporates concepts of the nationally recognized Incident Command System combined with the systems and organizational structures we use on a day-to-day basis. The ISU EOP is also designed to be flexible for use in any emergency situation regardless of the size, type, or complexity. The procedures outlined identify operational structures from a minor emergency to one that requires maximization of ISU resources. The graph below provides a simplified version of the overall concept of operations.



Figure 3: Concept of Operations core activities

## Emergency Levels

For planning purposes, the University uses three levels to anticipate the estimated staffing requirements and needs for effective emergency response. Level 3, or Minor Emergencies, are the most common at ISU.

Level/Category	Description	Estimated Staffing Requirements
<b>3</b> Minor Emergency	<ul style="list-style-type: none"> <li>Two or more departments or outside agencies involved</li> <li>Potential threat of flood, severe storm, interface fire, or an escalating incident</li> </ul>	<ul style="list-style-type: none"> <li>Impacted Operational Director(s)</li> <li>Emergency Manager, as needed.</li> <li>Vice President of Campus Operations (<i>receiving status updates</i>)</li> </ul>
<b>2</b> Moderate Emergency	<ul style="list-style-type: none"> <li>Several departments and outside agencies involved</li> <li>Major scheduled event</li> <li>Limited evacuations</li> <li>Resource support needed</li> </ul>	<ul style="list-style-type: none"> <li>Vice President of Campus Operations</li> <li>Impacted Operational Directors</li> <li>Emergency Manager</li> <li>Marketing and Communications (MarCom);</li> <li>Incident Management Team, if necessary; and</li> <li>Emergency Operations Center personnel, if necessary</li> </ul>
<b>1</b> Major Emergency	<ul style="list-style-type: none"> <li>Multiple sites</li> <li>Regional disaster</li> <li>Multiple departments and outside agencies involved</li> <li>Extensive evacuations</li> <li>Resource support required</li> </ul>	<ul style="list-style-type: none"> <li>All Operational Director;</li> <li>Emergency Manager;</li> <li>MarCom;</li> <li>Admin Council;</li> <li>Incident Management Team; and</li> <li>Emergency Operations Center personnel</li> </ul>

Table 2. Description & estimated staffing based on level of emergency

# Initial Actions

---

Upon notification of any significant threat Idaho State University:

- Conducts an assessment to determine the extent of the threat;
- Provides advanced notification, when possible to the operations leadership;
- Provides appropriate emergency notifications to the campus community;
- Establishes communication and coordination with all responding department/agencies; and
- Assembles the ISU Admin Council and other individuals/teams, as needed to determine next steps, triggers for response, and develop contingency strategies.

## Assessment of Emergency or Disaster

After being notified by first responders that an incident has occurred, or in anticipation of a potential threat (i.e. severe storm, flooding, major public event, etc.), ISU leadership conducts assessment addressing the following:

- What do we know about the incident, or potential threat?
- How vulnerable are we?
- What is our capacity to withstand the identified disaster, or emergency?
- What options are available to lessen the impact of the incident, or potential threat?

## Notifications

**RAVE:** Emergency notifications are disseminated by way of Rave Mobile Safety. The Department of Public Safety and Information Technology Services (ITS) are responsible for the maintenance and administration of the system. Messages are developed collaboratively with other University officials and disseminated by the ISU Dispatch Center. All students, staff, and faculty receive these alerts as well as anyone who opts-in to receive the service. Communications can be tailored to preselected groups of individuals, users of a singular campus, or to all users.

**Command Text:** Command Texts are used to share information to pre-identified individuals/groups and used as a heads-up of potential ongoing threats on campus. Command Texts are also used to call ISU leadership to action to allow for faster decision-making prior to a campus-wide notification.

**IPAWS:** The University has the capability to send messages through the Integrated Public Alert & Warning System (IPAWS). IPAWS is a system owned and operated by the Federal Emergency Management Agency (FEMA) allowing local alerting to occur through mobile phones using Wireless Emergency Alerts. The integration of IPAWS into the ISU Emergency Notification System allows the university to create a geofence around a particular portion of campus and send emergency notifications to all cell phone users within a certain radius, typically 10 miles or less.

**Local Emergency Notifications Partners:** In instances where it may be necessary to disseminate messages to the broader community, rather than just the University, the Department of Public Safety will work with local dispatch centers or county emergency managers to issue the emergency alerts.

## Communication & Coordination

ISU's Department of Public Safety by way of their Dispatch Center serves as the primary source for establishment of communication and coordination with local first responders. The primary method is radio communication. Public Safety Officers will work in collaboration with local first responders to ensure accurate information is shared with the ISU leadership team and request additional assistance, if the situation escalates.

## Admin Council Assembly

The Admin Council, also referred to in this plan as the Policy Group, is charged with the institutional planning, administrative oversight, and issue management for ISU. As such during moderate or major emergencies, a text message and email are sent via the ISU Emergency Notification System to council members of the need to assemble. The message includes a basic incident description, time of meeting, and location. Most of the time, council members will be sent a Zoom link for a virtual meeting, however members may also be asked to meet in person based on the type of emergency.

