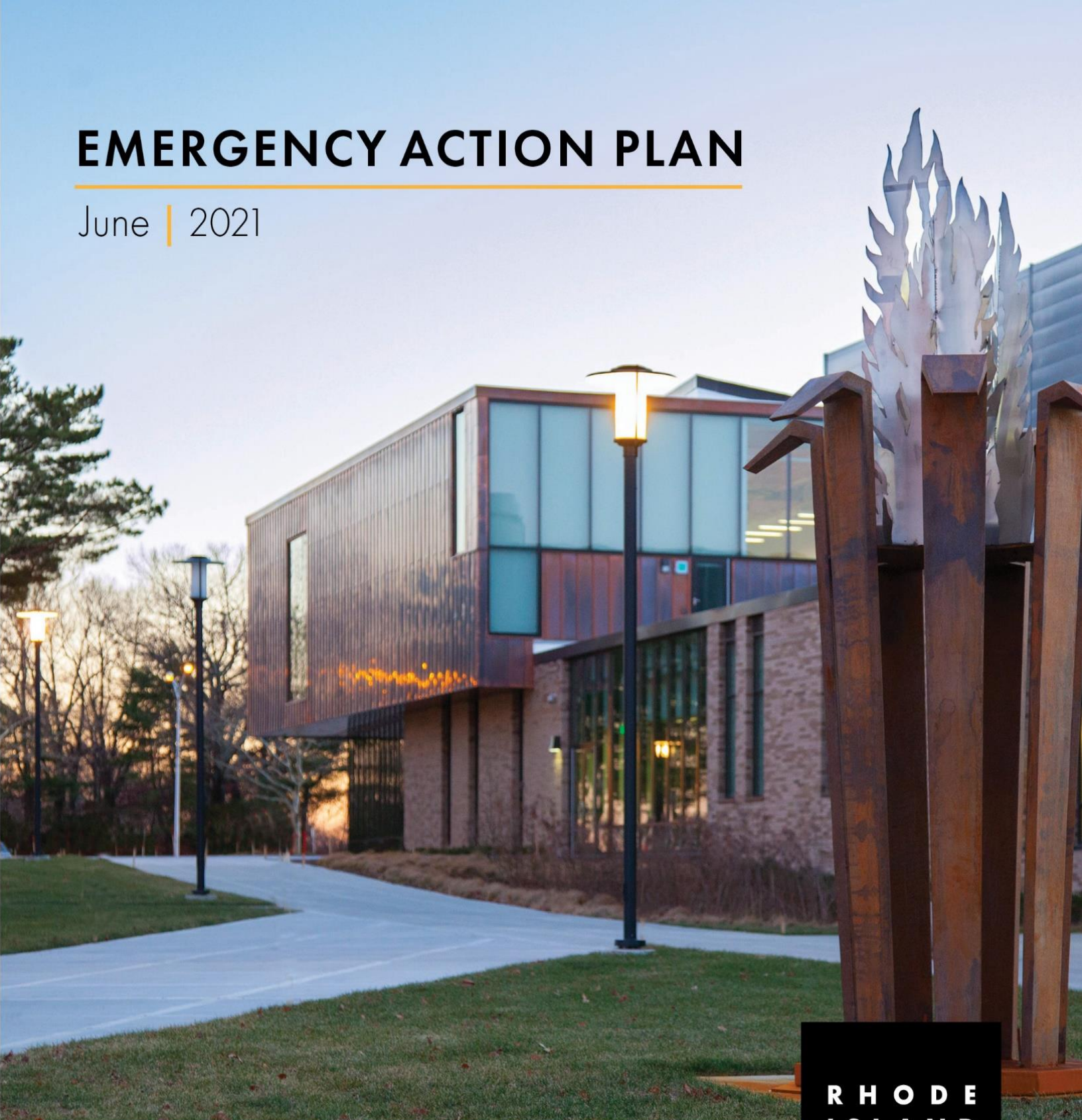


EMERGENCY ACTION PLAN

June | 2021



**R H O D E
I S L A N D
C O L L E G E**

**Department of Security and Safety
Campus Police**

401-456-8888

Welcome Center

600 Mt. Pleasant Avenue

Providence, RI 02908

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1.0 Introduction

1.1 Purpose

The Rhode Island College (RIC) Department of Security and Safety has developed this Emergency Action Plan (EAP) to establish the requirements and procedures necessary for Department of Security and Safety and School Administration staff to respond to a variety of anticipated campus emergencies. This Plan is designed and implemented to ensure conformance with the requirements of the Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.38 by communicating the specific campus procedures to ensure the safety of all employees.

The evacuation of any of the Rhode Island College facilities presents unique situations and challenges. Some buildings may house only one department or college office, whereas other buildings may contain business space for numerous departments. Additionally, the space occupied in the buildings may contain a wide range of uses including administrative office space, classroom space, lecture halls, conference rooms, laboratories, academic office space, etc. Therefore, the specific procedures may vary from building to building and depending on the specific emergency at hand. A major challenge for the successful evacuation of any of the Rhode Island College buildings is that the population of the building could change every hour. It is difficult to know at any given time the exact number of occupants in any of the Rhode Island College buildings.

This plan is designed to address these concerns, and to be used as a resource to provide important information that will assist in the safe evacuation of campus facilities. The purpose of an Emergency Action Plan (EAP) is to protect employees from serious injury, property loss, or loss of life in the event of an actual or potential emergency action, and to meet our regulatory compliance requirement. If further assistance is needed, contact **Rhode Island College Campus Police at 401-456-8888**.

1.2 General Procedures

It is impossible to provide specific information for all situations. There is no guarantee that this plan will provide perfect response to disasters or emergency incidents, and it may not be practical or possible to implement in every event. Therefore, this Plan serves as a guide for employees to use to familiarize themselves with basic emergency planning, response, and evacuation. Emergency events are situation(s) that threaten the health or safety of Rhode Island College employees, students, visitors, vendors, contractors, or the public/surrounding areas, disrupts or shuts down college operations, or causes physical or environmental damage to our campus or community.

1.3 Pre-planning

Preparation will increase the margin of safety in an emergency. Rhode Island College will take the following steps to ensure safe evacuations:

- Train Department of Security and Safety and School Administration staff in ways of assisting others;
- Inform Department of Security and Safety and School Administration staff how to communicate in an emergency;
- Assign specific tasks to Department of Security and Safety and School Administration staff;
- Identify employees with specific needs; and
- Provide a building specific plan.

Evacuation route maps are posted in most buildings on campus with building specific evacuation routes, rally points, etc. where applicable. Employees should know at least two evacuation routes. Primary and Secondary evacuation routes are provided.

2.0 Scope

For the protection of employees, an Emergency Action Plan (EAP) is a requirement of OSHA under 29 CFR 1910.38. The procedures outlined in this EAP may also prove effective in the protection of students, visitors, and contractors. Rhode Island College must review this EAP with each employee upon their initial assignment. Additional review is required if the Plan is changed or if the employees' responsibilities under the Plan change. This written plan shall be made available for employees to review and plan for their evacuation in the event of certain emergencies.

The emergency response procedures herein have been created to ensure that all Department of Security and Safety and School Administration staff are knowledgeable of the all-hazard plan involving potential threats in and around campus to include emergency alarms, evacuation routes, exit locations, and personnel accounting practices.

