

Rhode Island School of Design

CAMPUS EMERGENCY PLAN

It is the goal of RISD to ensure that careful planning, with an emphasis on safety, will help members of the RISD community handle crises and emergencies with appropriate responses. Every member of the RISD community shares responsibility for emergency preparedness. It is the responsibility of RISD's leaders to ensure that individual departments have emergency plans, and to assign emergency planning and response duties to appropriate staff members.

The *Emergency Operations Command Team* (EOCT) will provide leadership and make decisions as appropriate to respond to emergency situations. They will also decide on what and when to communicate to the RISD community and will provide direction to the functional incident managers and advice to the President and the Cabinet.

The primary goals of the RISD Emergency Plan are:

- I. To protect lives, intellectual property and facilities
- II. To prevent or minimize the impact of emergencies and to maximize the effectiveness of the campus in responding to inevitable occurrences
- III. To provide for the continuity of campus operations in pursuit of RISD's mission

INTRODUCTION

Since every scenario cannot be predicted, an emergency response plan must be able to quickly adapt to events as they unfold. The following plan designates areas of responsibility and defines for RISD the administrative framework necessary to respond to emergency situations. This plan is tailored to respond to campus emergencies by providing an administrative framework and response framework. It is imperative that individual departments develop response plans for situations that may develop under their purview. The EOCT will ensure that departmental procedures exist and are reviewed and updated on a regular basis. The School's response needs to be quick, professional, and supportive to meet the emerging demands of any emergency or crisis situation.

A. **Emergency Numbers**

Need help immediately? Dial 911

Anyone with knowledge of an emergency should contact:

RISD Public Safety Office

ext.6666 (from any college phone)

401-454-6666 (from off campus)

Contact RISD

800-364-7473 – A toll free option to contact RISD – this number will have a recording of up-to-date information during any emergency.

401-454-6100 – This number will have a recording of up-to-date information during any emergency.

Facilities Management Services Response

ext. 6484 (from any college phone)

401-454-6484 (from off campus)

Office of Environmental Health and Safety

ext. 6780 (from any college phone)

401-454-6780 (from off campus)

B. Definition and Levels of an Emergency

The following is designed to provide guidelines for responding to a variety of incidents and emergencies that affect RISD. Not all emergencies require the same degree of response, and each incident will be evaluated on a case-by-case basis.

- **Level 1 (Minor Emergency)**—A campus emergency with limited impact that does not affect the overall operation and function of the College. Examples would include a minor hazardous material incident, small fire, or temporary limited power outage. A minor emergency will not normally entail notification of the Emergency Operations Command Team (EOCT) except through routine communications. Situation would normally be handled by department and public safety with other departments brought in as needed.
- **Level 2 (Major Emergency)**—A local emergency that has disrupted or potentially may disrupt significant operation of the College or adversely impact a major population of the community. Public Safety will notify the chair of the EOCT who will convene. The College Emergency Communication Plan will be implemented. Examples include serious crimes on campus, major fires, death(s), or partial infrastructure failure.
- **Level 3 (Campus wide)**—A community-wide emergency that potentially disrupts the operations of the College and involves major damage systems failure, or imminent danger to our community. Disasters impact not only the College, but possibly the surrounding community and beyond. EOCT will be mobilized and convene in the EOCC. The College Emergency Communication Plan will be implemented. Examples include tornadoes, widespread extended power outages, and severe natural disasters, serious acts of terrorism, chemical spills, or active shooters.

C. RISD Emergency Response

RISD Emergency Operations Command Team (EOCT)

Functions:

- Approve overall objectives, priorities and strategies
- Issue public information reports and instructions
- Liaison with governments and external organization
- Gather, confirm and evaluate incident information
- Define and implement tactics/actions to resolve specific priority situations
- Identify resource needs and shortfalls
- Reassign/deploy individuals in support of critical needs
- When necessary coordinate National, State, and Local, resources

Members include (but are not limited to):

Chief Financial Officer
Associate VP, Facilities & Safety
Assistant Director, Risk and Emergency Management
Environmental Health & Safety Manager
Director of Media Relations
Vice President, Communication
Director of Employment
Director of Auxiliary Services
Dean of Student Affairs
Director, Public Safety
Director Academic Budget and Facilities Planning
Manager, Museum Safety Security and Facilities Operations
Executive Director, Continuing Education
Associate Vice President, Office of Information Technology

D. Emergency Operations Command Center

As warranted, Chair of the EOCT will convene the RISD EOCT in either the 4th Floor Board room of 20 Washington Place, or Met Room B. If those locations become unavailable or are unsafe, the backup location will be the What Cheer Garage. Circumstances may require setup at other locations where necessary support facilities exist. In the absence of Chair, the VP for Facilities and Safety or the Director of Public Safety will assume this role.

RESPONSE FRAMEWORK

Some emergency situations, such as a fire, occur entirely without warning and require immediate reaction. Others, like a hurricane, offer varying degrees of prior warning. Still others, like a disease epidemic, constitute potential emergencies that may or may not occur, but still require an initial degree of reaction and close, regular monitoring. Consequently, our response plan needs to reflect the degree of warning we may receive.

A. Unpredicted Emergency - Direction and Coordination

When an unpredicted emergency occurs or condition exists, it will be reported immediately to the Public Safety Department at 401-454-6666.

The Public Safety Dispatcher will follow a defined sequence of responses. The sequence, defined below, will be followed for nearly all emergency situations. Some situations might require a deviation from this sequence, but in all situations full and complete communication with the RISD Emergency Operations Command Team is required.

The usual sequence to be followed is:

1. The Public Safety Dispatcher will assign Public Safety Officers and make appropriate fire, police and/or medical rescue calls.
2. The Public Safety Dispatcher will notify the Director of Public Safety, Lieutenant, or designee if unavailable, who will determine whether or not to initiate the emergency response process.
3. If the emergency response process list is initiated, the Executive Vice President, acting as the Leader of the RISD EOCT, will determine the appropriate level of emergency response and to what extent the RISD EOCT will become involved.
4. Assembly: We have identified the Auditorium and/or the Metcalf Dining Hall as a place for faculty, staff, and students to assemble during an emergency. Should the Auditorium be unusable, RISD's public safety officers will direct all personnel to an alternate location. The Public Safety Office in the Quad and Central Control in the Museum are staffed at all times.

Prior to assembling the RISD EOCT, on scene responders are authorized to make necessary operational decisions and to commit resources to mitigate and control the crisis under the direction of the incident commander. The Director of Public Safety may also request help from other departments on an emergency basis, including requiring staff to be taken off less critical assignments to assist their officers.

B. Predicted Emergency – Direction and Coordination

When conditions permit and the impending emergency situation is not extremely time sensitive, the Executive Vice President for Finance and Administration will assemble the EOCT to formulate a plan of action.

C. Declaration of an Emergency Condition

The President, the Chief Operating Officer, the Chief of Public Safety or the Provost can declare a RISD Level 3 emergency when, he/she deems it necessary to place into immediate effect emergency procedures and/or to close all or part of the College. The Chief Operating Officer or designee will also activate the RISD EOCT as the situation dictates.

D. Key Roles

The following college offices are expected to assume various roles, as outlined, in an effort to provide a coordinated response to an emergency. In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those temporary roles. It is understood that if any department does not have specific roles for their personnel to carry out, then those personnel will automatically become part of a “pool” of reserve personnel to assist as assigned by those coordinating the specific emergency (i.e. Admissions, Financial Aid, and Registrar).

OFFICE

ROLE

Administrative Support Services

Provide courier services to policy and operations groups. Post signs and notices. Provide printed material as directed (letters to parents, posters, temporary procedures, etc.) Obtain emergency goods and services; include pick up/delivery to site of emergency.

Dean of Students

Liaison with parents and students. Coordinate student notification and response.

Dining and Catering

Coordinate dining services for students, dislocated personnel and emergency workers

Health Center

Provide medical and psychological support and back up. Assist in providing services to those with minor injuries and provide trauma counseling and support. Coordinate with first aid services. May be asked to assist/provide on site medical triage.

Human Resources

Assist employees as necessary.

Facilities

Arrange for fix up of temporary quarters displaced units. Provide structural evaluations and repair estimates. Assess facility and grounds damages and restore to functional level.

Provost/Academic Deans & Chairs

Identify and resolve instructional issues. Coordinate necessary faculty resources.

Media (Public Information Officer)	Media coordination and spokesperson.
Media	Take down RISD.EDU site and activate RISD Emergency site. Update as appropriate. Draft communications to the campus.
Residence Life	Coordinate housing operations (including any temporary shelters). Ensure headcounts of students are taken.
Risk Management	Identify cause and scope of loss, coordinate insurance adjustment. Establish and support Emergency Operation Command Center (EOCC).
Public Safety Department / Photo ID	Enforce campus policies, crowd control, evacuation, campus security, and mobile communications. Liaison with on-site fire, police and medical command personnel and other response personnel. Provide temporary radios and other communication devices. Assist local police services as necessary. Create temporary identification/access credentials as required.
Student Development and Counseling	Provide psychological support and back up. Assist in providing trauma counseling and support services.
Telecommunications	Coordinate temporary telephone, fax, and computer hookups. Communication: provide “broadcast” capability for phone mail. Arrange phone bank for necessary student call-outs to family. Activate “800” number if necessary.