## Initial Actions Flowchart

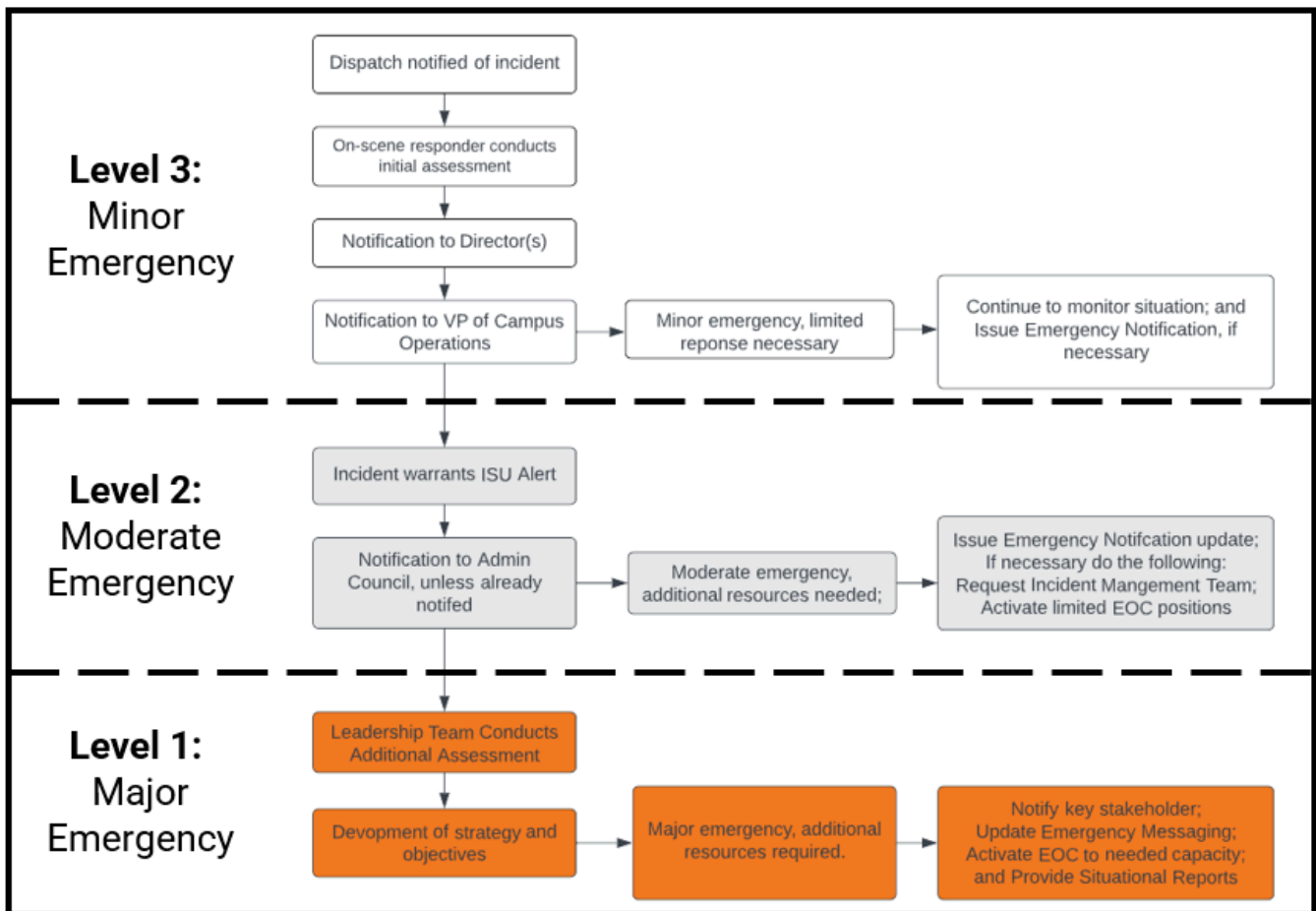


Figure 4: Description of tasks based on levels of emergency

## Plan Activation

When an incident arises, the University President or his/her designee may activate the ISU EOP through the disaster declaration process, or activation of the Emergency Operations Center (EOC). The Incident Leadership Team, in coordination with the ISU Emergency Manager, will implement the ISU EOP in accordance with the level of



emergency and incident complexity. Part or all of the components can be activated. It is customary for agencies to communicate with partnering organizations and other state agencies in the event of EOP activation.

## Disaster Declaration Process

A declaration of a campus emergency is an official designation to communicate to the University, as well as to the local and state officials, that the University's normal functions and operations are interrupted, and the available resources are unable to meet demands resulting from the event. Only the President, or his/her designee is authorized to issue a declaration of campus emergency. It must exist in written form and be communicated publicly. When a declaration is made, the University President will govern by proclamation and has the authority to impose all necessary regulations to preserve the safety of the campus community.

The disaster declaration should include:

- Description of the disaster;
- Initial damage assessment;
- Description of the type and extent of additional assistance required; and
- Signed and dated by the President, or his/her designee.

## Disaster Declaration Escalation

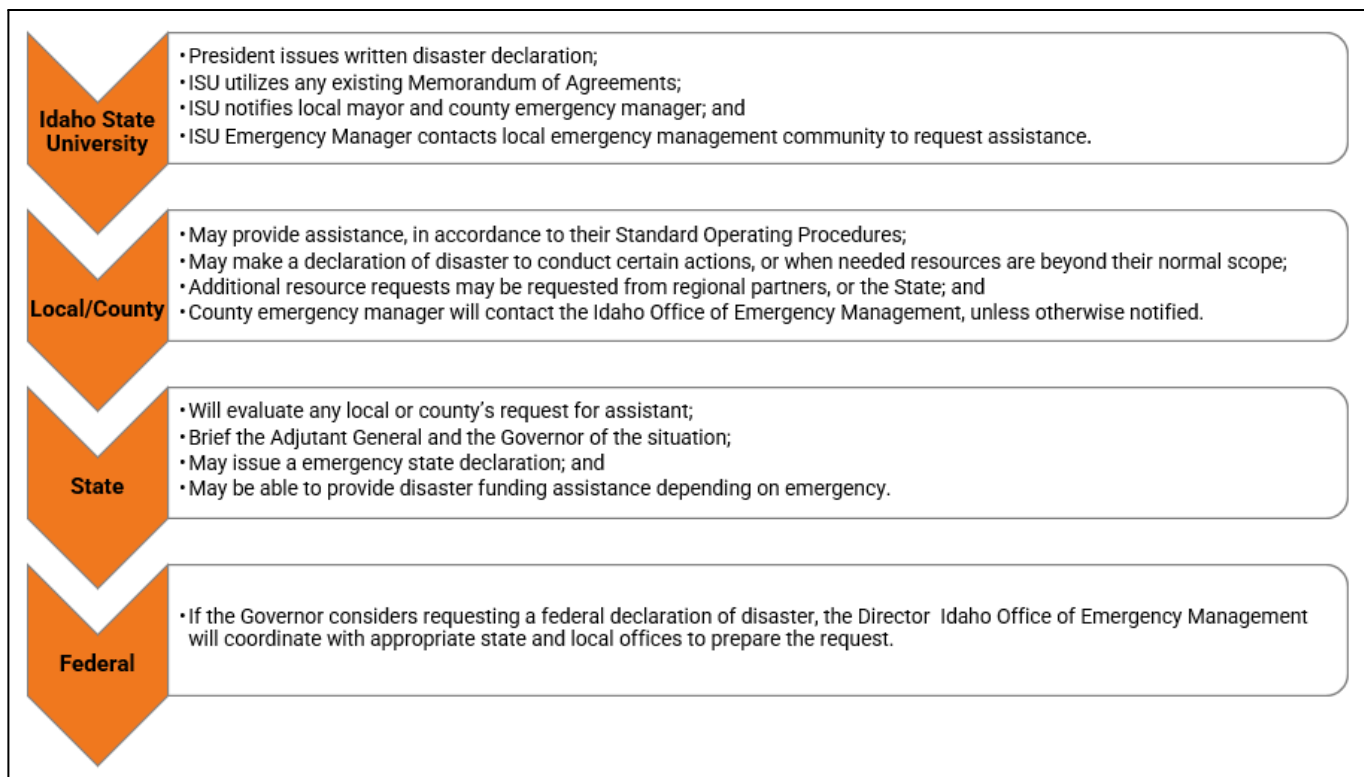


Figure 5: Disaster escalation roles of ISU and local, state, and federal governments

## Response

Emergency situations can be very chaotic, but a systematic approach allows the University to manage the chaos, improve operational efficiency, and save lives. When an emergency occurs, the University needs to manage that

incident as efficiently as possible. To do this, ISU breaks up necessary activities into groups and tasks. This method for managing emergencies is often referred to as an Incident Management System. The system ISU uses is a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

Most ISU emergencies use a basic structure consisting of the Administrative Council, an Incident Leadership Team, and the Response Team. Response efforts by these groups will provide either collaboration, coordination, or command of the incident objectives.

Group	Member/Teams	Tasks	
<b>Policy Group (Or Admin Council)</b>	Idaho State University President	<ul style="list-style-type: none"> <li>● Policy Setting;</li> <li>● Setting overall strategy &amp; response priorities;</li> <li>● Authorize campus closure;</li> <li>● Declaration of an emergency; and</li> <li>● Requesting activation of Emergency Operations Center</li> </ul>	
	Administrative Council		
<b>Incident Leadership Team</b>	Vice President for Campus Operations	<ul style="list-style-type: none"> <li>● Ensuring incident safety;</li> <li>● Providing overall status and information about the event;</li> <li>● Identifying objectives, priorities, and assignments;</li> <li>● Planning &amp; documenting, priorities, objectives, tasks, and personnel work assignments;</li> <li>● Measuring work and cost effectiveness, progress, and providing accountability;</li> <li>● Organizing Response Team activities and requesting additional resources; and</li> <li>● Determining need for activation of Incident Management Team.</li> </ul>	
	Chief Compliance Officer, as applicable		
	Associate Vice President of Marketing & Communications		
	Operations Directors		Public Safety
			Facilities Services
			Environmental Health, Safety & Sustainability
			Information Technology Services
			Campus Events, as applicable
Human Resources, as applicable			
Subject Matter Expert(s), as applicable			
<b>Response Team</b>	Boots on the ground	<ul style="list-style-type: none"> <li>● Incident stabilization;</li> <li>● Following established Standard Operating Procedures; and</li> <li>● Working in Collaboration with responding agencies.</li> </ul>	