2.1 Compliance

Rhode Island College Department of Security and Safety and School Administration staff shall comply with the procedures and practices placed upon them with regard to emergency response and evacuation by this plan. All activities conducted during an emergency event, as well as any emergency drill, must be in accordance with the requirements and limitations outlined within the plan. As indicated above, the procedure meets or exceeds the OSHA compliance guidance of 29 CFR 1910.38: Emergency Action Plan.

3.0 Roles & Responsibilities

Rhode Island College has designated the Director of Security and Safety/Chief of Campus Police as the primary Emergency Coordinator and the Assistant Director of Security and Safety/Deputy Chief as the secondary Emergency Coordinator. Their authority concerning the execution of the Emergency Action Plan entails the direction and management of all emergency response activities and designation of facility resources.

The Emergency Response Coordinators, as well as additional internal identified emergency management personnel, have been supplied with appropriate communication devices (e.g., two-way radio, or cellular phone) to ensure timely and unencumbered access and communication in the event of an emergency. Telephone contact numbers for each, as well as external response organizations, are contained in the Rhode Island College office of Security and Safety and Campus Police. There is also a list of emergency contacts in **Appendix A** of this plan.

3.1 Emergency Coordinator(s)

- Ensure the Emergency Action Plan is reviewed annually and revised as necessary;
- Make updated copies available to all employees;
- Plan training exercises/drills for the Department of Security and Safety and School Administration staff to test evacuation plan;
- Instruct and train personnel of their duties;
- Determine method of monitoring for emergencies;
 - Direct all initial emergency actions including the following:
 - Assign tasks to personnel to carry out specific actions.
 - Order evacuation, if deemed necessary.
 - Take any other action necessary to protect life.
- Provide status and other reports to the President, or their designee, or to the Emergency Response Team (ERT);
- Assess nature and extent of all emergencies; and
- Assume initial control of all emergency actions until local emergency personnel arrive.

3.2 Directors/Manager/Supervisors

- Instruct personnel of their duties;
- Plan training exercises to test evacuation plan;
- Determine method of monitoring for emergencies;
- Direct all initial emergency actions including the following:
 - Assign tasks to personnel to carry out specific emergency actions;
 - Order evacuation, if deemed necessary; and
 - Take any other action necessary to protect life.
- Assess nature and extent of all emergencies.

3.3 Emergency Officers

The Director of Security and Safety, through the respective Directors/Managers/Supervisors, will assign employees the duties and responsibilities of Emergency Officers to assist during emergencies. **Appendix C** of this Plan may list Emergency Officers designated at the College. Responsibilities may include:

- Obtain recommended training;

- When the alarm activates, quickly check rooms on their floor as they exit the building;
- Advise anyone seen of the need to evacuate;
- Assist persons who need assistance;
- Once out, advise Rhode Island College Department of Security and Safety and Campus Police personnel and/or emergency responders of anyone remaining in the building; and
- Keep occupants from re-entering building until advised by emergency personnel that re-entry is allowed.

3.4 Emergency Response Team (ERT)

In the event of a crisis incident, the Rhode Island College Campus Police will notify the Vice President of Administration and Finance, who will convene the Emergency Response Team (ERT). The ERT is comprised of members from Rhode Island College administration and selected department heads.

The core members of the team are as follows:

- President and/or designee(s)
- Provost and Vice President for Academic Affairs and/or designee(s)
- Vice President of Administration and Finance and/or designee(s)
- Vice President for Advancement and/or designee(s)
- Vice President for Student Success and/or designee(s)
- Executive Director of Strategic Initiatives and/or designee (s)
- Executive Director for External Relations and Communications and/or designee(s)
- Director of Security and Safety/Chief of Campus Police and/or designee(s)

The ERT will be assembled to address the immediate crisis and disband when the crisis has ended and normal operating systems are in place.

The ERT's role is to support the emergency field operations from the Emergency Command Center (ECC). The ECC will be located in Board of Governors Room, Roberts Hall 400 or an alternate location selected by the team.

The ERT will not respond to the scene nor will they manage the initial response to an incident. It is the responsibility of emergency responders at the scene to isolate, contain, and neutralize the incident.

The ERT will be responsible for managing and directing the activities of the various departments that will be involved in emergency response and recovery. During the initial stages of the crisis, the ERT will be responsible for providing resources for field operations when requested. It is the responsibility of the person(s) in charge of the scene to communicate with the ERT to provide status reports and to inform the team as to what resources are needed.

The following are examples of events that may be designated as an emergency event that would activate the ERT. These are merely examples and do not constitute a comprehensive list of possible crisis events.

- Fire, explosion, hazardous substance spill or release, or other damage to campus property which may require closing the site temporarily or permanently.
- Long term failure of utility systems to the extent that one or more buildings are without service.
- An event resulting in or with the potential for fatalities or serious injuries.

4.0 Emergency Alert/Notification

4.1 Notification of Emergency Warning

Rhode Island College employees, students, contractor, or visitors discovering, identifying, or gaining knowledge of an actual or potential emergency condition on campus may actuate an alert through the Rhode Island College Campus Police Emergency Dispatch or other alarm system (See **Section 4.2 & 4.4**) when they observe a hazardous situation that threatens any employee, student, contractor, or visitor, or where such a hazard could disrupt or shut down an operation or cause physical or environmental damage to the campus.

Emergency notification may be made from any of the following sources: campus siren (Blue Lights), RIC Alerts via text message/e-mail, radio or television, fire alarms, smoke alarms, sprinkler alarm systems, web/internet, or Rhode Island College Department of Security and Safety and Campus Police. A person receiving notification of an emergency should immediately report the emergency and notify other employees (e.g. Yell “Fire!,” pull building alarm, call 911 or 401-456-8888, etc.), and inform their immediate supervisor (if applicable) who will continue notification up the Chain of Command.

If an emergency condition is encountered by any employee or student, and the time delay caused by notifying Rhode Island College Campus Police could result in injury or loss of life, go to the nearest manual pull fire alarm located at facility exits and activate the alarm, or go to the nearest Blue Emergency Phone. Once the alarm is activated, stay at the location until authorities arrive and provide them with information.

Note: *The building emergency alarm system is reserved for total evacuation of the building.*

4.2 Emergency Alarms and Advisories

Sprinkler Alarm – Smoke Detection – Fire Alarm – Fume Alarm – Boiler Alarm – Gas Alarm

In the event of a fire, water flow from sprinkler and/or HVAC smoke detection systems and the alarm **will activate automatically**. Once the alarm is activated, it is received at the Rhode Island College Campus Police where Dispatch will send an Officer to the scene. Manual alarms, pull stations, or break glass models are located on each floor and at the exits of campus buildings.

RI Fire Code:

It is illegal to give, signal, or to transmit a false alarm. It is illegal to interfere with the travel or duties of emergency response professionals, such as fire fighters.

4.3 Homeland Security Advisory System (HSAS)

HSAS is the national advisory system that provides a means of disseminating information regarding the risk of terrorist acts.

LOW CONDITION - GREEN

Low risk of terrorist attacks. The following Protective Measures may be applied:

- Refining and exercising preplanned Protective Measures;
- Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures; and
- Regularly assessing facilities for vulnerabilities and taking measures to reduce them

GUARDED CONDITION – BLUE

General risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with necessary information.

