

**EMERGENCY NUMBERS AND
OTHER IMPORTANT NUMBERS**

In the event of an emergency, call 911

In non-emergency situations, call CWI Security 208.562.3333

CWI Office of Disability Services:

For students	208.562.3000	
For employees	208.562.3287	(Human Resources)

Important Resource Information:

CWI Student Crisis Counselor	208.562.2547	
CWI Student Conduct	208.562.2305	
Terry Reilly Health Services	208.467.4431	
Intermountain Hospital	208.377.8400	
Domestic Violence Hotline:	1.800.799.7233	www.thehotline.org
Sexual Assault Hotline:	1.800.656.4673	www.rainn.org
Sexual Assault or Rape	208.345.7273	Boise/
	208.4599.4779	Caldwell
Mobile Crisis Unit	208.334.0808	Boise
	208.459.0092	Nampa/Caldwell
National Center for Victims of Crime		http://victimsofcrime.org/
National Suicide Hotline	1.800.784.2433	www.suicidepreventionlifeline.org/
Boise Suicide Hotline	1.800.273.8255	
National Weather Service		www.weather.gov/

CWI Risk Management

208.562.3948 riskmanagement@cwidaho.cc

CWI Campus Security

208.562.3333 security@cwidaho.cc

CWI Building Administrators

[ADA County Building Administrators and Floor Captains](#)
[Canyon County Building Administrators and Floor Captains](#)

SAFETY AND SECURITY AT CWI

The College of Western Idaho (CWI) is committed to the safety and security of all members of the campus community.

This **Emergency Handbook** is intended to serve as a quick reference for efficient action during an emergency and to assist students, visitors, faculty and staff in responding to and managing emergency situations appropriately.

This **Emergency Handbook** should be kept in an easily accessible location at all times. Everyone should take the time to read and become familiar with the contents of the **Emergency Handbook** before an emergency occurs.

In times of emergency, the College will provide appropriate campus-wide response to assure life safety and minimize losses through a variety of means:

- The College’s emergency alert system. (CWI Alerts)
- CWI website.
- Local media.

Faculty should inform students at the beginning of each semester about the **Emergency Handbook**, evacuation procedures, and the location of evacuation maps and other immediate safety measures regarding their specific area.

GENERAL EMERGENCY PROCEDURES

In case of an emergency:

1. **Call 911** and follow closely any instructions received.
 - State: **“This is an emergency.”** Then give the dispatcher the following information:
 - The nature of the emergency.
 - Your name.
 - The phone number from which you are calling.
 - Your location.
 - Do not hang up until you are sure no further information is needed.
 - If possible, also notify **CWI Security 208.562.3333**.
2. Complete an Accident/Incident Report (found at mycwi.cc) and submit it to Risk Management electronically or in hard-copy within 24 hours of the incident.

In case of a non-emergency:

1. **Call CWI Security 208.562.3333** and follow closely any instructions received.
 - Then give the dispatcher the following information:
 - The nature of the incident.
 - Your name.
 - The phone number from which you are calling.
 - Your location.
 - Do not hang up until you are sure no further information is needed.
2. Complete an Accident/Incident Report (found at mycwi.cc) and submit it to Risk Management electronically or in hard-copy within twenty-four (24) hours of the incident.

Refer all media inquiries to the Director of Communications 208.562.3508.

When an emergency arises near CWI (fire, car crash, chemical spill, etc.), follow instructions from the CWI Security or public first responders.

If you are evacuated from a building, do not leave the designated safe assembly area or re-enter the building until you receive permission from the fire/police officers or other designated authority. Maintain a safe distance from the event.

Blue light emergency telephones are located at various campus locations. You should become familiar with where these emergency phones are located.

These telephones have two buttons:

1. Information button that will call CWI Security.
2. Emergency button that will call 911.

SAFETY AND EMERGENCY PRECAUTIONS FOR PERSONS WITH DISABILITIES

The safety of all persons involved in an emergency is the top priority of the College of Western Idaho.