Table 3. ISU division of labor by Group, members, and tasks during emergencies

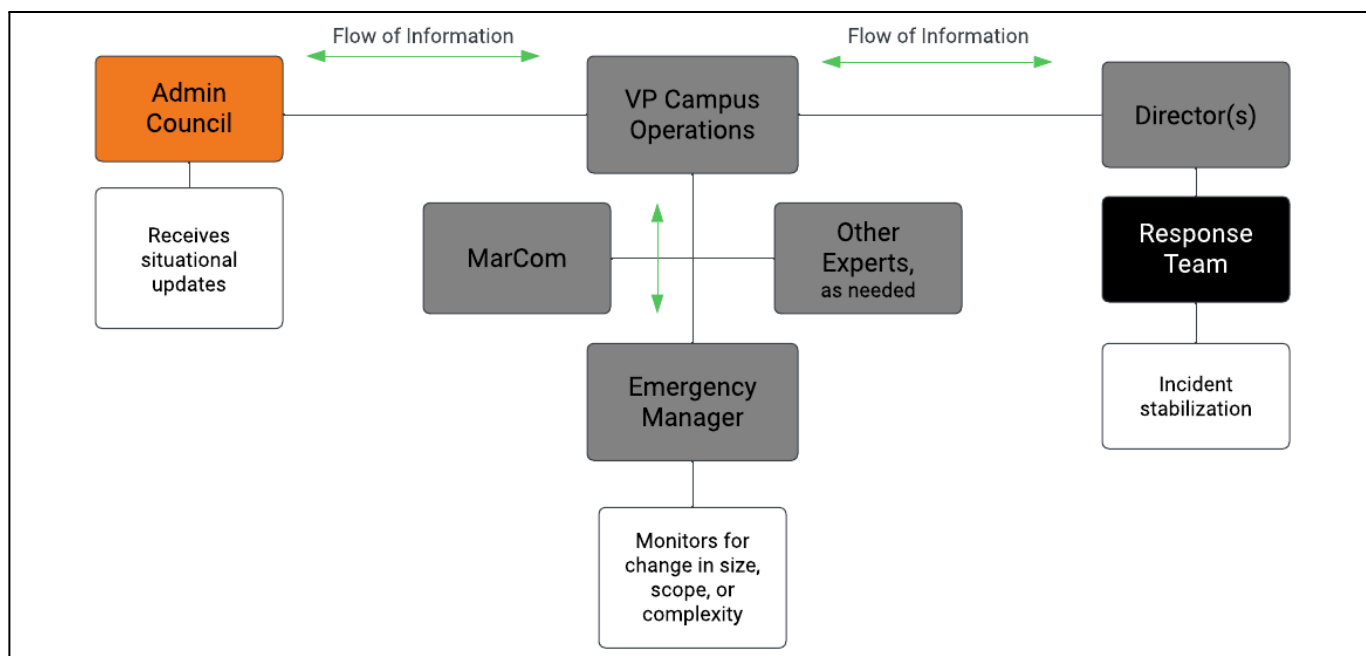


Figure 6: Information flowchart for Response Team, Incident Leadership Team, and Admin Council

## Response Team

The Response Team is the group of individuals who provide for incident stabilization and all tactical operations on-scene. This may include ISU employees in the departments of Public Safety, Facilities Services, Environmental Health Safety & Sustainability, and Information Technology Services depending on the nature of the incident. Due to limitations in authority and response capabilities, local first responders (i.e. police, fire/emergency medical services, and public works) may also be part of the Response Team.

Most commonly during any emergency on the ISU campus, the first Public Safety Officer to arrive on-scene will be the primary point of contact for activities occurring on-scene and will be in charge of the incident, until otherwise relieved of those duties by a commanding officer or other response official. This role is commonly referred to as the on-scene **Incident Commander**. It is important for all responding agencies and departments to assign someone to be in charge, allowing for better communication and improved operational coordination. The Incident Commander ensures critical information is relayed to the ISU Leadership Team, usually through the ISU Dispatch Center, or the assigned departmental Director.

As indicated in the figure below, when an incident grows in complexity, or the emergency requires additional personnel and resources, ISU has the option to incorporate additional teams. An Incident Management Team and/or the activation of the ISU Emergency Operations Center are utilized to provide coordination and additional resources to the on-scene incident needs. Information for incorporating these into the existing emergency organizational structure is provided below.

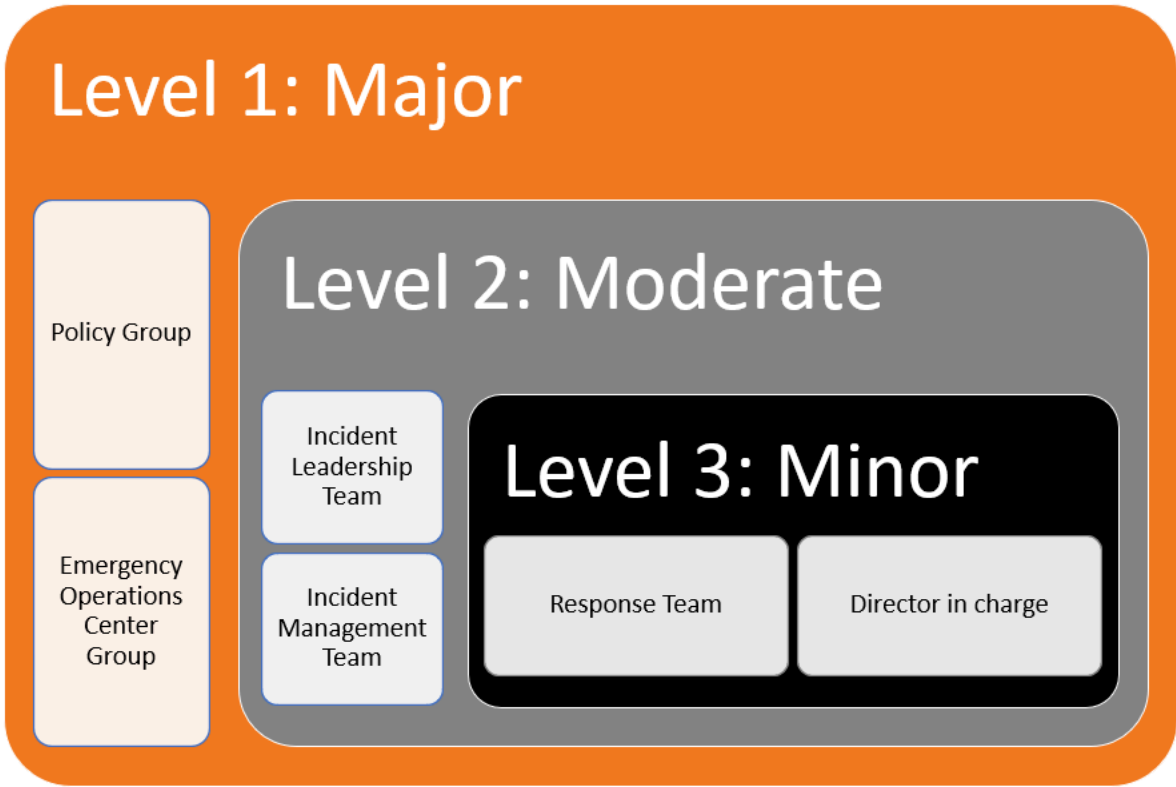


Figure 7: Incorporation of additional teams for incident response based on level of emergency

### Incident Management Team

The ISU Incident Management Team consists of the Incident Leadership Team and the leader over any needed specialty groups, also referred to as a Strike Team. Strike Teams are a group of personnel assisting in incident management activities with a specific objective, or task to accomplish. In general the most effective response will be developed utilizing the smallest number of Incident Management Team members possible.

For example during the ISU COVID-19 response, the University utilized Strike Teams to ensure all tasks associated with completing the incident objectives were carried out efficiently. In 2020 the University used the term **Roaring Back Chairs** to identify the group leaders assigned to each Strike Team (shown below). Each team or committee was assigned a Chair who was responsible for developing team strategies, providing status reports, communicating challenges, and making recommendations to the Administrative Council.