ELEVATED CONDITION – YELLOW

Significant risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Increasing surveillance of critical locations; Coordinating emergency plans with nearby jurisdictions;
- Assessing further refinement of Protective Measures within the context of the current threat information; and
- Implementing, as appropriate, contingency and emergency response plans

HIGH CONDITION - ORANGE

High risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies;
- Taking additional precaution at public events;
- Preparing to work at an alternate site or with a dispersed workforce; restricting access to essential personnel only.

SEVERE CONDITION - RED

Severe risk of terrorist attacks. In addition to the previously outlined Protective Measures, the following may be applied:

- Assigning emergency response personnel and pre-positioning specially trained teams;
- Monitoring, redirecting or constraining transportation systems;
- Closing public and government facilities

4.4 Emergency Telephone System



Rhode Island College has installed, in strategic locations, Blue Light Emergency phone system to address the safety and security needs for the campus. The Blue Light solutions integrate interactive voice with other common security technologies.

For emergencies, use the Emergency Telephone System in the following manner:

- Push and hold the button until you hear the phone ring.
- Rhode Island College Campus Police will answer.
- Speak calmly into the speaker, your location is already known, however provide the emergency location if different than your current location.
- Remain at the phone if it is safe to do so until Rhode Island College Campus Police arrive.

4.4.1 Siren (Blue Lights) Testing

The exterior warning siren is tested periodically. Dates and times will be provided to all regarding these tests. A message before the test will be sent stating, "THIS IS A TEST" and after the test is completed, "THE TEST IS COMPLETED".

4.5 Emergency Procedures Placard

The Emergency Procedures Placard system contains instructions to assist members of the Rhode Island College campus in responding to a variety of emergencies. The most important information you can use in an emergency is the number to contact Emergency personnel, (e.g.; 911 or 401-456-8888) shown here, and shown in the bottom corner of the placard. It's suggested that you program the emergency and non-emergency numbers into your cell phone for your use, if and when emergencies occur.

5.0 Emergency Evacuation

5.1 Evacuation Routes and Assembly Points

A map of evacuation routes is displayed in most buildings throughout the campus at all exits or exit ways. Each map shows the primary and secondary way to an exit, the assembly point for that location, shelter in place locations, and emergency numbers. It will be the responsibility of the supervisor to inform employees of these evacuation requirements. Rhode Island College Campus Police shall verify that the signs are in place and up to date.

NOTE: *Removing emergency exit maps or defacing them is a violation of the Rhode Island Fire Code and will result in immediate disciplinary action, which may include dismissal.*

5.2 Building Evacuation Notification

Building evacuations can be set in motion several different ways, including activation of smoke/fire alarms, activation of sprinkler system, activation of a pull station, or even when a person witnesses an emergency outside of the facility and pulls a fire alarm to obtain emergency assistance. Therefore, when necessary, due to a fire or other hazard, or if directed to do so by a designated emergency official, activate the building fire alarm as you exit the building to ensure everyone is out. Be aware of people with disabilities in your area who might require assistance in an emergency evacuation, and be prepared to render assistance if necessary.

5.3 Building Evacuation

A Rhode Island College Campus Police Officer will assess and secure the scene, make the preliminary evaluation, notify dispatch to contact the appropriate authorities for assistance (e.g., medical, fire, additional police assistance, and the Primary and Secondary Emergency Coordinators), and provide a detailed verbal report of the situation. Where the scene requires additional emergency assistance, the Rhode Island College Campus Police Officer will advise emergency dispatch, after consulting with the Emergency Coordinators, and determine the necessity for building and/or campus evacuation based upon the location, type of hazard, magnitude, and associated hazards involving the emergency event.

The Rhode Island College Campus Police Dispatcher/Desk Officer shall, after being advised, provide emergency notification, approved by the Emergency Response Team siren, email, and/or text. Once the alarm is activated, conduct the following if safe to do so;

- Prior to leaving your area check to see if anyone needs assistance, close all doors as you evacuate.
- If a delay in exiting the building is observed, evacuate the facility and notify Rhode Island College Campus Police or emergency services where you last saw the person.
- If the primary evacuation route is blocked or obstructed, utilize the secondary evacuation route for the given work area or location as indicated on the posted emergency exit floor plan, located at the facility exits.
- Department Directors/Managers, Area Coordinators, Emergency Evacuation Officers, and
- Rhode Island College Campus Police shall assist with evacuations in their specific areas of responsibility, when present.

Upon exiting the building, all personnel shall proceed to their designated evacuation Assembly Point (AP) for personnel accountability by the specific Area/Department Director/Manager, Area Coordinator or Emergency Evacuation Officer (EEO). Each Area/Department Director/Manager, Area Coordinator or EEO will report to the Emergency Coordinator or their designee on scene and provide the head count. Personnel evacuation roster forms can be found in **Appendix B** of this Plan. These may be utilized for accounting for personnel during emergency evacuations.

All employees shall remain in their designated evacuation assembly points until further direction is provided or released by the Emergency Coordinator or their designee.

NOTE: No employee after an evacuation will re-enter the facility until approved by the Emergency Coordinator or Authority Having Jurisdiction (AHJ) over the emergency.

- Building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel.
- If necessary, or if directed to do so by a designated emergency official, activate the building alarm as you exit the building.
- Assist persons with disabilities if safe to do so. If unable to assist, notify emergency personnel of the location & number of disabled persons located in your area.
- Area coordinators are to utilize their emergency evacuation personnel rosters to account for persons in the building. Area coordinators then report any known missing persons to emergency personnel.

5.4 Emergency Action

- When the alarm sounds, leave the building immediately.
- Alert others to the emergency and ask if they need help in evacuating.
- Do not use elevators unless instructed to do so by emergency personnel.

Boiler Plant personnel are identified under OSHA and Rhode Island College as critical plant operators. These persons have specific procedures (an internal document) as to their reaction to an emergency alarm situation.

Rhode Island Fire Prevention Code: Drills shall be held at frequencies determined by the occupancy of the building.

5.5 Persons with Disabilities

Each person has different skills and abilities which may call for specific provisions for individuals with disabilities in the event of an emergency. ***An employee with a disability is responsible for informing their department administrator, or immediate supervisor, that he/she will require assistance during an evacuation.*** It is important not to assume that persons with obvious disabilities need assistance, or to assume what type of assistance they may need. *If you require special handling in regard to your disability make sure you advise your REC, Director/Manager/Supervisor, or contact the Rhode Island College Campus Police Department. If you wish to have assistance in preplanning, please call Rhode Island College Campus Police at 401-456-8888.*

It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells (Shelter in Place) and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency. Persons with disabilities must review and remain aware of the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. At times, assistance from others may be needed. Individuals with disabilities may seek assistance (escorts) from others in their classes or work areas if emergency evacuation becomes necessary. Faculty members who have students with disabilities in their classes shall discuss emergency evacuation procedures with these students ahead of time.

Evacuation of individuals with mobility limitations during an emergency is an area of concern. Most elevators will not operate and should not be used during a fire or evacuation. Ensure you are aware of the Shelter on Place Area inside the fire-resistant stairwell of your facility.

NOTE: The Shelter in Place Area assistance shall have direct access to an exit, where those who are unable to use stairs, or who are unable to navigate the emergency route, may remain. All wheel chaired person(s) shall, if at all possible, be positioned on the first floor of the resident halls.

Examples of shelter in place locations are:

- One-hour fire-resistive hallway adjacent to an exit.
- Vestibule located next to an exit enclosure.
- Stairway landing within a smoke proof enclosure.
- Position the person so they do not obstruct the exit.