Persons with disabilities have special needs. In the event of an emergency, preparation is vital. If you or a person you know has a disability and may require assistance in an emergency, create and arrange a plan with volunteers from your respective work areas (e.g., classrooms and/or offices) for assistance to the nearest available designated evacuation area in the event of an emergency.

A person with a disability may request an appointment to review emergency evacuation procedures from the **Office of Disability Services**.

- For students call 208.562.3000.
- For employees, call Human Resources at 208.562.3287.

Evacuation of Individuals with Disabilities

Designated evacuation areas are located on each floor of all CWI buildings for persons with disabilities and those temporarily disabled, and are noted on each floor's evacuation map. Remember that in an emergency, these areas may not be accessible.

The campus community should help by ensuring that persons with disabilities receive the emergency warning and are provided the necessary assistance during the response effort.

If you have a disability and are unable to evacuate, stay calm and take steps to protect yourself. If there is a working telephone, **call 911** and tell the emergency dispatcher where you are or where you will be relocated to.

Non-emergency Evacuation:

During a non-emergency evacuation such as a power outage, individuals who cannot maneuver the stairs alone should take the following steps with the assistance of a colleague:

1. If necessary:
 - **Call CWI Security 208.562.3333.**
 - Let CWI Security know what evacuation method the person with the disability would prefer.
 - CWI Security will determine if the request is possible for them to perform in a safe manner.
 - CWI Security will determine if additional assistance is needed from the local authorities. The person with the disability will then be taken to a designated evacuation area for rescue.
2. Provide assistance to visual/hearing impaired:
 - Inform them of the nature of the emergency.
 - Offer to guide them to an area of safety.
 - Inform them where you are and advise the person of any obstacles.
 - Inform them where they are and ask if any further assistance is needed.
 - Remain with them as long as you are needed.

If the person with the disability has a service animal, let the person with the disability control the service animal. Do not separate the service animal from the person with a disability.

MEDICAL EMERGENCY

During operating hours, any medical emergency will be transported to the nearest qualified medical facility. If the medical emergency is not urgent, the individual should be encouraged to seek medical assistance. Report the incident using the Accident/Incident Report found on myCWI. Complete and submit the form following the instructions provided, within twenty-four (24) hours of the incident/accident, or as soon as practical.

In case of accident, injury or serious illness:

1. Assess the situation.
 - Determine whether it is an emergency.
 - If so, **call 911**.
 - If it is not an emergency, assess the situation and **call CWI Security 208.562.3333**.
 - Stay with the person until the proper authorities arrive.
2. Provide first aid (if trained).
 - If possible wear personal protective equipment.
 - Stay with the person until the proper authorities arrive.
3. Refrain from discussing the incident until law enforcement authorities have interviewed you.

CAMPUS FATALITY**The following actions should be taken:**

1. **Call 911**, if possible, then **call CWI Security 208.562.3333**.
2. Secure the scene.
3. Do not disturb the body or the area.
4. Try to obtain the person's name and address, witness names and contact information.
5. Release of the individual's name should **only** be handled by the proper authorities.
6. Stay and comfort the survivors.
7. Complete an Accident/Incident Report and submit to Risk Management or Human Resources, as appropriate as soon as possible.
8. Refrain from discussing the incident with anyone until law enforcement authorities have interviewed you.

BODILY FLUID PRECAUTIONS

Bodily fluid precautions should be considered during emergency response and first aid treatment. All bodily fluids (blood, vomit, urine, feces, saliva, etc.) have the potential to infect people with diseases such as Hepatitis A, B, and/or C, as well as Human Immunodeficiency Virus (HIV).

Take special precautions when dealing with bodily fluids:

1. **Call CWI Security 208.562.3333**.
2. CWI Security will arrange for safe clean up and disposal procedures.
3. Avoid getting another person's fluids in your eyes, mouth, open sores, or wounds.
4. If exposed, rinse the affected area immediately and wash with soap and water.
5. Promptly report the exposure to your immediate supervisor.
6. If a spill of blood or body fluid contaminates clothing, furniture, or anything else, securely isolate those items to prevent exposure to unknowing persons in the area.