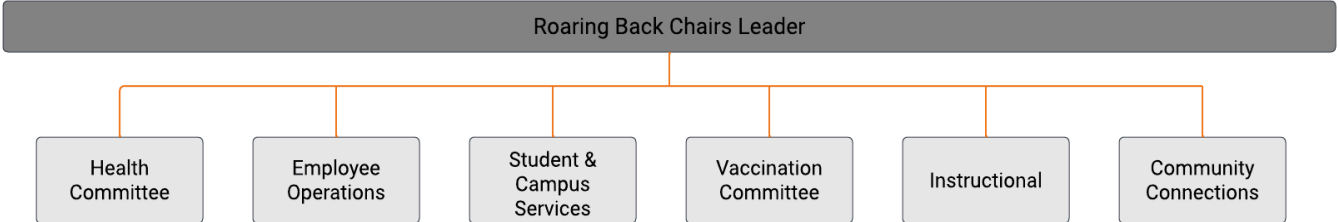


Figure 8: Organizational structure of COVID Roaring Back Chairs Committees

The Incident Management Team may also be structured utilizing a **department-like structure**, only assembling those areas that are necessary for incident response.



Figure 9: Incident Management Team, department-like structure

A **functional structure** may also be established, this structure may be useful when incidents are expected to grow in size or complexity in order to better align with a fully activated Emergency Operations Center.

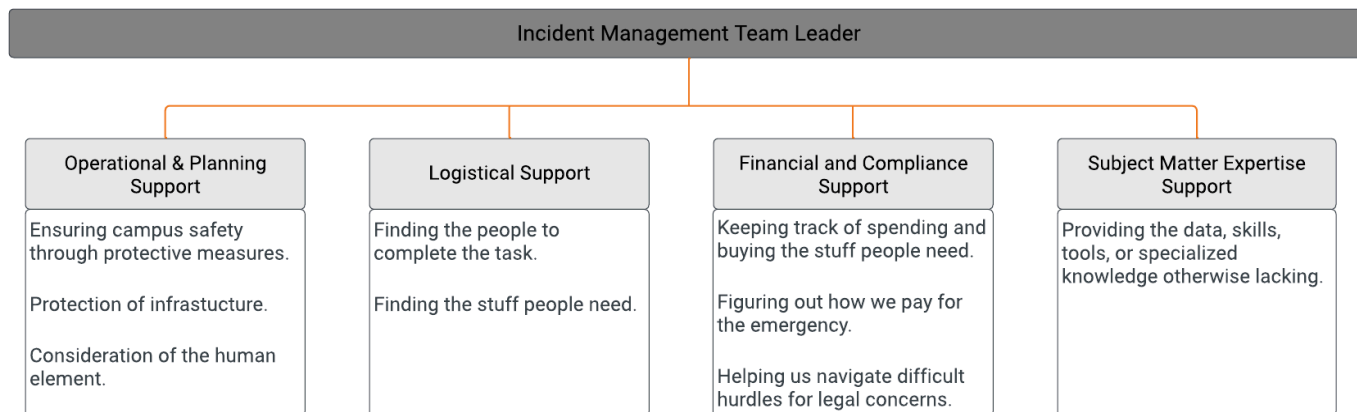


Figure 10: Incident Management Team, functional structure

## Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is the term used to describe the centralized location for University personnel who staff the EOC during emergency response and recovery operations. The makeup of the EOC Group may depend on the specific incident. In some cases the EOC Team will be pre-identified, while in other cases, potential EOC team members will be requested to serve in the EOC. During prolonged incidents, multiple staff members may be identified to fill the same position.

Given the geographically dispersed nature of the University and lessons learned from the COVID-19 response, ISU will frequently use the option of a **Virtual Emergency Operations Center**. This allows information sharing and decision making to occur with the most collaboration and in the most efficient manner possible. However in the event a physical location is necessary, primary and alternate locations are as follows:

Campus	Primary Building Location	Alternative Location(s)
Pocatello	Public Safety & Transportation, EOC (Basement)	<ul style="list-style-type: none"> <li>• Rendezvous Hall, Complex Suites; or</li> <li>• Mobile Incident Command Bus</li> </ul>
Idaho Falls	Benion Student Union, Public Safety Conference Room	<ul style="list-style-type: none"> <li>• Benion Student Union, Multipurpose Room; or</li> <li>• Benion Student Union, Room 109</li> </ul>
Meridian	Room 653	<ul style="list-style-type: none"> <li>• Idaho State Police District 3 Conference Room, 700 S. Stratford Dr., Meridian, Idaho</li> </ul>

Table 4. All Campus EOC Primary & Alternative Locations

### Activation

The EOC may be activated:

- When the size, scope, nature, or complexity of the incident exceeds the capacity of on-scene responders and the Incident Leadership to adequately respond to the incident;
- When it is evident that additional resources may be required for an adequate response to an incident;
- When the overall response time required to restore to normal operations may impact business operations;
- Upon the decision or at the request of the on-scene Incident Commander, or ISU Emergency Manager;
- By request of the ISU President, or his/her designee; and/or
- By the request of city/county/state officials.

ISU will only activate sections of the EOC that are required to address the situation at that time. For example, a Level 3 disaster occurring on campus would require no activation of the EOC, but situations that are more serious would require increased activation. A declaration of an emergency is not required to activate the EOC.

### Notification

All requested personnel receive notifications via the ISU Emergency Notification System through text and email. The message includes a basic incident description, time of meeting and location. Most of the time, EOC personnel will be sent a Zoom link for a virtual meeting, however members may also be asked to meet in person based on the type of emergency. The request will be authorized by either the ISU Emergency Manager, Director of Public Safety, or the Vice President of Campus Operations, and issued by the Public Safety Dispatch Center.

### Access

Only authorized ISU personnel will be permitted to enter the EOC, virtual or otherwise. All others must obtain approval for admission from the Incident Leadership Team, or Emergency Manager. All personnel working in the EOC are to enter through the designated entrances and sign in and out on the designated roster, or attendance recorded when operating in a virtual environment.

### Space Assignment

The size, staffing, and equipping of the EOC will depend on the magnitude and complexity of the incident. The Incident Lead, or Incident Leadership Team will determine which positions are needed and notify the Emergency Manager, or his/her designee, if not already notified. If personnel are assembled to work in a physical EOC, personnel are to bring their laptop and cellphone. All other EOC supplies will be provided onsite.

### Organizational Structure

The following groups are all part of the EOC when fully activated:

- Admin Council/Policy Group (if desired)
- Incident Management Team
- EOC Group

During EOC Activation, all impacted units/departments should be considered when establishing an EOC structure. Special consideration should be given to areas that may require additional planning or personnel. One individual may assume the responsibilities for other areas as long as the workload is manageable. Subject Matter Expertise may be necessary and incorporated into the EOC structure as appropriate. The following is an example of a fully activated EOC.