It is extremely important that the individual not be moved unnecessarily and improperly, possibly causing further physical injury. If there is imminent danger and evacuation cannot be delayed, persons with disabilities may need to be carried or helped from the building in the best and fastest manner possible. The individual is the best authority as to how to be carried or helped from the building. Professional emergency personnel should assist in the evacuation if time permits.

Most people with vision limitations will be familiar with their immediate area at a given time. In the event of an emergency, tell the individual how and where to exit. Have the person take your elbow and escort them, if they give permission. As you walk, tell the person where you are and advise them of any obstacles. When you reach safety, orient the person to where they are and ask if any further assistance is needed.

Since a person with impaired hearing may not perceive audio emergency alarms, an alternative warning technique is required. Two methods of warning are:

- Write a note advising them of the emergency and the nearest evacuation route.
- Turn the light switch on and off to gain attention, and then indicate through gestures or in writing what is happening and what to do.
 - It may be prudent to escort the person with a hearing impairment as you leave the building.

Department Directors/Managers/Supervisors should discuss emergency procedures with individual employees who have disabilities or those who have informed them of any special needs. It must be determined what assistance they may need and how they communicate best.

If a person remains in an area other than a designated **Shelter in Place**, then they must inform evacuating building occupants of their location. Rhode Island College employees are not expected to endanger their own lives to assist with the evacuation of an employee, student, or visitor. However, if an employee assists a person with mobility impairment to a designated area, or is informed of a mobility impaired person remaining in a designated area, they must immediately inform responding emergency personnel or building representatives of the location of the person. Emergency personnel will evacuate the mobility-impaired person(s) as necessary.

5.5.1 Evacuation Procedures for Students with Disabilities

Escorts should remain with students requiring assistance while the RA/REC or other students meet emergency personnel to tell them the student's location.

If a fire alarm sounds and you are in your room and you are **UNABLE to evacuate without assistance:**

Call Rhode Island College Campus Police at 911/401-456-8888. Tell them:

1. A fire alarm is sounding at your location
2. That you have a special need or disability and need assistance
3. The name of your building and your room/apartment number
4. If a rescue is necessary, the local fire department will make every effort to evaluate and attempt a rescue. Be prepared to explain the quickest way to disengage any equipment to facilitate the evacuation and give any other necessary instructions. Evacuation will only occur if necessary.

Note: The Rhode Island College Campus Police, Emergency Management Office, and housing will be provided with the room numbers of students with mobility impairments.

If a fire alarm sounds and you are in your room and you **DO NOT need assistance:**

1. Never use the elevators;
2. Feel your door before opening it;
3. If the door is hot, do not open it. If possible, place a towel under the door and wait by the window so you will be spotted by anyone attempting to see if the room is occupied; and
4. If you are able to safely leave, call Rhode Island College Campus Police to inform them that you are okay and out of the building.

If a fire alarm sounds in **ANY BUILDING and you're on campus:**

1. Never use the elevators.
2. If you cannot safely reach a ground floor and exit, go to the nearest designated area of safe refuge, which may be either:
 - a. Stairwell landings;
 - b. Elevator access areas; or
 - c. An area that is visible from the outside (window/terrace) by rescue personnel.
3. If the area of refuge has a call button, push and activate it.
4. Have someone, if possible, notify the fire command officer that there is someone needing assistance and have them give your/ location. It is advisable that you prearrange some of this prior to any emergency. Contact Disability Services for assistance with coordinating faculty and staff.
5. If you have a call phone, call Rhode Island College Campus Police at 911 or 401-456-8888. Tell them:
 - a. A fire alarm is sounding in the building;
 - b. That you have a special need or disability and need assistance; and

- c. The name of your building and your approximate location.

Please be aware of your surroundings and your limitations and ask for assistance and guidance when pre-planning your emergency evacuation procedures.

Rhode Island College Campus Police: 401-456-8888

6.0 Shelter In Place

In the event of severe weather, the Rhode Island College Campus Police will provide a RIC Alert via email and/or text message to students, staff and faculty, and area coordinators to relocate personnel to pre-determined shelter locations nearest their work station at the time of the emergency event, *if time permits*. Each floor evacuation map for all of the facilities has prescribed severe weather "Shelter-In-Place" locations.

You may be required to Shelter-In-Place for events such as a tornado, severe weather, building intruder, or hazardous materials release. When notified, you should seek immediate shelter inside a building or residence hall, preferably in a room with no windows. All personnel shall remain in their designated shelter-in-place locations until released by the Emergency Coordinator, Fire Department, or Police. If evacuation of the facility is ordered, follow all general evacuation procedures. If evacuation during severe weather is needed, secondary locations will be provided.

Pre-determined severe weather messages will be provided by the Campus Police Dispatcher/Desk Officer via texting and/or email.

How would I be notified?

1. Campus Emergency Notification System.
2. Text messages, webpage, and/or loudspeaker announcements.
3. Observe or sense dangerous air conditions.
4. Notification from residence hall staff, RA's, or emergency personnel.

Additional Actions:

5. Close all doors and windows to the outside.
6. Do not use elevators as they may pump hazardous air into or out of the building.
7. If applicable and if possible, close and/or seal vents & ducts in the event of hazardous substance release(s).
8. Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

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 text message, radio or television broadcasts alerting you that it is safe to leave.

7.0 Fire(s)

Any person observing a fire, of any size, inside the Rhode Island College or an uncontrolled fire on the outside of a campus facility shall:

- Inside the facility – go to the nearest exit, pull the fire alarm, and evacuate.
- Outside of the facility – contact the Emergency Dispatch and provide location of the emergency and injuries.

Give Rhode Island College Campus Police the following information during your call:

1. Name of the building;
2. Location of the fire within the building;
3. Cause of fire, if known;
4. Any hazardous/flammable materials in the area; and
5. Any known injuries.

Evacuate the building following the established Fire Evacuation procedures. Know the location of fire exits and alarm systems in your area and know how to use them.

If you become trapped in a building during a fire:

- **Stay calm**, and take steps to protect yourself;
- If you are caught in a building, go to the nearest room; be sure you shut the door behind you.
- Stuff items (preferable wet) under and around the door to prevent draft and keep smoke out.
- Stay where rescuers can see you through the window and wave a light-colored item to attract their attention.
- **Note:** *If you are on the first floor and trapped in a room break the window, place something over the windowsill and crawl out of the window.*

The following procedure(s) provides a scope of the requirements that each department director/manager/supervisor shall ensure:

- All transport, handling, use and/or storage of flammable and combustible liquids (e.g., paints, lacquers, solvents, fuels, etc.) is conducted in accordance with OSHA 29 CFR Parts 1910.106.
- General housekeeping practices shall ensure that all electrical boxes, conduits, and transformers are maintained free of accumulations of dust and combustible debris such as rags, paper, cardboard, and solvents to prevent or eliminate fire.
- Hot Work Permit use shall ensure that all welding, cutting, brazing, and grinding of metals is conducted such that no combustibles are located within 35 feet, or they are covered and protected, and a fire watch provided.
- General housekeeping practices shall ensure that all combustible waste materials such as paper, cardboard, rags, etc. are maintained in proper receptacles, and all incidental spills of flammable or combustible liquids such as solvents, lacquers, thinners, etc. shall be immediately cleaned up to prevent fire.
- Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires.
- Employees must be familiar with the fire alarm and evacuation signals along with their duties in the event of a fire alarm, which includes knowledge of evacuation routes, areas of refuge, and exterior assembly areas.

8.0 Explosion

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

- Immediately take cover under tables, desks, etc., which will provide protection from falling glass or debris.
- Phone 911/ 401-456-8888

Give them the following information:

1. Location.
2. Area where explosion occurred.
3. Cause of explosion, if known.
4. Any known injuries.

Ensure the dispatcher has gotten all requested information before hanging up. Evacuate the area as soon as it is safe to do so, following established building evacuation procedures. If you or another person is injured, make sure Rhode Island College Campus Police is notified of this. Keep the person calm until emergency personnel arrives.

9.0 Medical Emergency or Fatality

After being requested, Emergency Dispatch shall summon medical responders to medical emergency locations and dispatch a Rhode Island College Campus Police Officer to provide a report on specific details as to the location, type, and severity of the medical event. If the event creates an emergency action profile, the Emergency Coordinators shall be notified through the Rhode Island College Campus Police Dispatchers. If on campus, trained Rhode Island College Campus Police Officers shall respond to assist with medical events until off-campus emergency medical services (EMS) arrive.

The individual making the call should continue to stay on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person, so that information can be forwarded to the responding emergency personnel.

The Providence & North Providence Fire Department maintains an Advanced Life Support Transport Service. Medical emergencies shall not be transported in personal or Rhode Island College vehicles. Rideshares, taxis, or other public transport should also not be used. The emergency personnel are on call 24 hours a day.

When an employee is injured, the employee's supervisor, for all incidents that are job related, must complete an Employer's First Report of Injury/Illness Accident form. An Accident Report must be filed on all student accidents causing injuries. Copies of employee reports are sent to the Human Resources and Medical Services.

9.1 First Aid

Only personnel properly trained may provide first-aid.

If you provide first aid, consider the following:

- Is immediate action necessary to save a life?
 - Call 911/401-456-8888
- Do you have the right supplies to respond?
 - If not, call 911/401-456-8888
- Is it safe for you to respond?
 - If not, call 911/401-456-8888

When requesting emergency personnel:

- Dial 911/401-456-8888
- Provide the following information:
 - Name & contact information;
 - Location of emergency (as specific as possible – building, room number, etc.);
 - Explanation of accident/injury;
 - Number of person(s) involved, if known; and
- Notify supervisor(s)/manager(s).



10.0 Criminal and Violent Behavior

The Rhode Island College Campus Police and Department of Security and Safety provides fully accredited police services to all personnel at Rhode Island College. For your assistance and protection, the department is staffed 24/7 throughout the year.

10.1 Reporting Criminal Behavior

Rhode Island College Campus Police can respond to you faster than any other department or agency in an emergency, therefore in an emergency on campus, dial **401-456-8888**. In any event, if the crime is an emergency that would require immediate police and/or medical response, dial **911**.

10.2 Victim or Witness

If you are a victim or a witness to any in-progress criminal offense, report the incident as soon as possible by dialing 911. You should attempt to provide as much of the following information as possible:

1. Nature of the incident. **MAKE SURE** the dispatcher understands that the incident is in progress!
2. Location of the incident.
3. Description of suspects involved.
4. Injuries that have occurred.
5. Description of any weapons involved.
6. Description of property involved.

Stay on the line with the Rhode Island College Campus Police Dispatcher/Desk Officer until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

10.3 Reporting Crimes

10.3.1 Emergencies or Crimes in Progress

If you are witnessing a crime in progress dial **401-456-8888**. If the crime is an emergency that would require immediate police and/or medical response, dial **911**.

The below information will be helpful in reporting any ongoing or witnessed crimes on campus:

Person's Description and Activity:

Height: _____	Clothing: _____
Weight: _____	Weapons: _____
Sex: _____	Type (Circle): Handgun or Long weapon
Complexion: _____	Other: _____
	Location: _____

Direction of travel: _____
 Street or route number or name : _____

Vehicle:

Color	Year	Make	Model	License
Observed Damage or Markings: _____				

DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.**10.3.2 Reporting Non-Emergency Crimes**

If you have become a victim of a crime and it is not an emergency or life-threatening situation, contact Rhode Island College Campus by dialing 401-456-8888 or 911. Be prepared to provide at least the following information:

1. Your name.
2. Your address.
3. Your telephone number.
4. A brief synopsis of what occurred.
5. Your exact location at the time of the call (room #, apartment #, campus building, etc.).

10.4 Emergency Telephone System

For emergencies, use the Emergency Telephone System in the following manner:

- Push and hold the button until you hear the phone ring.
- Rhode Island College Campus Police Dispatch will answer.
- Speak calmly into the speaker, your location is already known, however provide the emergency location if different than your current location.
- Remain at the phone if it is safe to do so until Rhode Island College Campus Police arrive.

11.0 Active Shooter

An active shooter is a person who appears to be actively engaged in fatally harming or attempting to fatally harm people in a populated area; in most cases shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. The following provides guidance to faculty, staff, and students who may be caught in an active shooter situation and describes what to expect from responding police officers.

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

NOTE: Once you have information that a shooter is on campus IMMEDIATELY TURN YOUR CELL PHONE ON VIBRATE

If an active shooter is outside your building make every attempt to:

- Proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible.
- Get everyone down on the floor and ensure that no one is visible from outside the room. If the room door has a window, do not cover it, it is a giveaway that someone is in the room, barricade the door with desk and chairs. Place yourself on the floor against the wall of the door.
- One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; Remember, KEEP QUIET.
- Remain in place until Rhode Island College Campus Police, local police, or a campus administrator known to you, gives the "all clear."

Extremely Important Note: Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a Rhode Island College Campus Police officer or other local/state law enforcement official.

If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph.

If your room cannot be locked:

- Determine if there is a nearby location that can be reached safely and is secured;
- If you do not know where the shooter is do not exit the building by running down the hallway, exit through a window; and
- If you decide to move from your current location, be sure to follow the instructions outlined below.

If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911 call can be determined without speaking.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure

you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

What to expect from responding police officers:

Officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers may be in teams of two or more. They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

12.0 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.

12.1 Bomb Threat Notification

When receiving a call and the caller states that there is a bomb in the facility, **IMMEDIATELY** start to ask them questions regarding the following information on the bomb checklist. The bomb checklists should be positioned on each desk that has a phone. (Bomb Checklist is located below.)

Once the caller hangs up the phone, make sure you do not hang up the phone.

Perform the following:

- Go or get someone else to go to another phone and contact Rhode Island College Campus Police Department at 401-456-8888.
 - **Do not use your Cell Phone.**
- Provide as much detail regarding the bomb threat notification.

The Campus Police Dispatcher/Desk Officer will contact the Patrol Supervisor or Senior Patrol Officer and provide a **Code Red Alert** and the name of the building or location the bomb threat indicated it was in. All officers will locate away from the building in question and meet the Patrol Supervisor to assess the situation and contact the Emergency Coordinators.

Rhode Island College Campus Police, when requested, will contact the Rhode Island State Police and provide specific details regarding the bomb threat and request assistance where necessary for disposal.

- Follow all Building Evacuation Procedures when advised to do so.
- Pay particular attention to background noises, such as running motors, music, or any other noises that may indicate the location from which the call is being made.
- Listen closely to the voice to determine voice quality, accents, speech impediments, gender, or any unusual characteristics.
- Complete the BOMB THREAT Bomb Checklist.
- It is highly recommended that all Rhode Island College personnel become familiar with the checklist.
 - A Bomb Threat Checklist should be immediately available.
 - Keep the checklist close to the phone.

If an evacuation alarm sounds, follow established building evacuation procedures.

12.2 Bomb Threat Call Procedure

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.

- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a caller ID display, copy the number and/or letters on the caller ID display.
- Complete the Bomb Threat Checklist (included below) immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up, but from a different phone, contact Rhode Island College Campus Police at 401-456-8888 immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 401-456-8888
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call 401-456-8888
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery

IN THE EVENT OF A BOMB THREAT DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package

12.3 Bomb Threat Bomb Checklist

Name of Person Taking Call and Phone Number: _____

Date: _____ **Time:** _____

Time Caller Hung Up: _____

Phone Number Where Call Received: _____

Ask Caller:

- Where is the bomb located?
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information about Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- _____ Male
- _____ Female
- _____ Accent
- _____ Angry
- _____ Calm
- _____ Clearing throat
- _____ Coughing
- _____ Cracking voice
- _____ Crying
- _____ Deep breathing
- _____ Disguised
- _____ Distinct
- _____ Excited
- _____ Nasal
- _____ Normal
- _____ Ragged
- _____ Rapid
- _____ Raspy
- _____ Slow
- _____ Slow
- _____ Stutter

Background Sounds:

- _____ Animal Noises
- _____ House Noises
- _____ Kitchen Noises
- _____ Street Noises
- _____ Booth
- _____ PA system
- _____ Conversation
- _____ Music
- _____ Clear
- _____ Static
- _____ Office machinery
- _____ Factory machinery
- _____ Motor
- _____ Laughter
- _____ Lisp
- _____ Loud

Threat Language:

- _____ Incoherent
- _____ Message read
- _____ Taped
- _____ Irrational
- _____ Profane
- _____ Well-spoken

13.0 Suspicious Packages, Letters or Substances Biological or Chemical Threats

13.1 Screening Packages and Letters

Biological or chemical threats targeting individuals or departments can be controlled by screening incoming materials and by following the procedures listed below. The U.S. Postal Service and Rhode Island College has procedures that can help identify this process. Following the procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents.

What to Look For

- Foreign mail, air mail, and special deliveries.
- Restrictive markings such as “CONFIDENTIAL” or “PERSONAL”.
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspellings of common words.
- Oily stains or discoloration on package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Excessive tape or string.
- Visual distractions.
- No return address.

Handling Suspicious Packages

- DO NOT open or shake it.
- DO NOT carry or show to others.
- DO NOT sniff, touch or taste.
- DO place on stable surface, preferably a Bio-Safety Cabinet.
- DO alert others in the area.
- Leave the area, close doors and prevent others from entering by using signs or guarding.
- Distance and separation are the safest precautions to take.
- Wash hands with soap and water.
- Create a list of persons in the room where the package was received.

Although as a College a large portion of our mail meets many of these possibilities. However, with the trained staff in our mailrooms suspicious activity regarding the mail and packages can be detected.

IF YOU RECEIVE A LETTER OR NOTE THREATENING BIOLOGICAL CONTAMINATION (i.e., ANTHRAX) OR OTHER SUSPECT SUBSTANCES:

Relax and Remain Calm – Although any threatened use of a biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a hoax. If the suspected biological agent is reported as anthrax, be assured that it is NOT generally contagious (i.e., spread from person to person) and that treatment is available and effective if administered before the onset of symptoms.

If in your office and you suspect a suspicious package has been delivered, quietly close the door and contact Rhode Island College Campus Police at 911 or 401-456-8888. Do not allow anyone else to enter

your office or be exposed. If you have a blanket or jacket, lightly cover the item. Remain at the site you found the suspicious package until Police and Health Officials arrive and evaluate the risk to those in the room at the time of potential exposure, as well as any impact on the remainder of the building.

IF YOU INADVERTENTLY OPEN A SUSPECT PACKAGE/LETTER OR IT IS LEAKING (LIQUID OR UNKNOWN SUBSTANCE):

Set the item down gently at the location where it was opened and **IMMEDIATELY:**

- Have someone else contact the Rhode Island College Campus Police Dispatcher/Desk Officer at 401-456-8888.
- Do not touch anything with your hands.
- Cover the package with a light coat, blanket, and plastic to keep fumes from dispersing.
- Remove all personnel out of the area and pull the fire alarm and evacuate the facility.
- Contact Physical Plant and turn off all HVAC operations.

NEVER:

- Pass the letter or package to others to examine.
- Touch, smell, taste or try to analyze the substance.
- Disturb any contents in the letter or package.
- Handle the letter/package, this may only spread the substance inside and increase the chances of it getting into the air.
- Ignore the threat; it must be treated as real until properly evaluated.
- Leave the building until instructed to do so.

NOTE: The handler and all potential exposed personnel should wash their hands as soon as possible and be given a change of clothing before leaving the building.

DO NOT ALLOW OTHERS INTO THE AREA. IF ANYONE ENTERS THE AREA, THEY SHOULD STAY IN THE AREA UNTIL INSTRUCTED TO LEAVE BY COLLEGE POLICE OR OTHER PUBLIC SAFETY RESPONDERS.

Based upon the risk assessment made by Rhode Island College Campus Police Department, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the affected area to normal activity will begin as soon as possible.

14.0 Hostage Situation

If you see/hear/witness a hostage situation taking place:

- Get away from being in immediate danger.
- Call 911/401-456-8888.
- Provide as much information as possible; i.e., location of incident; number of hostage takers and hostages; physical description and names of the hostage takers (if known); any weapons the hostage takers may have; and your name, location and phone number.

If you are taken hostage:

- Remain calm, be polite, and cooperate.
- Avoid heroics and acting foolishly.
- Do not try to be a negotiator.
- Do not attempt to escape unless there is an extremely good chance for survival. It is better to be submissive and obey your captor(s).
- Speak normally. Do not complain or become belligerent. Comply with all orders and instructions.
- Do not draw attention to yourself with sudden body movements, comments or hostile looks.
- Carefully observe the captor(s) in second increments and try to memorize their physical traits, voice patterns, clothing, and other details that can help provide a description later. Avoid getting into political or ideological discussions with your captor(s).
- Try to establish a positive relationship with your captor(s) and get to know them. Captors are generally less likely to harm you if they have a personal connection or respect for you.
- If you are forced to present any type of demands to the authorities, either on tape or in writing, state clearly that the demands are from the captor(s). Avoid making any pleas on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

In a rescue situation:

- DO NOT RUN.
- Drop to the floor and remain still.
 - If that is not possible, keep your hands out and visible, bow your head, and stand still.
 - Make no sudden movements that a rescuer may interpret as hostile or threatening.
- Wait for instructions and obey instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a hostage or a hostage taker.
- Even if you are handcuffed and searched, DO NOT resist. Just wait for the confusion to clear.
- You will be taken to a safe area where proper identification and status will be determined.

15.0 Psychological Emergency

15.1 Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself/herself or is agitated and disruptive. If a psychological crisis occurs speak calmly and firmly to the person involved. ***Remain alert to the possibility of violence or unpredictable actions.*** Immediately contact the Rhode Island College Campus Police at 911 or 401-456-8888.

Give the following information:

- Exact location (state “Alger Hall, first floor, room 102”).
- Person’s name, if known.
- The symptoms you are observing.
- Your name, location, and phone number.

Do not confront or detain the individual. Let them leave. Attempt to gain knowledge of where they are going and report this to Campus Police, if possible. If you fear for your safety, discreetly dismiss yourself from the area (perhaps to the restroom, to get water, etc.) **Immediately contact the Rhode Island College Campus Police by dialing 911 or 401-456-8888.**

16.0 Hazardous Material Release

16.1 Hazardous Material Release

Hazardous substances are those that have the potential to cause acute or chronic health problems due to chemical or physical properties. Some of the locations at Rhode Island College campus where chemicals are being used or stored include the Boiler Plant, Fogarty Life Building, Clark Science Center, Alex and Ani Hall, and Physical Plant areas.

Releases of hazardous substances are classified as incidental or emergency releases. Per OSHA, incidental releases of hazardous substances are those in which the substance does not pose significant safety or health hazard to employees and does not have the potential to become an emergency. Only employees with hazard communication training, familiarity with the hazards of the released material, the proper PPE, etc. may clean-up an incidental release.

In the event of a hazardous material release, Rhode Island College Campus Police must be notified immediately and shall make a decision as to the response requirements. Only those personnel who have received hazard communication training and specific hazardous material response training may respond to a hazardous material release or spill of an emergency nature. Each employee designated to respond to a hazardous material emergency release or spill shall receive appropriate training and update it annually. Rhode Island College personnel are not currently trained in the emergency response requirements for hazardous material releases, and will rely on an emergency response contractor to respond to and remediate any releases on campus.

16.2 Emergency Response Situation

An emergency level spill or release of a hazardous material is defined as one that could endanger building occupants, property, or the environment based upon the type and volume of material spilled or released.

Depending upon the type of chemical spill or release, safety zones, to include evacuation, shall be set up to protect the public and Rhode Island College personnel. Where off-campus hazardous material spills occur and wind drifts cause a threat to the campus community, an evacuation will be ordered via RIC Alerts.

In the event the hazardous material release expands beyond that which existing emergency response procedures addresses, or the level or training received by response personnel, the HVAC or other facility ventilation shall be shut down, the Associate Director of Facilities and Operations, or their designee shall be notified for clarification, and workers shall cease all response activities and initiate evacuation of the campus or building per general evacuation procedures.

Under the direction of the Director of Security and Safety/Chief of Campus Police, or their designee, the Rhode Island College Campus Police Dispatcher/Supervisor will contact the Communications Center of the town of North Providence and city of Providence and provide specific details as to the location, type, and magnitude of the hazardous material spill, or release and obtain professional hazardous materials response assistance, if necessary. Where applicable, the Campus Emergency Notification System shall be activated as necessary with the appropriate message.

Some of the criteria that may be evaluated when determining if the hazardous substance release requires emergency response includes:

- The release requires evacuation of employees in the area.
- The release poses, or has the potential to pose, Immediately Dangerous to Life and Health (IDLH) conditions.
- The release requires immediate attention because of imminent danger.
- The release may cause high levels of exposure to toxic chemicals.
- One is uncertain as to whether the employee(s) in the work area can handle the severity of hazard considering the Personal Protective Equipment (PPE) and equipment provided.
- The situation is unclear or data are lacking on important factors.

For spills, releases or incidents requiring special training, procedures or personal protective equipment (PPE) that is beyond the abilities of present personnel, take the following steps:

1. **Immediately evacuate** the area and notify affected personnel. Pull the fire alarm if building evacuation is required.
2. Call 401-456-8888 or 911 to report the incident.
3. Give the operator the following information:
 - a. Your name, telephone number, and location.
 - b. Time and type of incident.
 - c. Name and quantity of the material, if known.
 - d. Extent of injuries or damage, if any.
4. Evacuate the affected area at once and seal it off to prevent further contamination until the arrival of emergency personnel.
5. Use emergency eyewash or safety shower units to flush any skin or eye exposures for at least 15 minutes.
 - a. If the exposure requires first-aid or medical treatment, immediately call 911 or Rhode Island College Campus Police prior to using any emergency equipment or administering first-aid. If you are administering first-aid, ensure you are using the appropriate personal protective equipment (PPE) and do not put yourself at risk or become contaminated.
6. No effort to contain or clean up spills and or releases should be made unless you have been trained in the proper methods to do so.
7. Take appropriate steps to make sure no one evacuates through the contaminated area.
8. If an alarm sounds, follow established building evacuation procedures.
9. A campus Emergency Operations Area may be set up near the emergency site. Keep clear of the incident command area unless you have official business.
10. Do not re-enter the area until directed by emergency personnel.

17.0 Severe Weather/Natural Disaster Response

If the weather or natural disaster effects the operations of Rhode Island College, this Emergency Action Plan shall be activated by the Director of Security and Safety/Chief of Campus Police. Rhode Island College Campus Police will send out RIC Alerts with the appropriate message. Follow all general evacuation procedures if required and advised to evacuate.

When this occurs after hours, the Rhode Island College Campus Police shall take charge of the operations until the Director of Security and Safety/Chief of Police, or their designee, arrives. An initial assessment shall be made to decide if the Emergency Response Team (ERT) must be activated. Once the team is activated, the Incident Command Center (ICC) is activated and an Incident Commander is established for the event in accordance with the Emergency Action Plan.

17.1 Severe Thunderstorm(s)

The National Weather Service issues severe thunderstorm watches and warnings. Remember that tornadoes are spawned from severe thunderstorms. These will be monitored by the weather radio system located in the Rhode Island College Campus Police Office.

17.2 Tornado(s)

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornados 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.

Before the Storm:

- Know where your shelter is for your building. If you are out walking and need to find shelter on campus, go to the garage or into a building. Review the evacuation map positioned at the exit, see that the tornado safe area is listed.
- Stay informed through local media sources on days when severe weather is expected.
- For personal use, a NOAA Weather Radio with a warning alarm tone and battery backup to receive warnings is **highly recommended**.
- Keep a good reliable flashlight in your work area.

During the Storm - Possible Indicators of a Tornado:

- Dark, often greenish sky;
- Large hail;
- Loud roar, similar to a train;
- Cloud of debris (the tornado may not be visible);
- Wind becomes calm and still;
- Frequent lightning; and
- Tornados generally occur near the trailing edge of a storm.

When Taking Shelter:

- Proceed to the basement of the building, if it has one.
- Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
- In high-rise (four stories or more) buildings, vacate the top floor and move to the 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.

- 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.

*Good Shelters on campus when caught outside – go to the lowest floor of the nearest building, Lower Floor of the Dining Hall, or the Basement of the Library.

Tornado Watch

A “Tornado Watch” is issued when atmospheric conditions are favorable for the formation of tornadoes in a given area. Under watch conditions, stay informed by listening to radio or television.

Tornado Warning

A “Tornado Warning” indicates that a tornado has been sighted and poses a definite threat to a given area. If the warning is for your area you should take shelter immediately! A voice message will broadcast over the siren and loudspeakers.

The “ALL CLEAR” signal is announced by the RIC Alert e-mail/test messages and the Rhode Island College web page. The sirens remain silent.

DO NOT COME OUT OF THE BUILDING AND WALK AROUND UNTIL RHODE ISLAND COLLEGE CAMPUS POLICE HAS REVIEWED THE AREA FOR DOWN ELECTRICAL WIRES AND OTHER HAZARDS AND GIVEN AN “ALL CLEAR.”

17.3 Earthquake

Although earthquakes are rare in Rhode Island, they have occurred without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Once a significant earthquake begins, building occupants must take immediate action. Individuals should take emergency actions on their own and additional actions will be implemented after the quake stops.

When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if required. Check for fires or fire hazards such as spills of flammable or combustible liquids or leaks of flammable gases. Turn off ignition and heat sources if it is safe to do so. Shut off all gas sources.

Exit the building, if possible, and go to the assembly point to report injuries, damages, and potentially hazardous conditions. Contact the Rhode Island College Campus Police at 401-456-8888 to notify them of any needed assistance and emergencies that may exist. Once you have exited the building, do not re-enter until the building has been declared safe by trained emergency personnel.

Use the telephone system only for urgent matters. Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since an earthquake’s 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 earthquake instruction is to take precautions before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).

During the earthquake:

*Remain calm and remember your plan of action - **Drop, Cover, and Hold***

- Do not dash for exits since they may be damaged and the building's exterior brick, tile, and decorations may be falling off.
- Do not use the elevators.
- **Do not seek cover under laboratory tables or benches, chemicals could spill and harm you.**
- If indoors, watch for falling objects such as light fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple.
- Stay away from windows.
- If in danger, get under a table or desk, into a corner away from windows or into a structurally strong location such as a hallway by a pillar.
- **Do not run outside.**
- If outdoors, move quickly away from buildings, utility poles, overhead wires, parking garages, etc.
- If in an automobile, stop in the safest place available, preferably an open area away from power lines, buildings and trees. **Stop as quickly as safety permits and stay in the vehicle for the shelter it provides.**
- If outside, avoid downed power or utility lines as they may be energized. Do not attempt to step over them or go within 50 feet of them.

After the initial shock:

- **Be prepared for aftershocks.** Aftershocks are usually less intense than the main quake but can cause further structural damage.
- Protect yourself at all times.
- Evaluate the situation and call 401-456-8888 or 911 for emergency assistance, if necessary.
- Do not use lanterns, torches, light cigarettes, or open flames, since gas leaks could be present.
- Open windows, etc., to ventilate the building. Watch out for broken glass.
- If a fire is caused by the earthquake, contact 401-456-8888 or 911 and provide location.
- Never return to the inside of a damaged building.

Rhode Island College Campus Police will activate the Emergency Action Plan.

DO NOT use the telephone unless it is necessary for emergencies. Heavy use of the telephone will tie up the lines and prevent emergency calls from going out. Damaged facilities should be reported to Rhode Island College Campus Police and Facilities.

If the evacuation alarm sounds, follow established building evacuation procedures.

Should you become trapped in a building, **stay calm!**

- If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
- If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.
- Emergency personnel will check buildings immediately after a major quake.

18.0 Facilities Failures

18.1 Unsafe Water Supply

If the campus has been alerted those harmful contaminant(s) have been identified in the water supply, do not use or consume any campus water. This means no drinking, no use of ice, cooking, or washing with the water. Only bottled water, from a reputable source, should be used. Follow the instructions of the emergency responders regarding what to do until the water supply is declared safe for use.

18.2 Electrical/Light Failure

In the event of an electrical/power failure where lights and power go out, employees, students, and visitors should remain where they are until further notice. Do NOT pull a fire alarm nor evacuate the building unless notified to do so by Rhode Island College Campus Police. Emergency lighting through the generator should come on within a few seconds after any power failure. Contact Rhode Island College Campus Police at 911 or 401-456-8888. Limit use of hot water and power equipment when running on emergency power sources.

18.3 Plumbing Failure/Flood/Water Leak

Cease use of all electrical equipment. Contact 401-456-8888 for assistance if an emergency, if not place a work order for the corrective action.

Do not enter the flooded area until emergency responders have had the chance to disconnect the electricity.

Post a person at the entrance of the flooded area to keep out unauthorized personnel until emergency personnel arrive.

18.4 Power/Utility Failure in Occupied Building

The possibility exists for a utility system failure of some magnitude, especially after a tornado or earthquake. If you discover a major water leak, gas leak, or other major utility failure, call the Emergency Dispatch Center at 911 or 401-456-8888. **Do not attempt to correct the problem on your own.** The Rhode Island College Campus Police Dispatcher/Supervisor will notify the necessary Physical Plant personnel for corrective action.

18.5 Elevator Malfunction

All elevators on campus are equipped with an emergency telephone. If you become trapped in an elevator, use the emergency telephone or activate the elevator emergency bell within the elevator. If you are not inside the elevator but hear an elevator bell, please take the following actions:

- Call 401-456-8888.
- Give the Rhode Island College Campus Police Dispatcher/Supervisor the following information:
 - Name of the building.
 - Location within the building of malfunctioning elevator.
 - Where (what floor) the car is stopped, if known.
 - Whether a medical emergency exists.
- **Before you hang up, make sure the dispatcher has all the information they need.**
- Elevators have mechanical safety brakes that will operate in all situations, even during power failures.

- Keep the occupants calm and wait for help to arrive.

18.6 Natural Gas Leak/Fumes

If you smell fumes and/or observe symptoms in yourself or others, immediately cease all operations, exit the area immediately, and call Rhode Island College Campus Police at 401-456-8888. Communicate the situations and if any medical emergencies exist as a result. Do not attempt to give first aid, even if you are qualified, without know the potential source of exposure. If possible, attempt to move upwind from the fumes or source. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Do not use a cell phone or smoke and advise others who may have ignition sources in their areas to stop and extinguish such activity.

Appendix A: Emergency Contact(s)

Title	Name/Contact/Info	Contact Info
Campus Police Director of Security and Safety/Chief of Campus Police	Col. James Mendonca	(401) 456-8888 jmendonca@ric.edu
Fire	Providence Fire Department North Providence Fire Department	911 or (401) 243-6060 911 or (401) 231-8500
Police	Providence Police Department North Providence Police Department	911 or (401) 232-3121 911 or (401) 231-4533
National Response Center		800-424-8802
RI Department of Environmental Management (RI DEM)		(401) 222-1360
US Environmental Protection Agency (US EPA)		(617) 223-7265
RI Emergency Management Agency		(401) 946-9996
Emergency Response Contractor	Clean Harbors Environmental Services	(401) 461-1300 or 800-641-0007
	Triumvirate Environmental	888-834-9697 (Office) 800-966-9282 (ER Line)
Hospital	Rhode Island Hospital	(401) 444-4000
Health Services Interim Director of Health Services	Dr. Marie Wilks	(401) 456-8055 mwilks@ric.edu
Associate Director of Facilities and Operations	John Mentzer	(401) 456-8537 jmentzer@ric.edu

Appendix B: Emergency Evacuation Personnel Roster

In the event of an evacuation, a building coordinator must complete this for his or her designated area.

Name of person completing form: _____

College Title: _____

Date evacuated: _____

Approximate time evacuated: _____

Building Name: _____

Area in which you are responsible:

Please pass this form around to all persons whom you supervise as an area coordinator.

Print Name	Sign Name

Print Name	Sign Name

All of information on this document is true and not forged. _____
Area Coordinator

Appendix C: Facility and Emergency Officer Identification

Rhode Island College
Facility and Emergency Officer Identification

Emergency Officer Name	Floor	Phone #	Alternate Name	Phone #	Training Date