BUILDING EVACUATION

All building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel or a CWI Alert. If necessary, activate the building alarm. Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Building evacuation maps are located on each floor of each building. You should become familiar with their location and content. Be prepared to render assistance, if necessary.

1. **Do not use elevators during an emergency evacuation. An elevator may become inoperative and a trap.**
2. When the building evacuation alarm sounds or when you are told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.
3. Once you are outside:
 - Move clear of the building allowing others to exit.
 - Move to your assigned safe assembly area as designated on the evacuation maps, or at least 100 feet from the building.
 - Do not block any roads or fire lanes and stay out of the way of emergency vehicles.
 - Do not leave the area without informing the designated building administrator/floor captain.
4. Do not return to an evacuated building until advised by emergency personnel.

RUN, HIDE, FIGHT

RUN, HIDE, FIGHT process for responding to an active shooter situation.

There are three basic options: RUN, HIDE, or FIGHT. Quickly determine the most reasonable way to protect your own life.

1. RUN - Evacuate: If an escape route is accessible, attempt to evacuate the premises. Be sure to:
 - a. Have an escape route and plan in mind.
 - b. Evacuate regardless of other's decisions to stay or follow.
 - c. Leave belongings behind.
 - d. Assist others escaping, if possible.
 - e. Prevent individuals from entering the area where the active shooter may be, WARN people.
 - f. Keep hands visible to law enforcement.
 - g. Follow first responders, instructions, police, etc.
 - h. DO NOT attempt to move wounded individuals.
2. HIDE OUT - If evacuation is not possible, find a place to hide where an active shooter is less likely to find you.

Your hiding place should:

- a. Be out of the shooter's line of sight or view.
- b. Provide protection if shots are fired in your direction (i.e. closed and locked door of office or closet).
- c. Not trap you or restrict options for movement.

To help prevent an active shooter from entering your hiding place:

- a. Lock all doors.
- b. Barricade the door if possible with available items (i.e. heavy furniture, etc.).

If the active shooter is within your vicinity:

- a. Lock the door.

- b. Silence all cell phones, pagers, radios, or other devices, etc.
- c. Turn off sources of noise such as TVs, radios, etc.
- d. Conceal yourself behind large objects such as book cases, desks, etc.
- e. Remain silent, limit movement which creates noise.

3. FIGHT - TAKE ACTION AGAINST THE ACTIVE SHOOTER

Take last resort measures for survival when facing imminent injury or death. Attempt to disrupt and/or incapacitate the active shooter by:

- a. Acting aggressively towards the shooter engaging in physical attack
- b. Throwing items or using improvised weapons.
- c. Yelling.
- d. Staying committed to your actions. Do not let up until shooter is incapacitated or disrupted.

Depending on the situation, one may choose to alter these options. For example:

- One might choose to FIGHT instead of RUN, HIDE.
- One might choose to HIDE instead of FIGHT, RUN.
- One might choose to RUN and then FIGHT.
- One might choose to HIDE and then FIGHT.

Please visit CWI's Campus Safety and Security webpage for additional information.

Lockdown

Lockdown

A lockdown of campus rooms in an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat such as a violent intruder. This procedure is used when it may be more dangerous to evacuate the building than to remain inside.

By controlling entry/exit and movement within a building, emergency personnel are better able to resolve a threat.

During a lockdown, occupants will disregard the fire alarm system unless otherwise informed.

The severity of your response to a campus lockdown will depend entirely upon the situation taking place. These steps below could be helpful during a campus lockdown.

- Remain in the building.
- Remain in the room.
- Move to a secure area.
- Remain calm.
- Lock doors and windows if possible.
- Follow instruction from CWI staff and/or law enforcement.

If there's an exterior threat to building occupants, an alert will be issued. Follow these guidelines:

1. Move away from doors and windows.
2. Don't hide together.
3. Don't respond to requests to open the door unless you are sure that it is CWI Security or emergency response personnel.

4. Remain in the secure location until an all clear has been issued and you are notified by appropriate personnel on what actions to take.