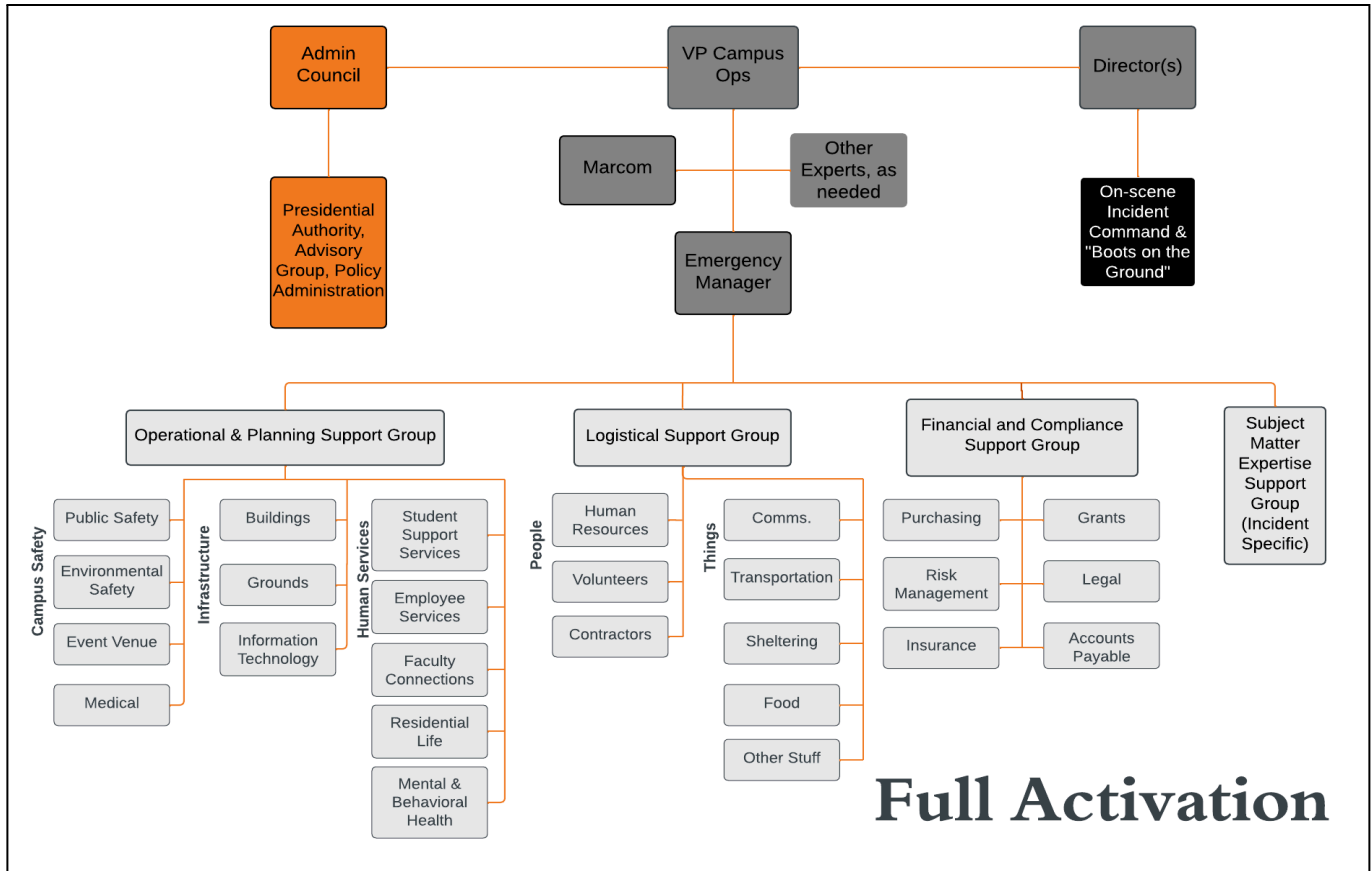


Figure 11: EOC Full Activation, functional organizational structure

### Decision-Making

At the core of decision-making during EOC activation is the desire to utilize expertise and collaboration to make the most informed decision as quickly as possible. There are two primary methods to accomplish this based on how quickly a decision needs to be made.

*Time-sensitive:* The Policy Group (Admin Council) is incorporated into the existing EOC structure so they are able to receive information firsthand, ask questions to subject matter experts, and make an immediate decision. This allows for quick changes in strategy, if needed, and ensures buy-in at all levels. Members of the EOC Group are then able to make adjustments to the incident objectives and ensure tasks are aligned with the current goals in mind. Time-sensitive decisions are added to agendas and recorded in the meeting minutes by the Emergency Manager, or their designee.

*Non Time-sensitive:* Some decisions may require a decision to be made by the Policy Group in order to adjust strategy or determine how to carry out objectives, but are not time-sensitive in nature. In these cases, a Decision Memo ([Appendix B](#)) is created by a member of the Leadership Team, or the assigned Strike Team Chairperson. Decision memos identify the decision point, include background information, and recommend a course of action. Decision Memos are then sent to the Admin Council for approval during the next scheduled meeting.

### **Transition to Recovery**

The Leadership Team will conduct periodic assessments to decrease the number of Incident Management Team and EOC personnel, or reassign tasks based on additional recovery needs.

### **Deactivation**

Throughout the duration of the response, the Leadership Team assesses response capabilities and incident status to determine when to deactivate positions as the emergency becomes more manageable. The Incident Leadership Team will transition back to Minor emergency operations until normal operations are restored. The following factors are taken into consideration:

- Incident status and assessment of threat to the ISU community;
- Achievement of incident objectives; and
- Needed staff levels.

## **Direction, Control, and Coordination**

---

Direction, control, and coordination are critical emergency management functions, especially when agencies from multiple jurisdictions are responding to an incident. The following provides an overview of these functions with expanded procedures available in the [Direction, Control, and Coordination](#) Annex to the EOP.

On-scene command and control functions will be the responsibility of the on-scene Incident Commander. Response activities will be carried out following all established policies and procedures. The Incident Commander will work in collaboration with all first responders to ensure incident objectives are carried out with efficiency.

The Incident Commander will communicate as needed with the Incident Leadership Team. This may include updates on the current situations, a request for additional resources, or when the incident may require advance level decision-making by either the Leadership Team, or the Administrative Council. The Incident Leadership Team leader ensures information is relayed in a timely fashion and establishes channels for resource allocation.

During emergencies where a multi-agency coordination and response is necessary, the chart below demonstrates how ISU will be incorporated into those efforts.



