



EMERGENCY PROCEDURES

Public Safety Response x 4848
Off Campus: (401) 277-4848

Medical Emergency – Dial 911

RI Poison Control Center – 800-222-1222
Providence Police – (401) 272-3121
Providence Fire – (401) 274-3348
Emergency Planning Committee (401) 454-6468
Environmental, Health and Safety (401) 454-6780
Health Services (401) 454-6625
Facilities (401) 454-6484

Campus Emergency

INTRODUCTION

This booklet presents an overview of emergencies that could potentially occur at (or in the surrounding areas of) Rhode Island School of Design. It is our hope to provide you with a basic understanding of what you could expect in an emergency, and empower you to respond in a realistic and positive way.

Please take the time to review the procedures in this booklet. In addition to becoming familiar with these instructions, you should become familiar with the emergency evacuation routes for the areas in which you work and visit.

This booklet is only a small piece of the larger, comprehensive RISD Emergency Plan that is maintained and updated by the Emergency Planning Committee. If you have any questions or concerns about the information contained in these procedures please feel free to contact the Emergency Planning Committee at 401-454-6468.

INTRODUCTION

Campus Emergency

GENERAL GUIDELINES FOR ANY EMERGENCY

STAY CALM

For Instructions, Call Public Safety At X4848 (off campus 277-4848) OR x6376 (off campus 454-6376) and follow security guidance. Public Safety always has an EMT on duty with fully stocked first aid supplies.

First aid kits are located in most RISD buildings – become familiar with the location of the the kits available in your building.

Fire extinguishers are available in all RISD buildings, typically located in the hallways near exits. There are several types of fire extinguishers; the most common extinguishers at RISD are ABC (can be used for all fires). Become familiar with the type(s) and locations of extinguishers in your building.

Chemical Spill Kits are located in many building on campus. Do not attempt to cleanup a chemical spill if you have not had specific chemical spill response training.

An AED (Automated External Defibrillator) is located within the office of Public Safety and in most RISD buildings.

BEB - First floor below the fire department access panel and outside the architecture office

Design Center - Inside the first floor hallway

The Met (Refectory) - First floor dining area on wall near computer stations.

Health Services

Mason Building- Front lobby near the telephone and fire extinguisher

Prov-Wash Building- Front lobby outside registrars office

RISD Museum- Farago entrance in the coat room

15 West- In the public safety office

Public Safety provides life safety training periodically for AED and CPR as well as First Aid and other classes. Contact Public Safety for training schedule.

Make sure you register on RISD's Web Advisor for RISD!Alert. This emergency notification system uses broadcast telephone, e-mail and text messaging for quick distribution of time-sensitive information to students, faculty, staff and family members.

GENERAL GUIDELINES FOR ANY EMERGENCY

RISD! ALERT

The RISD! ALERT emergency notification system uses broadcast telephone, e-mail and text messaging for distribution of time-sensitive emergency information to students, faculty, staff and family members. Students, faculty and staff members can designate a limited number of additional e-mail, land-line, cell phone and text/SMS contacts, for themselves or for parents, spouses, domestic partners and others to be notified in the event of a campus emergency. Up to nine contacts can be included for each individual's Web Advisor account.

IMPORTANT INFORMATION ABOUT THE SYSTEM

- The incoming Caller ID will be displayed as 401-427-6996 when a call is coming through from RISD! ALERT. Caller ID will not display RISD or an individual name associated with this number. If you call this number, there will be a recorded message with details.
- If you do not answer the call, the RISD!ALERT system will leave a message with an answering machine, provided that you have one and that it is set to pick up prior to the sixth ring. A message will not be delivered if your machine does not pick up by the sixth ring.
- In the event of an emergency, some communications systems may become overloaded or inoperable. Accordingly, the best way to ensure receipt of an emergency notification is to provide as great a variety of contact information as possible.

The RISD! ALERT system would be activated for emergencies such as:

A situation caused by natural disaster, man-made catastrophe, civil disturbance, or other violent or threatening behavior by an individual or group that creates imminent danger to:

- The lives or health of students, faculty, staff, visitors and other
- Damage to public or private property
- The ability of the College to reasonably carry on normal operations

RISD! Alert will also be used as a means of notification when the school is closed in the event of inclement weather.