During a violent intruder event, follow these guidelines:

1. Call 911.
2. Lockdown procedures within classrooms, labs, shops, portables, offices, etc.
 - a. Remain calm and encourage others to remain calm.
3. Lock the doors and windows into the room if possible. If it is not possible, place furniture and heavy equipment in front to barricade them. It should be noted that some doors open out into the corridor because of fire code regulations. In such situations, use whatever means possible to try to restrict entry to the room including:
 - a. Placing furniture and equipment in front of the door.
 - b. Using a belt or other item to tie the door handle to something stable.
4. Cover any glass panels in the doors and any windows if possible.
5. Move away from doors and windows. Get down and stay close to the floor. Stay under furniture.
6. Assist any individuals with a disability to take cover and hide.
7. Spread throughout the room, don't hide together.
8. Remain quiet so that the intruder will believe that no one is in the room.
9. Turn off any lights where possible. Staying still will help to keep the lights off where classrooms are equipped with motion sensors that activate lighting.
10. Turn off any audio/visual equipment.
11. Turn off cell phone ringers and other sounds.
12. Follow the instruction of CWI staff, and/or the police, or other emergency workers. Do not respond to requests to open the door unless you are sure that it is CWI Security or emergency response personnel.
13. **DO NOT** contact CWI unless you have information critical to the situation.
14. **DISREGARD THE FIRE ALARM SYSTEM UNLESS OTHERWISE INFORMED.**
15. Staff, students and any other occupants are to remain in the secure location until an all clear has been issued and you are notified by appropriate personnel on what actions to take.

Please visit CWI's Campus Safety and Security webpage for additional information, on mycwi.cc.

SHELTER IN PLACE

A shelter in place can consist of, but is not limited to, a building, room, laboratory, or shop area.

This course of action may need to be taken during:

- Accidental release of toxic chemicals to the outside air.
- Severe weather conditions.
- Explosion, shootings.
- Hostage situations.
- Violent or threatening civil disturbance.

When sheltering in place is necessary, your action is to stay inside the room or building, or seek inside shelter if you are outside.

In cases of external hazardous material spills:

1. Close all windows and doors.
2. Close all heating and air-conditioning vents.
3. If available, use tape to seal around the windows.
4. Use coats, rags, or clothing to seal around all doors.
5. **Call CWI Security 208.562.3333**, for further assistance.
6. Remain in the shelter until the “**ALL CLEAR**” is given.

In cases of shootings or hostage situations:

1. Lock or barricade entrances and exits.
2. Turn off lights.
3. Remain out of the line of sight from windows.
4. Remain calm.
5. Do not alert the shooter or hostage-taker of your presence.
6. **Call 911** to notify them of your location and situation.
7. Silence all cell phones, pagers, radios, or other devices, etc.
8. Remain at your location until physically contacted by law enforcement or their representatives.

Additional actions may be needed such as closing all doors and windows to the outside. **Do not use elevators.** Do not go outside or attempt to leave the area unless you are specifically instructed to evacuate.

FIRE

In all cases, when a student, visitor, faculty, or staff becomes aware of fire and/or smoke, the fire department **MUST** be notified immediately.

Before a Fire:

- Know the location of fire extinguishers, fire exits, and fire alarm pull station systems and know how to use them.
- Be aware of flammable or corrosive chemicals stored in your building.
- Locate designated evacuation areas that are for wheelchair users and others with disabilities.

In case of a fire, and if safe to do so:

1. Activate the nearest fire alarm at the pull station, or shout the alarm as you evacuate the building.
2. **Call 911** and then **CWI Security 208.562.3333**, and:
3. Evacuate the building following the established **Building Evacuation Procedures**.

Things to remember:

1. Attempt rescue efforts **ONLY** if there is no immediate danger to you.
2. Attempt to extinguish a fire **ONLY** if there is no immediate danger to you.
3. **Stop, Drop, and Roll** any person whose clothing has caught fire.
 - Smother the flames on a person by wrapping them in a heavy fabric and rolling them on the ground.
4. If you use a fire extinguisher:

- Pull safety pin from handle.
 - Aim at base of the fire(s).
 - Squeeze the trigger handle.
 - Sweep from side to side.
5. Walk quickly to the nearest marked exit and ask others to do the same.
 6. **Do not use elevators during an emergency evacuation. An elevator may become inoperative and a trap.**
 7. Stay low to the ground, especially if smoke is present.
 8. Do not re-enter the building until the “**ALL CLEAR**” is given by the fire department or Campus Security.

If you become trapped in a building during a fire:

1. Stay calm and take steps to protect yourself.
2. If possible, move to a room with an outside window.
3. **Call 911** and notify them of your location and situation. Do this even if you can see fire department personnel from the window.
4. Stay where rescuers can see you through the window and wave a light-colored item to attract their attention.
5. Stuff clothing, towels, or paper around the cracks in the door to help keep smoke out of your refuge.
6. Be patient. Rescue of occupants within large structures will take time.

HAZARDOUS MATERIALS SPILLS

Location, quantity, concentration, and other factors affect how a spill will be handled. All laboratory personnel should be prepared to assist with hazardous material spills within the building and their area. Steps should be taken to restrain all chemical containers and gas cylinders against the effects of a natural disaster.

In the event of an unknown hazardous material spill:

1. Alert others in the area about the spill, and tell them to leave the area.
2. If you are not trained in responding to chemical spills, leave the area as well.
3. Close off the area as much as possible to avoid any exposure.
4. Evacuate the building through the nearest exit and assist individuals with disabilities in evacuating the building.
5. **Notify CWI Security 208.562.3333.**
Provide the following:
 - Location of the spill.
 - Chemicals involved.
 - Quantity of chemicals involved.
 - Extent of the problem.
 - Your name.
 - Phone number from which you are calling.
 - Your location.
6. Notify the lab supervisor who will make the determination of whether or not to call 911.

In the event of a small hazardous material spill:

1. Alert others in the area about the spill, and tell them to leave the area.
2. If you are not trained in responding to chemical spills, leave the area as well.
3. Close off the area as much as possible to avoid any exposure.
4. **Notify CWI Security 208.562.3333.**
Provide the following:
 - Location of the spill.
 - Chemicals involved.

- Quantity of chemicals involved.
 - Extent of the problem.
 - Your name.
 - Phone number from which you are calling.
 - Your location.
5. Notify the lab supervisor who will make arrangements for the necessary cleanup.

In the event of a large hazardous material spill:

1. Alert others in the area about the spill, and tell them to leave the area.
2. If you are not trained in responding to chemical spills, leave the area as well.
3. Close off the area as much as possible to avoid any exposure.
4. **Notify CWI Security 208.562.3333.**

When notified of an external environmental hazard:

1. Follow **Shelter In Place** procedures.
2. Monitor weather alerts via radios, television, CWI website, and the internet for updates, instructions and recommended actions.

Further instructions may be issued by emergency responders for remaining in the shelter, returning to your home, or for a mass evacuation.

If a mass evacuation or relocation order is issued, await instructions by emergency responders and follow the instructions exactly as provided.

1. Check for individuals who may be in need of assistance.
2. Report injuries to emergency personnel.

EXPLOSION

In the event of an explosion or similar emergency, take the following action:

1. Evacuate the area as soon as it is safe to do so following established **Building Evacuation Procedures**.
2. If evacuation is not possible, immediately take cover under tables, desks, etc., for protection from falling glass or debris.
 - If possible, **call 911 then CWI Security 208.562.3333.**

UTILITY FAILURE

The possibility exists for a utility system failure of some nature and magnitude. If you discover a water leak, gas leak or other major utility failure, call **CWI Security 208.562.3333**. Do not attempt to correct the problem on your own. CWI Security will notify the necessary personnel for further action.

Electrical/light failure

At present, some buildings may not be equipped with emergency lighting or the emergency lighting may not provide sufficient illumination for safe exiting. It is recommended that you consider keeping a flashlight in your office/work area.

Plumbing failure/flood/water leak

Cease using all electrical equipment. **Call CWI Security 208.562.3333**. Provide the information if you know the source of the leak or discover leaking water.

Elevator failure

If you become trapped in an elevator, use the emergency telephone or activate the elevator emergency bell within the elevator car. If you hear an elevator bell, please take the following actions (Most elevators on campus are equipped with an emergency telephone).

1. **Call CWI Security 208.562.3333.**
2. **Never climb out of an elevator when it is stopped between floors.**
3. Elevators have mechanical safety brakes that will operate in all situations, even during power failures.
4. **The activation of an elevator lobby smoke detector will cause building elevators to return non-stop to the main floor and lock with the doors open. Never use an elevator to evacuate a building.**

CRIME OR VIOLENT BEHAVIOR

In the event of any crime, do not put yourself at risk and do not interfere with person(s) committing the crime or creating the disturbance. If you are the victim of, are involved in, or witness any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc., **call 911** then **CWI Security 208.562.3333** immediately.

If personal safety allows, try to get a good description of the individual(s) committing the crime. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and name, if known. Remain where you are until a police officer arrives.

Crime or violent behavior can take the form of:

- Dangerous or suspicious persons.
- Suicide threats or attempts.
- Hostage situations.
- Threatening mail or packages.
- Shootings or stabbings.
- Physical, sexual, and/or emotional abuse.
- Civil disturbances/demonstrations.

Suspicious or Dangerous Person

A suspicious person is one whose actions, behavior, or words cause another to suspect something is wrong (e.g., stalker/kidnapper) and/or when their actions or words make you sense a threat or danger to you, someone else, or to facilities.

A dangerous person is anyone who intends to harm himself or herself, another person, or the facilities on campus (student, faculty, administrators, staff, and/or authorized visitor) or an unauthorized person. Immediately report suspicious or dangerous persons to **CWI Security 208.562.3333** or when applicable, **call 911**.

HOSTAGE SITUATIONS

Hostage situations must be carefully surveyed and evaluated. The safety of hostage(s), facility, employees, students, and others is the most important consideration in any hostage situation.

If you are a witness:

1. **Call 911 then CWI Security 208.562.3333.**
2. If possible, secure the area.
3. Wait for assistance.
4. Stay clear of the hostage area.

If you are a hostage:

1. Remain calm.
2. Speak calmly with the hostage-taker.
3. Follow the hostage-taker's instructions.
4. Do not force the issue physically or mentally.
5. Calmly inform the hostage-taker of any special needs of others.
6. Keep a distance between yourself and the hostage-taker, if possible.
7. Do not make any sudden moves; ask permission before moving around.
8. Try to keep others calm.
9. Speak to others in a calm voice.
10. Use time as a tool to defuse the situation.
11. Wait for help to arrive.
12. Make mental notes of everything you see and hear.
13. Do exactly as instructed by rescuers when they arrive. This may include being treated as a suspected hostage-taker, as they sometimes attempt to disguise themselves as hostages. These actions are to protect hostages and ensure everyone is evacuated safely.

SUICIDE THREAT OR ATTEMPT

The threat of suicide should never be taken lightly and should be reported immediately. It is not uncommon for a suicide threat to culminate into real danger to others and those who are trying to assist. Respond to a suicide threat or attempt by calling for assistance immediately and remaining calm when communicating with the person(s) in crisis.

If someone has threatened suicide:

1. Notify **CWI Security 208.562.3333** and **CWI Student Counselor 208.562.2547** immediately.
2. Call **Idaho Suicide Hotline at 1.800.273.8255.**
3. Ask CWI Security for qualified personnel (medical or counseling) to respond immediately to the location.

Make every effort to:

1. Protect individual(s) from becoming unintended victims.
2. Protect individuals from witnessing a traumatic event.
3. Remain with the person(s) who is/are threatening suicide if it is practical and safe to do so.

SUSPICIOUS OBJECTS / BOMB THREATS

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities.

The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

If a suspicious object or potential bomb is discovered:

1. Do not handle the object.
2. Evacuate the area.
3. **Call 911 then CWI Security 208.562.3333** and report incident.
4. Provide the location and appearance of the object when reporting.
5. Make a list of all people who were in the area when the suspicious item was recognized and provide the list to CWI Security or the police for follow-up actions.

If a bomb threat has been phoned in, keep the caller talking as long as possible, ask the caller the following questions and record the answers (if possible):

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?
6. Age and sex of caller?
7. Speech pattern, accent, possible nationality, etc.
8. Emotional state of caller?
9. Background noise?

If an evacuation alarm sounds, follow established **Building Evacuation Procedures**.

STALKING, KIDNAPPING, or MISSING CHILD**Stalking**

Stalking involves highly inappropriate intensity, persistence, and possessiveness; it entails great unpredictability and creates great stress and fear for the victim and sometimes for others nearby. Report suspected stalking behavior to **CWI Security 208.562.3333** immediately.

Kidnapping

Kidnapping occurs when a person forcibly removes another person from one location to another, whether on or off campus.

To report a kidnapping or attempted kidnapping:

1. Call 911 then **CWI Security 208.562.3333** immediately.
2. Note the person's appearance and any other information about him or her (e.g., voice, clothing, vehicle type, license plate number, etc.) that might be helpful to police.
3. Remain calm.
4. Do not release a child or other dependent to anyone other than the designated parent or guardian.
5. Do not accept a substitute for the designated parent or guardian without proof of prior approval from the parent/guardian.
6. If you are in doubt, do not release the child or dependent without first contacting **Campus Security 208.562.3333** or 911.

Missing Child

A lost, unidentified, unattended, or missing child can be a child who has fallen asleep and is unable to be seen, a child who has wandered off to locations unknown, or a child who has been taken by an unknown person(s).

If there is no apparent kidnapping threat:

1. Immediately search the area for the child. Conduct a thorough search of the facilities and grounds (e.g., bathrooms, closets, under desks/tables, trash dumpsters).
2. Ask other individuals in the area if they know where the child may be.
3. Furnish a physical description and clothing information (e.g., age, height, weight, hair color, eye color, colors of clothing) and any problems that are known to you pertaining to the child.
4. Provide a recent photograph, if available.
5. Remain calm.
6. Call **CWI Security 208.562.3333**.

If suspicion of kidnapping threat:

1. Call 911 then **CWI Security 208.562.3333**.

CIVIL DISTURBANCES OR DEMONSTRATIONS

A college is a diverse environment and should serve as a forum for the expression of views within the limitations of lawful conduct.

Peaceful, non-disruptive demonstrations:

1. Contact **CWI Security 208.562.3333**.
2. Demonstrations of this kind should not be obstructed or provoked.
3. Efforts should be made to conduct college business as normally as possible.

Non-violent, disruptive demonstrations:

1. Contact **CWI Security 208.562.3333**.
2. The College administration will be responsible for notifying the demonstrators that disruptive conduct will not be tolerated.
3. Demonstrators who persist in the disruptive activity will be notified that their actions may result in disciplinary action, including suspension, expulsion, or possible intervention by College security or local law enforcement.
4. If the disruptive activities continue, the College administration will notify local law enforcement for assistance.

Violent, disruptive demonstrations:

1. In the event that a violent demonstration, where injury to persons or damage to property appears imminent, **call 911** then **CWI Security 208.562.3333**.

If the demonstrators move into a building, do not provoke them in any way. Attempt to secure yourself in an office or classroom. Do not leave the building until assisted by local law enforcement personnel.

THREAT REPORTING

Everyone is responsible for reporting threats they have witnessed, received, or have been informed of that another third party witnessed or received. Absent an actual threat, any observed behavior regarded as threatening or violent, when that behavior is school related or might be carried out on campus or other location controlled by CWI, or is connected to CWI employment should be reported.

Occasionally, an individual's behavior or demeanor may cause fear or concern. In such cases, it is important to tell someone in authority so it can be documented, evaluated, and handled appropriately. If a member of the campus community is concerned about a threat or violence, they should document the reason for their concern and discuss it with their supervisor, administrator, department chairperson, campus security, student services, or human resources as appropriate.

Immediate and Imminent Threats:

1. Report immediate dangers to health and safety at **911**.
2. Report threats to **Campus Security at 208.562.3333** who will conduct an investigation.
3. Notify supervisor, administrator, department chairperson, student services or human resources.

NATURAL DISASTERS AND WEATHER RELATED EMERGENCIES

Earthquakes

Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case. The best protection during an earthquake is to take precautions before it occurs (e.g., secure or remove objects above you that could fall during an earthquake).

During an earthquake:

1. Remain calm.
2. If indoors:
 - Seek refuge under a desk or table or in a doorway and hold on.
 - Stay away from windows, shelves, and heavy equipment.
3. **Do not use elevators. An elevator may become inoperative and a trap.**
4. If outdoors:
 - Move quickly away from buildings, utility poles, overhead wires, and other structures.
CAUTION: Avoid downed power or utility lines as they may be energized.
 - Do not attempt to enter buildings until you are advised to do so by the proper authorities.
5. If in an automobile:
 - Stop in the safest place available as quickly as safety permits, preferably in an open area away from power lines and trees.
 - Stay in the vehicle for the shelter it provides.

After the initial shock:

1. Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.
2. Protect yourself at all times.
3. Evaluate the situation and **call 911** for emergency assistance, if necessary.
4. Do not use lanterns, torches, lighted cigarettes, or open flames, since gas leaks could be present
5. Open windows, etc., to ventilate the building. Watch out for broken glass.
6. If a fire is caused by the earthquake, implement the **Fire Procedures**.
7. Determine if anyone has been trapped in elevators or by falling objects. If so, **call 911** and then **CWI Security 208.562.3333**.
8. If the structural integrity appears to be deteriorating rapidly, evacuate the building.

Tornadoes

Tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornados may occur with little or no advance warning or siren activation.

A tornado watch is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. Under these conditions, keep informed by listening to radio or television.

A tornado warning indicates that a tornado has been sighted and poses a definite threat to a given area.

Possible signs of a tornado are:

1. Dark, often greenish sky.
2. Large hail.

3. Loud roar, similar to a train.
4. Cloud of debris (the tornado may not be visible).
5. Wind becomes calm and still.
6. Frequent lightning.
7. Tornadoes generally occur near the trailing edge of a storm.

Before a tornado:

1. Locate an accessible basement or corridor in your building.
2. Stay informed through local media sources on days when severe weather is expected.
3. Obtain a National Oceanic and Atmospheric Administration (NOAA) weather radio with a warning alarm tone and battery back-up to receive warnings.
4. Keep a reliable flashlight in your office/work area.

During a tornado:

1. Proceed to the basement of any building that has a basement or sub walk. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
2. In high-rise (four stories or more) buildings, vacate the top floor and move to a lower floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
3. Occupants of wood-frame or brick buildings with wood floors should leave the building and go directly to a more substantial concrete building, preferably with a basement.

Tune to the Emergency Alert System station on your radio or television for further information. Remain in place until police, fire, or other emergency response officials tell you it is safe to leave, or until information is announced through radio or television broadcasts alerting you that it is safe to leave.

Winter Storms

The College will make every attempt to maintain normal operations for the benefit of its students, faculty, and staff. Severe weather conditions may require the College to close for a period of time. The decision to close campus and cancel classes is made by the administration based on careful consideration of a variety of factors and conditions.

If the College decides to close the campus and cancel classes:

1. Notifications will be sent using the CWI Alert which includes notification by email, text, and voice message.
2. The information will also be posted on CWI's website at www.cwidaho.cc and communicated to the local television and radio stations, and will be periodically updated.
3. The decision to close the College applies to all campuses, off-campus centers, and sites.
4. Every effort will be made to ensure decisions on morning closures are communicated by 6:30 a.m., and decisions to close for night classes are communicated by 3:30 p.m.

The College serves a large area and recognizes that every employee and student has his or her unique circumstances associated with the weather.

Employees and students must assume responsibility for their own safety, and must use their own judgment regarding whether they should drive to CWI under varying weather conditions.