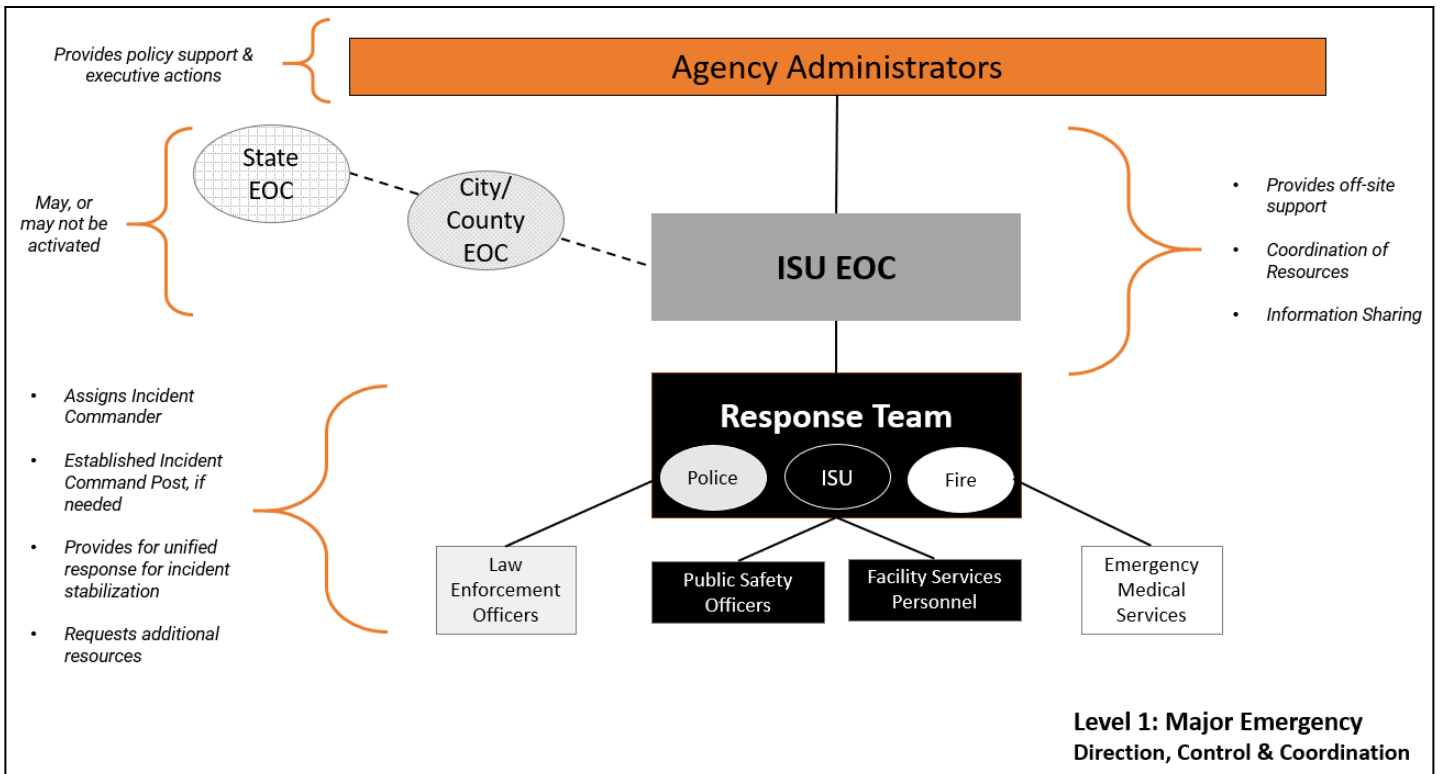


Figure 12: Multi-agency Coordination

## Organization and Assignment of Responsibilities

The following section outlines the organization relied upon to respond during an emergency situation. It describes the responsibilities/relationship between the ISU Admin Council, Incident Leadership Team, and Response Team. In the event two, or more individuals are assigned to the same role, one will be assigned primary and the other(s) as supporting.

The coordination and collaboration between these three groups serves an integral part of the effective emergency response efforts

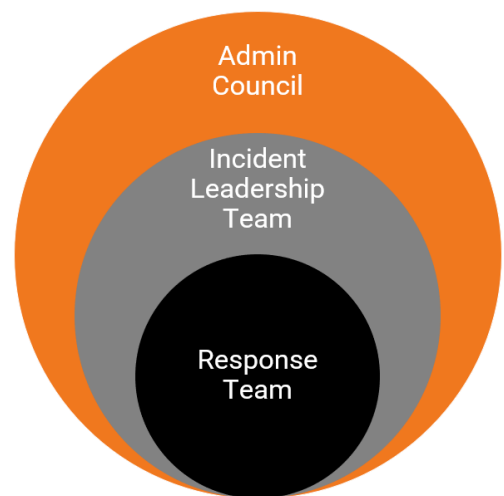


Figure 13: Display of team interconnectedness

## Policy Group

The Policy Group serves as the highest level of authority for ISU and is accountable for incident response. Having the responsibility does not mean that the Policy Group assumes a command role over the on-scene incident operation. Rather, the Policy Group is responsible for providing policy and support to other teams through executive actions and liaison activities. The Policy Group may be integrated into the Emergency Operations Center Group, as desired.

### University President

The University President serves as the highest executive for ISU and is responsible for:

- Managing and enforcing the basic policies which govern the management of the incident;
- Authorizing the official request for assistance to local, state, and federal agencies;
- Declaring an emergency and/or campus closure when required; and
- Functioning as the highest level of authority during an emergency.

### Administrative Council

These individuals have the authority to make policy decisions, commit resources, obligate funds, and obtain the resources necessary to protect the faculty, staff, students, and facilities at ISU. They may delegate authority for responsibility at the incident to the Incident Commander and/or to the ISU Emergency Manager when the Emergency Operations Center is activated.

Divisions Represented		Responsibilities
Academic Affairs	Campus Operations	<ul style="list-style-type: none"> <li>• Working directly with the campus emergency directors to determine when the EOC will be activated and when to demobilize;</li> <li>• Maintaining situational awareness of the incident to include spillover effects;</li> <li>• Liaising with city/county/regional leaders and affected interest groups;</li> <li>• Providing policy-level decision making regarding fiscal, procurement, legal, academic and communications;</li> <li>• Communicating policy-level decisions to relevant department heads and staff members who are indirectly impacted by the incident; and</li> <li>• Providing guidance on messaging to staff, students, affected groups and the broader community.</li> </ul>
Health Sciences	University Research	
Student Affairs	Office of General Counsel	
University Advancement	Finance	
Athletics	Marketing & Communications	
Information Technology Services		

Table 5. Administrative Council represented divisions and responsibilities

## Response Team

### Incident Commander – First ISU Public Safety Officer on-scene

The Incident Commander has overall responsibility at the Incident or event. He or she determines objectives and establishes priorities based on the nature of the incident, available resources, and University policy. The role of the Incident Commander will be filled by the first responder to arrive at the scene and will be relieved of this duty when a more senior first responder, or a designated Incident Commander arrives. An **Incident Command Post** will be set up a safe distance from the location of the emergency where the Incident Commander will manage the response.

Duties include:

- Overall field management of the Incident;
- Coordinating with the EOC and other Incident Commander(s);
- Co-locate with the fire or police department’s Incident Commanders when possible;

- Responsibility for the safety of first responders;
- Assisting with developing the Incident Action Plan;
- Conducting situational analysis; and
- Setting objectives and priorities;

The Incident Commander coordinates and communicates with those in the field, Leadership Team Lead, and/or Emergency Manager, and may recommend evacuation of people at risk in and around an incident scene, and direct and control the required evacuation.

### Primary (P) & Support (S) Units

P/S	ISU Departments/ Outside Agency	Responsibility
P	ISU Public Safety	Provides for ISU Public Safety activities in accordance with Standard Operating Procedures.
P	Local Law Enforcement	Manages law enforcement resources, directs traffic control and law enforcement operations.
P	Local Fire & Emergency Medical Services (EMS)	Manages fire department and EMS resources and directs emergency fire and medical operations.
S	ISU Health & Medical Coordinator	Meets with the heads of local public health, emergency medical services, hospital, environmental health, mental health, and mortuary services, or their designees, to review and prepare emergency health and medical plans and to ensure their practicality and interoperability.
S	City/County Public Works	Manages public works resources and directs public works operations. Coordinates with private sector utilities and contractors for use of resources, shutdowns, and service restoration needs.
S	ISU Public Safety Dispatch	Provides for emergency notifications to ISU faculty, staff, students, and other stakeholders.
P	ISU Facilities Services	Provides emergency maintenance, grounds operations, and facilities management of ISU-owned facilities.
P	ISU Information Technology Services	Provides for on-scene response for any cyber related incidents and assists response team in establishing communications and other technological capabilities, as requested.
P	ISU Environmental Health, Safety & Sustainability	Serves as the primary source for maintaining the health of the ISU community by providing basic services such as food safety, water supply, sanitation, and waste management.
S	Event Coordinator	Provides assistance to the ISU Departments of Public Safety, Facilities Services, and Environmental Health, Safety & Sustainability, and local first responders during an emergency impacting their event.
S	Safety Liaison/Building Coordinator	Provides assistance to the ISU Departments of Public Safety, Facilities Services, and Environmental Health, Safety & Sustainability, and local first responders during an emergency impacting their building.

Table 6. Response Team Primary and Support Units

# Incident Leadership Team

---

## **Leader - Vice President of Campus Operations, or designee**

Manages all operations and progress for any major emergency.

- Ensures safety and welfare of operations personnel.
- Supervisors and configures the Operational Planning Group during large-scale operations.
- Delegate authority as appropriate; and
- Provides updates to the Policy Group, as needed.

## **Director(s) for Operational Departments**

Act as the Leader for minor to moderate emergencies, or as necessary during major emergencies. Provides oversight to department personnel assigned onscene.

