IDAHO STATE POLICE PROCEDURE

05.04 WORKPLACE EMERGENCIES

I. GENERAL

A. Personal safety is of paramount concern in reacting to any emergency. Due care must also be taken to avoid risk to others in dealing with emergency situations.

B. These procedures may require minor changes to ensure applicability to each Idaho State Police (ISP) facility. Refer to your district/work unit's Continuity of Operations (COOP) document for procedures unique to your work unit. ISP employees must attest to their understanding of this procedure during each annual performance evaluation.

II. EMERGENCY SUPPLIES AND INFORMATION

A. Each work unit supervisor must annually ensure the following are available and identify their locations:
   1. first-aid kit;
   2. flashlight:
      i. must be centrally located within the work area; and
      ii. must be in good working order;
   3. a diagram depicting primary and secondary evacuation routes posted near the entrance/exit doors

III. INTERNAL NOTIFICATION

A. Initiate emergency actions without further notification in situations you deem life-threatening.

B. If you feel emergency actions are necessary, immediately call 911

C. When 911 is dialed from an ISP VOIP phone, the following will be notified through a system-generated email message, which will indicate the employee's work district and program:
   1. Dispatch (RCCN or RCCS as applicable) will coordinate notification of necessary personnel;
   2. Ilets Control Center and
   3. HQ & DO Command Staff.

IV. THE PUBLIC ADDRESS SYSTEM (MERIDIAN FACILITY ONLY)

A. The public address system is for emergency notification only.

B. In an emergency, the Ilets Control Center staff makes an announcement over the public address system, providing instructions to employees.

C. The ISP Project Manager coordinates quarterly testing to ensure the system is operational.

V. TERRORIST/AGGRESSOR INCIDENTS

A. If you overhear or witness an individual making threats in or near an ISP facility, call 911.

VI. SUSPICIOUS OBJECTS

A. If you notice a suspicious and potentially hazardous article, package, or object, ensure everyone is evacuated from the immediate area.

B. Move 500 feet from the object and call 911.

C. When feasible, keep the object or area access in view and prevent others from entering the area until emergency responders arrive.

D. Avoid making any radio transmissions within 200 feet of the object.

E. Personnel must handle, transport, or dispose of explosive or hazardous materials only in accordance with applicable training.

VII. BOMB THREATS

A. If you receive a bomb threat by telephone:
1. keep the person on the telephone as long as possible;
2. signal a co-worker to help you notify your supervisor or designee;
3. get as much information as possible concerning the device and the caller;
4. after ending the telephone call, immediately notify your supervisor or designee;
5. the supervisor or designee must contact any HQ Captain, a Major, the Deputy Director, or the Investigations office to assist with the assessment of the immediate threat.

B. If you receive a bomb threat in writing or in person:
1. immediately notify your supervisor or designee;
2. the supervisor or designee must contact any HQ Captain, a Major, the Deputy Director, or the Investigations office to assist with assessment of the immediate threat;
3. complete a “Bomb Threat” card;
4. save all material, including any envelope or container; and
5. avoid any unnecessary handling of the material.

VIII. HANDLING SUSPICIOUS MAIL

A. If you process and distribute mail, wear surgical gloves when handling and opening mail.

B. Do not open any package you consider suspicious for any reason. Call your supervisor or designee, who must notify the chain of command to determine further action as necessary.

C. If you open a letter or package and something suspicious leaks out or there is a threat letter inside, carefully put the letter or package down, don't move it, and:
   1. leave the immediate area and have anyone else in the immediate area leave and carefully close the door;
   2. contact your supervisor or designee; and
   3. remain nearby and prevent others from entering the area where the mail was left.

D. Threatening letters are investigated as crimes. Call your supervisor or designee, who must notify the chain of command to determine further action as necessary.

IX. MEDICAL EMERGENCY

A. If you are the first employee on-scene at a medical emergency
   1. First, survey the scene for further hazards.

   2. Determine the person's medical condition.

B. 3. Shout for help, then instruct someone nearby to dial 911 to request medical assistance and retrieve an AED, if applicable.

C. 4. Designate someone to meet EMS where designated and take them to the emergency site.

D. 5. Do not move the victim unless absolutely necessary.

E. 6. Give immediate aid to the victim within the limits of your training.

X. SEVERE WEATHER

A. Unless otherwise instructed, in the event of weather severe enough to require action other than evacuation of the building, remain in the office area.

B. Stay away from windows and other areas that might represent hazards due to flying debris.

C. Seek shelter under a steel-framed doorway, desk, table, or other heavy item of furniture.

XI. EARTHQUAKE

A. In the event of an earthquake, remain in the office area.

B. Seek shelter under a steel-framed doorway, desk, table, or other heavy item of furniture.

XII. FIRE OR STRUCTURAL FAILURE

A. If you notice a fire, structural failure, or any immediate hazard requiring evacuation, pull the fire alarm and dial 911 to report the fire.

B. Each evacuating employee must:
   1. remain calm;
   2. assist nearby impaired individuals to evacuate the building;
   3. immediately report to your supervisor or designee at the designated marshaling area;

C. The supervisor or designee is responsible for all staff and reports the accountability status to emergency responders.

D. Every reasonable effort must be made to notify others in the building without compromising personal safety.

XIII. AFTER HOURS/WEEKEND EMERGENCY ACTIONS

A. Limited on-site resources exist for immediate response to emergencies prior to 8:00 A.M., after 5:00 P.M., or during weekends and holidays.

B. Medical emergency:
   1. dial 911; and
   2. provide the dispatcher for the responding agency with any requested information.

C. Fire or other structural emergencies:
   1. pull the nearest fire alarm;
   2. dial 911 to report the emergency and location; and
   3. follow normal evacuation procedures.

D. Possible intruder:
   1. if possible, lock any door between you and the possible intruder;
   2. dial 911; and
   1. provide the dispatcher for the responding agency with any requested information.

E. Suspicious object or bomb threat:
   1. dial 911; and
   2. follow the procedures in sections F. and G. above.

F. Notify the Deputy Director of the emergency through the chain of command as soon as the emergency allows.