RISD!ALERT

IF A POWER OUTAGE OCCURS:

**Remember, battery powered emergency lights are mounted in hallways
and by all exits**

1. Notify Facilities at 6484 (off campus 454-6484) or Public Safety at 4848 (off campus 277-4848). If phones are not working, use a cell phone or notify the nearest Public Safety officer.
2. If you are in an unlit area, proceed cautiously to an area that has emergency lighting.
3. Standby for instructions from Security or Facilities. If instructed to evacuate proceed to a designated meeting area.
4. If you are in an elevator, use the intercom to notify security. Remain calm and listen for / respond to attempts to help you. Every effort will be made to get you out quickly.

POWER OUTAGE

Campus Emergency

NOXIOUS ODORS

Odors can occur from a number of sources such as chemical spills or leaks, ventilation systems malfunctions, natural gas leaks, indoor or outdoor sources and so on. Most reported odors tend to be relatively harmless but due to the potential for a serious problem odors that arise quickly or are persistent should be reported for investigation.

IF AN ODOR SHOULD OCCUR:

1. USE EXTREME CAUTION if you suspect the source of the odor to be a gas leak. Do not turn on or off any electrical sources or create any sparks or static electricity and evacuate the area.
2. If you suspect it is not a gas leak but there is any possible danger, evacuate the area.
3. Depending on the perceived severity of the odor problem you may either put a work order into the Facilities workorder website (<http://workorders.risd.edu/home.html>) or call Facilities at 6484 (off campus 454-6484) or EHS at 6780 during normal business hours.
4. If you are reporting an odor after normal business hours, call Public Safety at 6376 (off campus 454-6376) and advise the exact location and severity of the odor. Indicate what building and area within the building are involved or at risk.

NOXIOUS ODORS

FLOOD & WATER DAMAGE

Serious water damage can occur from a number of sources: roof leaks, burst pipes, clogged drains, broken skylights or windows, construction oversights or floods.

IF A WATER LEAK OCCURS:

1. If there is any possible danger, evacuate the area.
2. Depending on the severity of the problem you may either put a work order into the Facilities workorder website (<http://workorders.risd.edu/home.html>) or call Facilities at 6484 (off campus 454-6484) or EHS at 6780 during normal business hours.
3. Call Facilities at 6484 (off campus 454-6484) or Public Safety at 4848 (off campus 277-4848) and advise the exact location and severity of the leak. Indicate what building and area within the building are involved or at risk.
4. USE EXTREME CAUTION if there are electrical appliances or outlets near the leak. Unplug any electrical equipment in the area if you can without standing in water.
5. If you know the water source and are confident of your ability to stop it (i.e., unclog a drain or turn water off) do so with caution.
6. Be prepared to assist as directed to protect RISD property and other assets that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, such as covering large objects with plastic sheeting or carefully removing small or light objects from the area. Contact the library for information on recovering wet materials.

FLOOD & WATER DAMAGE

SUSPICIOUS PERSONS

As you know, RISD is located in a busy area of Providence. For everyone's safety all RISD buildings are accessed only by swipe card. If you should notice a suspicious person inside a RISD building or behaving inappropriately on RISD property:

1. Call Public Safety at x4848 (off campus 277-4848).
2. Keep a safe distance from the person; do not attempt to interact or remove the person yourself.
3. Keep an eye on the person if it is safe to do so.
4. If you witness vandalism or a crime being committed, try to take note of the person's physical appearance, clothing, vehicle, license plate, etc. Write the information down as soon as possible.

To Prevent Becoming a Victim of Crime:

1. Close your door and lock your filing cabinets, desk drawers, etc. when you leave your workspace.
2. Keep valuables (wallets, handbags, mobile phones, PDA's and laptops) secured and out of sight.
3. If working late, you may wish to call Public Safety for an escort to your car after dark.

SUSPICIOUS PERSONS

HOSTILE INTRUDER / VIOLENT PERSON

1. If a hostile intruder / violent person is discovered on the campus, the individual making the discovery must immediately contact Public Safety at 401/277.4848 and provide as much information as possible. Do not approach the intruder or intervene. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and type of weapon(s) if any.
2. If gunshots are heard within a building, faculty/staff must close and lock or barricade their room doors, turn off the lights, and stay away from doors and windows. Faculty/staff must remain calm and keep students/others as quiet as possible. Faculty/staff will stay in the locked/barricaded room until informed by Public Safety that it is safe to leave. Faculty/staff can use their cell phones to notify PUBLIC SAFETY of the situation.
3. Under no circumstances should any attempts be made to evacuate the building, unless you are in the room or immediate area where the shots are being fired. Should the fire alarm sound, do not evacuate the building unless:
 1. You have first hand knowledge that there is a fire in the building,
 2. You have been advised by the PUBLIC SAFETY to evacuate the building, or
 3. You are in imminent danger.
4. Office personnel in the affected building must close and secure their office areas and immediately call PUBLIC SAFETY.
5. PUBLIC SAFETY will be stationed to ensure no one enters the building(s) until the area is determined to be safe.
6. If local emergency service authorities are contacted, PUBLIC SAFETY will coordinate the flow of information or assistance. Only trained law enforcement personnel should attempt to perform a search of the building or area in which a hostile intruder is located.
7. PUBLIC SAFETY will provide notice as to when re-entry can be safely made. The Incident Commander will then determine when classes and office areas are safe to open.

HOSTILE INTRUDER / VIOLENT PERSON

MINOR INJURIES OR MEDICAL INCIDENTS

A minor injury is defined as a non-life threatening situation that requires medical attention.

All victims of accidents and injuries must contact Public Safety, they will complete a Medical Incident Report.

Students who become ill during class or studio should be brought to Health Services as soon as possible. If the student is unable to walk to Health Services, or if Health Services is closed, call Public Safety X4848 (off campus 277-4848).

Protocol for Notifying Parents of a Student Injury

1. If student is able to speak, he/she should contact parents or next of kin ASAP.
2. If student is unable to speak and under the care of medical personnel, the medical authority should notify parents or next of kin. (Parents will want to speak directly to medical personnel.)
3. If student is unable to speak, and medical authorities are also unable to call, then the RISD staff member most aware of the situation should contact Associate Provost of Student Affairs, 454-6593 or 413-6973. The Associate Provost will contact the student's family.

MINOR INJURIES OR MEDICAL INCIDENTS

MEDICAL EMERGENCIES

If using a RISD phone, dial 911 to alert Providence Rescue and Public Safety. If using a cell phone, dial 911 for Providence Rescue, then call Public Safety at 277-4848. Give nature of emergency, location of victim, your name and phone number.

While Waiting for Rescue

1. Render MINIMUM first aid to keep the victim comfortable until Public Safety arrives.
2. **Severe Bleeding:** Lie the victim down and apply direct pressure to site with a gloved hand. Do not allow your skin to come in contact with blood. Whenever possible, have the victim apply pressure to own wound.
3. **Seizure:** DO NOT ATTEMPT TO RESTRAIN THE VICTIM. Move all nearby objects that might cause injury to convulsing victim.
4. Except in a life-threatening situation, DO NOT attempt to move the victim.
5. Quietly reassure the victim, soliciting his/her name if possible.
6. To prevent distress or fear, do not discuss the incident unnecessarily.

STAFF INJURIES (including volunteers)

After first aid is rendered, remain available to assist the investigating officer with any reports. **Injured staff/volunteers must file an incident report with Public Safety.**

VISITOR AND GUEST INJURIES

1. DO NOT, under any circumstances, discuss the cause or possible cause of a medical incident with the public.
2. Remain available to assist the investigating officer with any reports.

Other situations which warrant immediate intervention include confusion, shortness/absence of breath or pulse, persistent chest/abdominal pain or pressure, suspected poisoning, severe burns, vomiting blood, severe headache, slurred speech, or inability to move a body part.

MEDICAL EMERGENCIES

EXPLOSIONS

Chemical accidents, leaking gas, faulty boilers, and bombs can all cause life-endangering explosions.

If an explosion occurs:

1. Avoid using the phone.
2. Crawl under a table or desk.
3. Be prepared for possible further explosions.
4. Stay away from windows, mirrors, overhead fixtures, skylights, filing cabinets, bookcases and electrical equipment.
5. FOLLOW INSTRUCTIONS FROM PUBLIC SAFETY. If evacuation is ordered, proceed to one of the designated areas on the evacuation map.
6. DO NOT move seriously injured persons unless they are in obvious, immediate danger (fire, building collapse, etc.)
7. Open doors carefully, watching for falling objects.
8. DO NOT use elevators.
9. DO NOT use matches or lighters or cell phones.

EXPLOSIONS

THREATS, SUSPICIOUS MAIL AND SUSPICIOUS OBJECTS

RISD personnel could possibly receive a bomb threat telephone call, a questionable letter or parcel, or discover a suspicious object on campus.

Refer to the Phone Threat Form at the end of this booklet.

If you receive a phone threat:

1. Listen carefully. Be polite and show interest. Keep the caller talking so you can gather information. Try to identify the person's accent/speech style, and listen for background noises. Write down the exact words or phrases the caller uses.
2. If possible ask a co-worker (via written note) to call Public Safety at 4848 (off campus 277-4848), or call Public Safety as soon as the caller hangs up.

If you receive or find a written threat, a suspicious parcel or object:

1. Prevent anyone from handling it or going near it.
2. Notify Public Safety at 4848 (off campus 277-4848) immediately.
3. Remain in the area until a Public Safety officer arrives.

IN BOTH OF THE ABOVE CASES:

- Do not call 911 or the police yourself. Public Safety will notify the appropriate law enforcement and public safety agencies.
- Promptly write down everything you can remember regarding the incident. Such information will be needed by security and police investigators.
- DO NOT DISCUSS INCIDENT WITH OTHER STAFF MEMBERS. So you will have an accurate recall of the conversation.
- Be guided by Public Safety. If evacuation is ordered, proceed to an area designated on the evacuation map.

THREATS, SUSPICIOUS MAIL AND SUSPICIOUS OBJECTS

SEVERE WEATHER

Safety of staff and their families is a priority in all decisions involving severe weather.

For snowstorms:

1. Staff and employees will follow the Human Resources decision when the work day is canceled.
2. Essential personnel may be required to report to or stay on campus until the weather emergency is over. These employees are predominately from Public Safety, Facilities and Dining Services, but could include staff from other departments.

For severe weather with potential destructive impact:

Hurricanes, northeasters, earthquakes and other major weather events

Human Resources, interacting with RISD's Emergency Coordinator and Public Safety, initiates protocol in different phases of severity. Employees will receive updates via voice mail and/or e-mail.

Phase Yellow

1. All employees prepare their office areas for possible water infiltration, including computer back-up of hard drives and boxing up vital records for movement to a secure area. WAIT FOR FURTHER INSTRUCTIONS FROM HUMAN RESOURCES.
2. The school and buildings remain open and RISD staff continue with normal operations.
3. The Human Resources Department makes the decision to stay at phase yellow, advance to phase red, or return to normal.

Phase Red.

1. The school officially closes to the public. Public Safety evacuates all visitors from the buildings, gardens and other areas.
2. If phase yellow has not preceded phase red, all employees prepare their office and remain in a secure area.
3. Employees will be assigned to work teams until the work day is declared over and employees released.

SEVERE WEATHER

IF A FIRE OCCURS IN YOUR AREA:

1. Call Public Safety IMMEDIATELY at x4848 and call 911.
2. If you are comfortable with the situation you may attempt to put out a SMALL FIRE with a fire extinguisher, but do not under any circumstance jeopardize your personal safety. To operate fire extinguishers, remember the acronym **PASS**:



- **PULL** the pin at the top of the cylinder.



- **AIM** the nozzle at the base of the fire.



- **SQUEEZE** the extinguisher's handle.

- **SWEEP** the spray from side to side at the base of the fire.



3. Never allow the fire to come between you and the exit.
4. Unplug electrical equipment on fire only if it is safe to do so.
5. If you are unable to put out the fire, **EVACUATE YOUR AREA**. Close doors behind you to confine the fire. Proceed to designated area indicated on evacuation maps.
6. **DO NOT** break windows. Touch top and bottom of closed doors. If door is hot or smoke is visible, **DO NOT OPEN**.
7. **DO NOT** use elevator.
8. Do not try to save possessions.
9. If you hear the evacuation alarm, follow the **EMPLOYEE EVACUATION PROCEDURE** to exit from the building.
10. **DO NOT** return to the area until instructed to do so by security or the fire department.

FIRE

CHEMICAL SPILLS & FIRES

Chemical Spills:

1. If a chemical comes in contact with your skin, immediately flush the affected area with clear water. If a chemical comes in contact with your eyes immediately irrigate the eyes with clear water. Many buildings at RISD have installed eyewash stations (predominately in work studios) and several areas on campus have safety showers.
2. **Notify Public Safety at 4848 (off campus 277-4848).**
3. If there is any possible danger, evacuate your area.

Chemical Fires:

1. **Notify Public Safety at 4848 (off campus 277-4848).**
2. If you are comfortable with the situation you may attempt to put out a SMALL FIRE with a fire extinguisher, but do not under any circumstance jeopardize your personal safety. Be mindful that a fire involving chemical solvents cannot be extinguished with a TYPE A extinguisher (usually silver in color) but require a TYPE ABC extinguisher (usually red). To operate fire extinguishers, remember the acronym **PASS**:



- **PULL** the pin at the top of the cylinder.



- **AIM** the nozzle at the base of the fire.

- **SQUEEZE** the extinguisher's handle.



- **SWEEP** the spray from side to side at the base of the fire.



3. Never allow the fire to come between you and the exit.
4. If you are unable to put the fire out, **EVACUATE YOUR AREA**. Pull the fire alarm. Close doors and windows behind you to confine the fire. Proceed to a designated area as shown on the map.
5. Do not break windows or attempt to save possessions.
6. Follow instructions from security with regard to returning to your work area.

All chemical spills greater than one quart or any quantity of an unknown chemical, and any fires involving chemicals must be reported to the EHS Manager at x 6780 (off campus 454-6780).

CHEMICAL SPILLS AND FIRES

EMPLOYEE EVACUATION PROCEDURES

Every Employee Should:

1. Understand these procedures.
2. Recognize the sound of the fire or evacuation alarm.
3. Know at least TWO ways to exit the building from your work space. Review evacuation routes that are posted in main hallways.
4. Have knowledge to be able to immediately shut down all electrical equipment in their area.
5. Leave quickly.
6. Senior ranking person in each department shall be responsible for ensuring all members of their department evacuate the area.
7. Every employee should check that everyone in the work space is leaving as instructed. As you exit, quickly check nearby restrooms, copy rooms, supply closets, etc.
8. Accompany and/or assist handicapped personnel, visitors, guests and any co-worker who appears to need calm direction or assistance.
9. Take your car keys, purse and/or briefcase. **DO NOT** attempt to take large or heavy objects. **If you have already evacuated an area do not return to retrieve any items.**
10. Shut all doors behind you as you go.
11. Proceed as quickly as possible, but in an orderly manner. **DO NOT PUSH** or **SHOVE**. Hold handrails when you are using the stairs.
12. Once outside, move away from the building and go to the most convenient and safe assembly area. Meet with other members of your department and remain in designated area. Report anyone missing to Public Safety or other emergency personnel.
13. Await further instructions. Do not leave without telling someone in authority.

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EMPLOYEE EVACUATION PROCEDURES

Campus Emergency

PHONE THREAT FORM

Be calm and courteous. Do not interrupt the caller. If possible, have a co-worker contact Public Safety at x 4848 while caller is on the line.

DATE: _____ TIME: _____

CALLER'S EXACT WORDS: _____

If the caller makes a bomb threat, ask the following questions:

When is the bomb going to explode?

Where is the bomb right now?

What kind of a bomb is it? _____

What does it look like?

Why did you place the bomb? _____

What is your name?

Where are you calling from? _____

TRY TO DETERMINE THE FOLLOWING:

IDENTITY: MALE FEMALE ADULT JUVENILE AGE _____

VOICE: LOUD SOFT FAST SLOW DISTORTED NASAL HIGH-PITCHED
DEEP FAMILIAR RASPY PLEASANT STUTTER SLURRED LISP

ACCENT: NONDESCRIPT LOCAL/REGIONAL QUALITY FOREIGN

LANGUAGE SKILL: EXCELLENT GOOD FAIR POOR
OTHER _____

MANNER: CALM ANGRY RATIONAL IRRATIONAL UPSET LAUGHING
COHERENT INCOHERENT DELIBERATE RIGHTEOUS INTOXICATED

BACKGROUND NOISES: OFFICE FACTORY TRAFFIC TRAINS ANIMALS
QUIET PA SYSTEM MUSIC PARTY VOICES MIXED AIRPLANES STREET
TV/RADIO CELLULAR PHONE LONG DISTANCE OTHER _____

ADDITIONAL OBSERVATIONS _____

PHONE THREAT FORM

Campus Emergency