- Provides subject matter expertise and support to other departmental directors as needed for incident response;
- Establishes objectives and strategies for effective emergency response and recovery efforts;
- Provides incident updates to Vice President of Campus Operations, or his/her designee;
- Collaborates with Policy Group and MarCom for creation of campus emergency messaging;
- Ensures emergency messaging is disseminated accurately and in a timely fashion;
- Coordinates with the Emergency Manager for large-scale emergency that may require activation of the Incident Management Team or Emergency Operation Center personnel; and
- Delegate authority as appropriate.

## **Emergency Manager**

Serves as the primary contact for moderate and major emergencies, specifically when the Emergency Operations Center is activated.

- Provides assistance to departmental directors and the Vice President of Campus Operations in the development of objectives, strategies, incident specific organizational structures, and emergency communications;
- Assists in the development of and provides for documentation for major emergencies through using Incident Action Plans and Situational Reports;
- Establish the appropriate staffing level for the Emergency Operations Center and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required;
- Establishes a Situation Unit, GIS Unit, and assembles other subject matter expertise, as needed;
- Serves as the ISU Liaison Officer for city/county/state Emergency Operations Center, as needed; and
- Delegates authority as appropriate.

## **Associate Vice President for Marketing & Communications (MarCom)**

Serves as the primary point of contact for the public and news media, coordinating releases for the University and with other agencies, and holding news conferences as necessary.

- Provides assistance in preparing and disseminating emergency public information regarding the Incident size, cause, ongoing situation, resources, and other matters of interest associated with the Incident.
- Serves as the Public Information Officer on behalf of ISU when requested to work in joint information sharing;
- Oversees the establishment of a media center to provide rapid release of accurate emergency instructions and information to the public and campus community through all available means. The PIO is the point of contact

## Supporting Members *(optional)*

Position Title	Role
Liaison Officer	The Liaison Officer functions as the point of contact for supporting agencies and mutual aid agency representatives. The Liaison Officer assists with intergovernmental communications and liaisons. This may include representatives from other law enforcement agencies, fire services, and emergency medical providers, American Red Cross, Department of Public Works, Coroner’s Office, Department of Health and Welfare, and etc.
Safety Officer	The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations, and developing measures for assuring first responder safety. The Safety Officer has the authority to stop all unsafe activity. Environmental Health Safety & Sustainability has trained Safety Officers.
Subject Matter Expertise	At any time, the Leadership Team Leader may incorporate the use of a Subject Matter Expert to assist in identifying, coordinating, and carrying out incident objectives. This may include the use of medical expertise, the National Weather Service, geological, hazardous materials, and etc
Incident Management Team*	Implemented during moderate or major emergencies. Duties and responsibilities are assigned based on response needs. Can be utilized in coordination roles, or to supplement on-scene personnel.
Emergency Operations Center Group*	Primarily a resource reserved for major emergencies. Coordinate resources and information during emergency response and recovery operations. Assists in strategic direction and operational decisions.

Table 7. Leadership Team Supporting Members

\*Note: The Direction, Control, and Coordination describes the organizational structure, roles, and responsibilities of individual positions for the Incident Management Team and Emergency Operations Center Group

---

# Information Collection, Analysis, and Dissemination

---

ISU’s information collection, analysis, and coordination process is essential for collecting and evaluating information from numerous sources and the dissemination of accurate, actionable, and timely information. The [Emergency Communications Plan](#) provides detailed information regarding ISU’s Emergency Notifications System and associated processes. The following describes additional methods for which information is collected, analyzed, and disseminated during large-scale emergency situations.

## Collection

Prevention, detection, and monitoring of potential and actual hazards before, during, and after an incident is a critical component of preparing for, mitigating, responding to, and recovering from the incident. It may involve many outside agencies and on-campus departments, depending on the threat or hazard involved. Information will be collected from a variety of sources, including:

- On-scene responders;
- Social media, television, radio, and print media;
- Public agencies and nongovernmental organizations;

- Subject matter experts; and
- Witnesses and victims of the emergency, or the public
- ISU Public Safety will subscribe to and monitor various notification systems from community partners, including but not limited to:
  - Idaho Office of Emergency Management;
  - Local public health districts;
  - Partnering emergency management departments; and
  - The National Weather Service

## Analysis

Collected information will be analyzed to determine accuracy and operational importance. Subject matter experts will aid in information analysis as required. The Emergency Manager, or their designee will analyze information that is received and prepare situational reports for leadership.

## Dissemination

Message dissemination is categorized into internal messaging, messages crafted for responders and partners, and external messaging, messages crafted for public dissemination.

Category	Name	Message/Communication Purpose	Lead
Internal	Situational Report, or SitRep	Provides the status of an incident, understanding of the current situation. Concise operations document that supports the coordination of emergency response and recovery efforts.	Emergency Manager
Internal	Incident Action Plan	Helps to synchronize operations and ensure they support incident objectives.	Incident Commander and/or Emergency Manager
Internal	Event Action Plan	Provides for advanced planning of large events to help synchronize operations and ensure they support event objectives.	Event Coordinator
Internal	Comand Text	Provides for information sharing or calls to action leadership and employees of ISU.	Dispatch
Internal	Decision Memo	A formal document intended to provide background information, define process/implementation strategies, challenges, and a recommended course of action for ISU leadership team during emergency response and recovery.	Director/Chair
Internal/ External	After Action Report	Provides what was expected to occur during the critical incident and what really happened. Provides an analysis of what went well and why, and what went wrong and why it did go wrong.	Emergency Manager
External	Emergency Notification	Provides immediate notification upon confirmation of a dangerous situation or emergency with a significant impact to life or property on the ISU campus.	Dispatch
External	Press Release	Used to provide information, create an official statement, or make an announcement to the public.	MarCom

Table 8. Message dissemination by category and purpose

---

# Communications

---

Communications are essential to effectively coordinate emergency response and recovery efforts. Communications involve sharing of information, which can be among internal stakeholder and/or community members. In some circumstances, communication systems used during normal operations may be damaged or reduced as a result of the incident.

## **Emergency Notification System**

ISU has an Emergency Notification System (ENS) capable of delivering messages to faculty, students, and staff. Customized messages are distributed using Rave Mobile Safety, an automated emergency notification system capable of delivering messages via phone call, text message, email, and/or social media platforms. These notifications provide rapid notification to the University community on developing or ongoing incidents, hazards, or other emergency situations.

## **Public Safety Dispatch Center**

ISU's Dispatch Center operates 24-hours a day/7-days a week from the University's main campus in Pocatello. The Dispatch Center monitors radio traffic and other emergency alert systems for Pocatello and the surrounding areas. Critical information is relayed between the ISU Dispatch Center, Public Safety Officers, and local responders using radios and other electronic means.

## **Strategic Communication**

Landline and cellular phones are used as the primary method for communication among ISU staff. After-hours phone numbers are stored as part of the ISU Emergency Notification System and can be utilized to contact staff during emergency situations. Conference calls can be established at all campus locations. Video conferencing may be accomplished between campuses and outside stakeholders as needed through Zoom.

## **Tactical Communication**

Radio communications the primary and quickest method to relay information between the ISU campuses of Pocatello, Idaho Falls, and Meridian. Handheld radios with a 700MHz capability also have the capability to interface with outside agencies. Two-way radios are also available for internal department use.

---

# Plan Development & Maintenance

---

The Emergency Manager will oversee the amendment and/or development of a plan, gather plan development resources, use matrices and other guidance, and research as needed to develop content. The Emergency Manager will seek feedback from internal and external stakeholders and implement the amendment or new plan.

The ISU Emergency Management Committee, consisting of various internal stakeholders, will meet during the school year on an as needed basis. During this meeting, any new plans or review of plans and potential hazards will be discussed. The Emergency Manager may also organize special committees made up of internal and external stakeholders to develop, review, and approve new plans. Once feedback has been received from the stakeholders, a final draft will be prepared for Administrative Council review and signature by the President, or other designated University official. After the amendment or new plan is approved and signed, it will be implemented by distributing to the primary stakeholders, both internal and external.

## Review of Plans

All emergency plans will be evaluated and updated on an annual basis by the Emergency Manager, or responsible Department Head. Any major revisions to the plan will be indicated in the Record of Changes.

## Training & Exercise

---

ISU's Department of Public Safety will coordinate and provide appropriate levels of training to administration, faculty, and staff to ensure that individuals, based on their campus roles and responsibilities, are adequately trained in emergency management and Incident response concepts and principles.

### Training

All ISU responders and off-site support team members are encouraged to take the following online courses offered through [FEMA's Emergency Management Institute](#):

- IS 100 Introduction to ICS;
- IS 200 ICS for Single Resources and Initial Action Incidents;
- IS 700 NIMS, an Introduction; and
- IS 800.b National Response Framework, an Introduction.

Advanced in-person training include:

### FEMA

- ICS 300, Intermediate ICS for Expanding Incidents; and
- ICS 400 Advanced Incident Command.

### ISU

- Life Safety Leadership Training
- Managing Campus Emergencies: Policy Group
- *Incident Management Team Training (in development)*
- *Emergency Operations Center Group Training (in development)*

Additionally, the ISU Emergency Manager will monitor all training opportunities from partnering agencies and share relevant offerings with the appropriate faculty and staff members.

### Exercises

Elements of this plan may be exercised on a yearly basis, in accordance with Clery Act compliance and industry standards. Following any exercise a formal review and associated After Action Report will be created and distributed to participants and key stakeholders.

### After Action Report

The After Action Report will analyze the management or response to an incident, exercise or event by identifying strengths to be maintained and built upon, as well as identifying potential areas of improvement.



---

# Authorities and References

---

## **Related ISU Policies**

- Clery Act Compliance: ISUPP 1050, January 2022
- Communicable Disease: ISUPP 5020, January 2021
- Emergency Management: ISUPP 9010, May 2018
- Environmental Health and Safety: ISUPP 1070, March 2023
- Intellectual Property: ISUPP 7010, August 2014
- Policy Development & Administration: ISUPP 1010, September 2017
- University Volunteer Policy: ISUPP 3020, September 2017

## **Local & State Referenced Plans**

- Idaho Emergency Operations Plan, Office of Emergency Management
- Bannock County Emergency Operations Plan, December 2021
- Bannock County All Hazard Mitigation Plan, 2021
- Ada County Emergency Operations Plan, December 2018
- Bonneville County Emergency Operations Plan, 2015
- Bonneville County Hazard Mitigation Plan, 2020

## **State of Idaho Statutes and Executive Orders:**

- Executive Order No. 2019-15, Assignments of All-Hazard Prevention, Protection, Mitigation, Response and Recovery Functions to State Agencies in Support of Local and State Government Relating to Emergencies and Disasters
- Idaho Code § 18-8101, The Terrorist Control Act
- Idaho Code §33-107(4), Delegation of Authority to University Presidents by State Board of Education
- Idaho Code §46-10, The Idaho Disaster Preparedness Act of 1975, amended by the Idaho Homeland Security Act of 2004

## **Federal Laws and Presidential Directives**

- Code of Federal Regulations (CFR) Title 44, Emergency Management and Assistance
- 20 U.S.C. §1092(f), Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act)
- Jeanne Clery Disclosure of Public Safety Policy and Campus Crime Statistics Act (20 USC § 1092(f)).
- Higher Education Opportunity Act of 2008;
- Homeland Security Act of 2002
- Presidential Policy Directive/PPD-8, March 2011
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Stafford Act, as amended, Public Law 93-288 as amended, and related authorities

---

# Appendix A: Definitions & Acronyms

---

## Definitions

---

**After Action Report:** A strategic document used by internal stakeholders to summarize observations and key takeaways following a drill or an actual event.

**Clery Act:** A consumer protection law that aims to provide transparency around campus crime policy and statistics.

**Continuity of Operations Plan:** A written document describing the agency's efforts to ensure they can continue to perform their mission essential functions during a wide range of emergencies.

**Command Text:** A message developed by the Department of Public Safety and disseminated through the ISU Emergency Alert System to provide advanced notification and share information to pre-identified individuals/groups and used as a heads-up of potential ongoing threats on campus.

**Decision Memo:** A template created during the COVID-19 pandemic to allow for the tracking and analysis of non-urgent decisions that required the input and approval of the ISU Admin Council. *See Appendix B.*

**Emergency Action Plan:** A written document required by the Office Safety and Health Administration (OSHA) to facilitate and organize employer and employee actions during workplace emergencies.

**Emergency Notification System:** A system used to provide one-way communication or broadcast messages to one or many groups of people, alerting them to a pending or existing emergency.

**Emergency Operations Plan:** A written plan for the purpose of responding to all emergency or disaster situations by identifying and assigning various disaster tasks among departments/units/agencies, and to coordinate disaster response efforts.

**Event Action Plan:** A document that covers all safety and organizational aspects of an event created in advance of the event occurring.

**Hazard and Risk Assessment:** A process to identify potential hazards and analyze what could happen if a hazard occurs. Similar terms include: Threat, Hazard Identification & Risk Assessment; Hazard Vulnerability Assessment; and Hazard Identification and Assessment.

**Incident Action Plan:** A document created following a critical incident or emergency where the duration of the response period will exceed 24-hours in order to set incident objectives and define the long-term response strategy.

**Incident Command System:** A component of the National Incident Management System providing for a standardized approach to the command, control, and coordination of emergency response.

**Incident Commander (*on-scene*):** The person responsible for all on-scene aspects of an emergency response, included oversight for the first responders and coordination of incident stabilization activities.

**Incident Management Team:** A group of trained personnel who are able to assist during an emergency. Consists of the Incident Leadership Team and the leader over any needed specialty groups, also referred to as a Strike Team.

**Mitigation Plans/Mitigation Planning:** The process used by state, tribal and local leaders to understand risks from natural hazards and develop long-term strategies that will reduce the impacts of future events on people, property, and the environment.

**National Incident Management System:** A system used by federal agencies/departments to provide a standardized approach to incident management intended to facilitate coordination between responders at all levels.

**Situational Report:** A document that provides the status of an incident, understanding of the current situation, and supports the coordination of emergency response and recovery efforts.

**Strike Team:** A specialty group of trained personnel who are able to assist during an emergency in order to take part as an independent unit during response operations.

**Strategic Communications:** The approach used to distribute and receive information by communicating the best message, through the correct channels, to the right people, at the right time.

**Subject Matter Expert:** Professionals who have advanced knowledge in a specific field.

**Tactical Communications:** The approach used to quickly relay information, such as orders and updates, across a wide area between tactical operations teams such as command and control for police and fire.

**Virtual Emergency Operations Center:** A web-based EOC that serves to monitor and host web-based communications for incident command and coordination while responding to a disaster.

## Acronyms

---

ICS: Incident Command System

EMS: Emergency Medical Services

EOC: Emergency Operations Center

EOP: Emergency Operations Plan

FEMA: Federal Emergency Management Agency

IPAWS: Integrated Public Alert & Warning System

ISU: Idaho State University

ITS: Information Technology Services

MarCom: Idaho State University's Marketing & Communications department

NIMS: National Incident Management System

SitRep: Situational Report

THIRA: Threat, Hazard Identification, and Risk Assessment

---

# Appendix B: Decision Memo Template

---

Point of contact:

Cell phone:

Email:

Date/time decision is needed:

**Decision Point (1-2 sentences):**

**Background (provide background information necessary to make an informed decision):**

**Background:**

Possible additional information to include: What are other Idaho institutions planning to do? Any best practice guidance for higher ed?

**The (Committee/Group Name) propose the following:**

Additional details, available options, and rationale for proposed path forward.

**Recommendation (provide a brief recommendation on the course of action):**

**Decision (to be completed by President's Office):**

**Employees to be notified after decision:**

Employee Name:	Email address: