

# **Roger Williams University**

## **Emergency Response Plan**

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# Emergency Response Plan

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## **I. Purpose**

Roger Williams University (RWU) has adopted this Emergency Response Plan (ERP) to establish the organizational structure and procedures to allow for a reasonable, timely and effective management of and response to sudden significant emergencies on a campus of RWU, and to restore normal operations as soon as practicable after an emergency is concluded.

## **I. Scope**

This ERP applies to the RWU main campus located in Bristol, Rhode Island, including the RWU School of Law, all RWU satellite campuses located in Providence, Portsmouth, downtown Bristol and other facilities controlled by RWU, whether located in Rhode Island or elsewhere.

Students, staff, faculty, and regular visitors are expected to know how to respond in emergency situations and therefore should read this document periodically to ensure familiarity with RWU general safety policies and pre-planned emergency response procedures. A hard copy of this ERP is available in all departments at RWU and also may be found on the RWU website.

## **II. Definition of “Emergency” Under This ERP**

A definition of a crisis, threat, action or incident requiring a response under this ERP is a sudden and unexpected event that disrupts normal operations of RWU, or a segment of RWU, and threatens personnel, property, financial resources and/or reputation. Examples of such emergencies include, but are not limited to: (a) bomb threat; (b) violent intruder; (c) terrorist attack or threat of terrorist attack; (d) active or threatened shooter; (e) suspicious package; (f) hazardous material incident; (g) search and rescue operation; (h) significant fire or explosion; and (h) immediate threat of harm to multiple persons or property.

This ERP is predicated on a realistic approach to the problems likely to be encountered on a campus during an emergency. Hence, the following two general guidelines should always be kept in mind:

- An emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency is not predictable. Thus this ERP will serve only as a guide and checklist and may require field modifications in order to meet the requirements of a particular emergency.

Not all emergency situations will require the same level of response. Each response, which will be managed in accordance with this ERP, will depend on the severity of the situation, and its actual or possible effect on people, property and/or reputation.

Appropriate responses, may be as simple as evacuating a building or area, summoning additional assistance from municipal or state police or fire department, mitigating the hazard, or assisting another member of the RWU community in cases of accident, fire, illness, or injury.

This ERP Policy, including its definitions of emergency, threat and crisis, is to be distinguished and separate from other policies concerning a response to inclement weather, for example, where advance planning for the incident is far more likely.

#### **IV. Guiding Principles Underlying the ERP**

In any crisis of the nature set forth above, the first concern is of public safety, and while property and financial damage and reputational concerns also are very significant, those matters are secondary to the goal of protecting people.

Central to the success of this Policy has to do with communication. Communication has three tracks: (1) timely communication of pertinent facts to those persons and offices trained and with authority to make decisions necessary to protect persons and property; (2) timely communication of decisions and instructions to RWU students, faculty, staff and visitors who are or may be impacted by the emergency; and (3) accurate communication of information to persons or entities that are outside the immediate RWU community, who may or may not be stakeholders, regarding the crisis. Note: all communications will be undertaken in a way that will not compromise any investigation that is or may be undertaken related to the event.

#### **V. Incident Reporting to RWU Department of Public Safety**

Because it is critically important that emergency information be communicated to the appropriate person(s) as clearly and as quickly as possible, RWU has designated the Department of Public Safety as the appropriate office to receive any and all calls that inform of an emergency.

Accordingly, any person (student, faculty, staff or visitor) who believes that an incident is taking place currently or may take place shall immediately contact the RWU Department of Public Safety (Dispatch Officer) at

Facilities Building, North Campus  
Tel: (401) 254-3333  
Campus Extension – x3333

Emergency contact information is attached hereto as Appendix A.

In addition, there are a number of emergency phones on campus (see Appendix B: RWU Emergency Phone Locations Campus Map). There are also emergency phones in all elevators on campus that also provide direct communications to Public Safety.

Upon reaching the Department of Public Safety, the person making the contact shall provide as much detailed information as is available to the person; and after making contact, he or she shall follow the instructions provided by the Department of Public Safety.

## **VI. Roles & Responsibilities to Manage Emergency**

### **A. Person or Persons With Knowledge of Emergency**

Any student, faculty member, staff member or visitor on-campus who sees or otherwise obtains knowledge of an emergency of any kind or nature, after taking any and all prudent steps to protect him or herself and others (see Section IX of this Policy), shall immediately inform the RWU Department of Public Safety.

It may be that an emergency is first reported to a member of the RWU faculty or staff, and not to the Department of Public Safety. In such a situation the member of the RWU faculty or staff shall immediately report the matter to the RWU Department of Public Safety.

Prudent steps to protect a person are discussed in Section X of this Policy; and all persons in the RWU community are urged to familiarize themselves with those suggested steps.

### **B. Department of Public Safety Dispatch Officer**

Upon receiving information regarding an actual or potential emergency, the Public Safety Dispatch Officer shall immediately inform the highest ranking officer on duty within the Department of Public Safety and simultaneously notify appropriate local authorities. The highest ranking officer (Director, Associate Director or Shift Commander) shall then assess the situation and draw a conclusion as to whether the information provided constitutes an actual emergency or a potential emergency as defined in this ERP, and if the conclusion is that an actual or potential emergency exists, the highest ranking officer of the Department of Public Safety on-site will immediately assume the role of Incident Commander.

### **C. Incident Commander**

The Incident Commander is the highest ranking officer in the Department of Public Safety (normally the Director of Public Safety or in his or her absence, the Associate Director of Public Safety or Shift Commander) who is on duty at the University at the time of the incident. He or she shall have sole authority to command, control and coordinate; examine the factual bases surrounding the incident and, if required, make immediate decisions regarding the incident. Among the immediate decisions that the Incident Commander may make are (a) undertake immediate communication to the campus community to assist in

preventing potential injuries or threats to individuals; (b) “lock-down” the campus or a portion of the campus; (c) evacuate building(s) or area(s); and (d) contact local municipal or state law enforcement or fire department for assistance. It should be noted that in most instances the applicable municipal fire department will simultaneously receive notification of a fire alarm and will respond without notification from the Department of Public Safety. In addition, municipal and/or state police may also be dispatched automatically in the event a call is made to 911.

Notwithstanding the above, in the event of a chemical spill, hazardous waste emergency or fire, the Incident Commander may be the Associate Director of Environmental Health & Safety or the Assistant Director of Environmental Health & Safety, in light of their particular expertise, but if the Associate and Assistant Director are not available in such situations, the Incident Commander role will remain with the Department of Public Safety.

If it is determined by the Incident Commander that the crisis is substantial and of the nature covered by this ERP, after having made any immediate decisions to protect persons, he or she shall immediately contact (take appropriate steps to actually reach) the President (or the administrator next in line of authority if the President is unavailable, as noted in subsection D below) with regard to the nature of the incident and the degree of immediate threat to persons and property. If the Incident Commander concludes that the threat is not imminent but nonetheless exists as a substantial threat, he or she will so advise the President, and the President, upon the advice of the Incident Commander, will make further decisions regarding the incident, which decisions will be carried out by the Incident Commander and/or other officers of the University. The President may convene the FERT<sup>1</sup> or CERT<sup>2</sup>, as the case may be, for advice prior to making final decisions and/or to implement decisions already made. If the Incident Commander determines that the incident is not a serious threat as defined in this Policy, he or she shall utilize the normal chain of command and inform the Vice President for Student Affairs (or the Student Affairs administrator next in line of authority if the Vice President is unavailable) who shall activate appropriate processes to deal with the situation, and, if needed, inform the President of the situation, including actions taken and the reasons therefor.

If the Director of Public Safety is not on duty, the highest ranking officer on-duty shall immediately contact the Director (or in his or her absence, the Associate Director) who will assume the role of Incident Commander upon his or her arrival on-site. If need be, the Incident Commander will assign responsibility to meet with the FERT or CERT to an officer within the Department of Public Safety so as to allow for effective communication to the applicable Team from the Incident Commander. The role of responsibility can be transferred during an incident when a higher ranked officer appears on the scene and has been fully briefed by the former Incident Commander. As soon as practicable after the

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<sup>1</sup> The FERT (Full Emergency Response Team) consists of those senior members of the administration who would have significant responsibilities in dealing with an emergency and who would assemble upon the direction of the President or convene by means of electronic communications. For a list of members of the FERT, see section E below.

<sup>2</sup> The CERT (Core Emergency Response Team) consists of those most senior members of the administration who would assemble at the direction of the President in an emergency situation in which it is impractical to assemble the FERT, For a list of members of the CERT, see section F below.

transfer of responsibility, the President will be informed of the change in command. Only the Incident Commander has the authority to declare the incident resolved, and he or she shall promptly inform the President of that decision, and the President shall direct all subsequent communications to interested constituencies regarding the matter and direct any and all steps required to follow-up.

**D. President of the University**

The President of the University, upon being informed of the incident by the Incident Commander or otherwise, the Incident Commander having already made any and all decisions immediately required for the safety of personnel and property and having already informed the applicable police and/or fire department, if indicated by the circumstances, shall assume the sole responsibility for making any and all further decisions regarding the management of the incident. However, the Incident Commander shall continue to advise the President. The President may convene the FERT or the CERT, as the case may be, for advice and counsel and for implementation of decisions made.

If the President is unavailable, the role of the President under this ERP shall be assumed by the following executives in the listed order of priority:

Provost & Senior Vice President for Academic Affairs  
Executive Vice President for Finance & Administration

**E. Full Emergency Response Team (FERT)**

The Full Emergency Response Team (FERT), which may be convened (either in person or telephonically) by the President to provide advice and counsel and/or to implement decisions made by the President, shall consist of the following members of the University:

Provost & Senior Vice President for Academic Affairs  
Executive Vice President for Finance & Administration  
Vice President for Student Affairs  
Vice President for Marketing & Communications  
Vice President of University Outreach and Engagement  
General Counsel & Senior Vice President  
Dean of the School of Law  
Chief of Staff  
Associate General Counsel & Risk Manager

The President may call other administrators to join the FERT, such as those listed below:

Vice President of Institutional Advancement  
Vice President for Enrollment Management  
Director of Public Relations  
Director of Facilities  
Associate Director of Environmental Health & Safety (unless he or she is at the site of the incident)



Director of Public Safety (unless he or she is at the site of the incident)  
Assistant Vice President for Human Resources  
Chief Information Officer  
Director of Purchasing  
English Language Center Director

Upon being called by the President, the FERT shall assemble together either at a pre-determined secured location or by secured telephonic or other means. The FERT shall remain together (unless some members are released by the President) until the incident is declared over by the Incident Commander. Information regarding the emergency shall be delivered to the FERT on a current basis, and the President may designate a member of FERT to go to the emergency site to gather firsthand information and report back to the FERT. Each member of the FERT shall have a deputy who shall have authority to act instead of the named person, and each member shall have ready communication to persons within her or his area of responsibility so that decisions made by the Team member may be implemented as directed.

#### **F. Core Emergency Response Team (CERT)**

The Core Emergency Response Team (CERT), which will convene (in-person or telephonically) in the event the incident occurs at a time that is not a normal workday (e.g., evenings, nighttime, weekends, holidays or snow days) shall consist of the following members of the University:

Provost and Senior Vice President for Academic Affairs  
Executive Vice President for Finance & Administration  
Vice President for Student Affairs  
Vice President for Marketing & Communications  
Chief of Staff

The President, upon having received a communication from the Incident Commander, will immediately contact the members of the CERT, probably by telephone or secured electronic communication, and inform them of the incident and steps already taken to address the situation, and the CERT will provide appropriate advice and direction as may be indicated under the circumstances; and shall act as the FERT until such time as the FERT is able to convene. The Chief of Staff, upon the direction of the President, will contact each member of the FERT not already contacted, advise them of the situation, and direct that the members immediately convene at a predetermined location on-campus or anticipate group telephonic communication. After convening, the FERT will proceed as indicated above.

#### **G. Special Considerations Regarding Communications Beyond the Campus**

Throughout the pendency of the emergency and thereafter, all communications to and from external constituencies, including the media and other organizations, shall be managed by

the Office of Marketing & Communications. The only spokespersons for RWU during the crisis and its aftermath shall be the President and the Public Relations Officer, or other person specifically designated by the President. In the event of a news conference, depending on the severity of the crisis/emergency, the President should be the spokesperson, with the Public Relations Office providing updates as indicated. The Vice President for Marketing & Communications also is responsible for ensuring that the President, FERT or CERT and the Incident Commander, if necessary, are kept apprised as to what is being said or reported about the incident. This allows for questions to be addressed, rumors to be managed and ensures that public relations issues are not overlooked.

### **H. Operations Center**

Operations Center is a pre-determined location on-campus where the FERT and CERT convene if an in-person meeting is called by the President. Each member of the FERT and CERT will be notified as to the designated location of the Operations Center and an alternate location if the primary location is unavailable.

### **I. Electronic Communications**

If RWU has the capability of effective communications through electronic means, the President may elect to communicate through such means to the FERT or the CERT, as the case may be, in which case the electronic communications will substitute for in-person meetings at the Operations Center.

### **J. Relationship with Local Police and Fire Departments**

Either initially by the Incident Commander or later by the President, the local police and/or fire departments may be called to action on-campus regarding the emergency. If local police and/or fire departments are summoned to campus, and actually appear, the local authorities shall be “in charge” of managing the incident. However, the RWU Incident Commander will remain as the principal contact with the President of the University; and the President, upon the advice of the Incident Commander, the FERT or CERT, as the case may be, and the local authorities, shall be responsible for managing the communications to the students, faculty, staff and visitors.

In the absence of a specific notification from RWU, local police and fire departments that have responded to a RWU location are expected to inform the Dispatch Officer of the RWU Department of Public Safety of their arrival and also provide pertinent information pertaining to the cause of the arrival and the location of the incident for which they have been called to action.

To the maximum extent possible, communications to the media regarding the emergency shall be managed by the RWU Office of Marketing & Communications. Further, the Office of Marketing & Communications shall be responsible for all communication to the RWU community, unless a news embargo has been issued by proper authority.

## **K. Special Considerations for Providence Campus and Facilities in Other Municipalities**

In the event the incident involves only the Providence campus of the University (or University property in Portsmouth or downtown Bristol), it is likely that the first responder would be the Providence, Portsmouth or Bristol Police or Fire Department, and it is the ranking officer of the local police or fire department on-site that will serve as the Incident Commander. However, upon notification of the incident, and after informing the President of the University, the Department of Public Safety will dispatch its ranking officer then on duty to the satellite location to coordinate with the local police or fire department with respect to the emergency matter. The President, upon being notified of the incident, may immediately convene (either by telecommunications or in person) an Operations Committee consisting of the Provost, Executive Vice President for Finance & Administration, Vice President for Marketing & Communications, Dean of the School of Continuing Studies and Law School (for Providence campus) and Vice President for Student Affairs (for Portsmouth and downtown Bristol), and others as may be added by the President, which committee shall act as the FERT for the purposes of the incident involving such satellite locations.

## **L. Confidential Information Provided to Members of FERT, CERT and Operations Committee**

Each member of the FERT, CERT and Operations Committee shall receive from the Office of the President confidential information, updated periodically as needed, to include contact information for each member, information as to how communications relating to an emergency will be managed, the location of the Operations Center, and other pertinent information.

## **VII. Emergency Communications to Students, Faculty, Staff and Visitors**

### **A. In General**

In the event of an emergency, under the authority of the Incident Commander or President, as the case may be, RWU may utilize some or all of the following methods of emergency communication to the RWU community:

1. Verbal Notification
2. RWU Alert (Mass Notification System)
3. RWU Siren Warning System
4. RWU Website ([www.rwu.edu/myRWU](http://www.rwu.edu/myRWU) Emergency Preparedness)
5. Emergency Information Hotlines 254-4400/4400
6. Local Television and Radio Station Broadcasts

A number of methods for providing information to specific constituencies is now described in sections C-L below.

**B. Operating Levels**

RWU has established standardized “Operating Levels” for emergency planning and emergency response purposes. The RWU Operating Levels are designed to facilitate coordinated university-wide emergency response efforts and ensure the seamless transition from a normal operating condition to a heightened state of emergency. The standardized RWU Operating Levels are as follows:

LEVEL	CAPTION	DESCRIPTION
1	All Operations Normal (no substantial risk)	All University operations functioning normally; no known impending events that could impact the University operations
2	All Operations Normal; Emergency Planning in Process (low level risk)	All University operations functioning as planned; however, there exists a possibility of an emergency event in the near future and efforts are underway to prepare for that event
3	All or Some Classes & Significant Events Cancelled; Other Operations Open as Usual (potential risk)	Conditions exist that warrant cancellation of classes or classes in a specific building or area and/or other significant events on campus (e.g., sporting events, theatre productions); all other operations remain open and functioning. All employees scheduled to work should report as usual. Classes or events in session at the time of cancellation will be dismissed and attendees will be instructed to leave the site immediately.
4	All University Operations Cancelled; Essential Services Personnel Only (major risk)	Conditions exist that warrant the suspension/closure of all University operations. Only Essential Services Personnel

		are required to report for duty. Classes or events in session at the time of the cancellation will be dismissed and attendees may be instructed to leave the University immediately.
5	All University Operations Closed. No University personnel to report unless otherwise notified. University or Portion of University on Lockdown or Evacuated; or Persons instructed to Shelter in Place (extreme risk)	All University operations are suspended/closed and the University is evacuated or placed on Lockdown*or persons are instructed to Shelter in Place**; or a specific building(s) or area of the University is evacuated or placed on Lockdown or persons instructed to Shelter in Place

\*"Lockdown" is designed to protect people where practicable within a particular facility or facilities. In the event of a lockdown, entrances will be secured and no person will be permitted to exit or enter the facility. People may be instructed to stay where they are and may not enter a classroom or office space; or, if people are in the hallway or other open space, they may be instructed to proceed to the nearest classroom, office or other room within the locked-down facility.

\*\*A "Shelter in Place" advisory instructs individuals to seek immediate shelter inside a campus building or residence hall. Sheltering in place will keep individuals inside an area that provides more protection than outside the area. Any notification to shelter in place will be incident specific and may apply to the entire campus or to specific facilities.

The above applies to all University operations, campuses (e.g., Bristol (including the School of Law), Providence (including the School of Law) and Portsmouth. It is recognized that Levels 3, 4 and 5 may be localized to a building, area or part thereof and/or it may be functional to a specific group, operation or event. The designation of a specific level will be assumed to apply to *all* operations, campuses and facilities absent instructions to the contrary in any announcement.

See [Appendix C](#) for a general listing of "Essential Services Personnel" maintained by the Risk Management Department (as well as a notation of those specific operations/facilities that remain open and/or active during a Level 4 event), although specific circumstances and operational needs may dictate, on a case-by-case basis, other personnel.

RWU Operating Levels related to policies/documents include the University Emergency Closing Policy and Emergency Closing Policies contained within collective bargaining/union agreements.

### **C. RWU Alert (Mass Notification System)**

In the event of an RWU Alert, RWU community members must heed all warnings / emergency messages promulgated by that means,. RWU provides a secure web-based program and fully hosted emergency communication system that sends pre-recorded or incident-specific emergency messages to thousands of RWU community subscribers via voicemail, e-mail, and text messaging. Upon receipt of any RWU Alert message, all the University's members should follow emergency instructions until further notice. It is the responsibility of all RWU students, staff, and faculty to maintain current emergency contact information through the myRWU website (via the Emergency Preparedness tab) to ensure receipt of all RWU Alert communications.

See Appendix D for instructions for updating emergency contact information.

### **D. Mass Notification Siren**

RWU community members must heed all warnings / emergency messages promulgated via the Siren Warning System. The Siren Warning System is a public address / siren warning system that sends audible pre-recorded and/or live emergency messages to the RWU community via a high-powered campus speaker system. Pre-recorded or live emergency messages will usually be preceded by a 15 second siren warning signal designed to alert the campus community of the pending emergency message. Upon receipt of any Siren Warning System message, all RWU community members are to immediately take action consistent with the information that is provided. If the voice instructions through the Siren Warning System are clearly understood, they shall be followed. If the siren is heard but voice instructions are not clearly understood, listeners shall immediately seek shelter and then get more information.

### **E. 4400 Emergency Information Hotline**

The RWU campus emergency hotline allows the University to record a message with details, information and updates related to any on-campus emergency or crisis situation.

### **F. University E-Mail System**

Though RWU Alert often negates the need to use this tool, selected departments on campus have the ability to send mass e-mails via the Microsoft Exchange e-mail system. The most common list serve addresses to be employed in a crisis include: [all-university@rwu.edu](mailto:all-university@rwu.edu) (faculty and staff including the law school); [all-faculty@rwu.edu](mailto:all-faculty@rwu.edu) (faculty only – limited administrative staff members); [all-student@rwu.edu](mailto:all-student@rwu.edu) (undergraduate day students); [lawstudent@rwu.edu](mailto:lawstudent@rwu.edu) (law students); [graduates@rwu.edu](mailto:graduates@rwu.edu) (graduate students) and [constds@rwu.edu](mailto:constds@rwu.edu) (continuing studies students).

### **G. RWU Website Home Page**

The RWU website ([www.rwu.edu](http://www.rwu.edu)) is a key vehicle for communicating particularly with external audiences. Emergency updates can be added and a bright red emergency indicator can be placed prominently on the RWU home pages.

### **H. CCTV Channel 5 – Electronic Marquees on Campus and WQRI**

The Division of Student Affairs can post messages on both the RWU closed-circuit television channel (Channel 5) as well as electronic marquees posted at strategic locations on campus. Such messages may not be able to be posted instantaneously, but these vehicles could be called to support efforts in an ongoing crisis/emergency situation. In addition, announcements may be made utilizing WQRI, RWU's FM radio station.

### **I. Social Media Sites – Facebook, Twitter, etc.**

RWU maintains a presence on many social media sites, including Facebook and Twitter. These can be used to reach key audiences, including students, parents, the news media and other external stakeholders.

### **J. Emergency Preparedness Page on myRWU**

The Emergency Preparedness tab on my.rwu.edu offers a space to post the current campus operating status and related instructions on a site that is housed on a server not located on the RWU campus.

### **K. All-Campus Telephone Message via Audix**

Though the RWU Alert System often negates the need to use this tool, the Audix Telephone System allows a voice message to be distributed to all on-campus telephone extensions.

### **L. Media Alerts via the Rhode Island Broadcasters Association**

The Rhode Island Broadcasters Association created a media alert system to allow institutions to distribute emergency status updates to local print and broadcast outlets for possible coverage. The system is only activated during weather or other emergency situations affecting the state.

## **VIII. Emergency Response Training Requirements**

All students, staff, faculty, and guests should be trained in safe emergency response procedures, with special attention given to emergency exit and emergency notification procedures.

Department heads shall review the ERP with all department employees on the following occasions:

- Annually and/or when it is apparent that refresher training should be provided.
- Whenever an employee's responsibilities or designated activities under this plan, or a related RWU emergency plan, change.
- Whenever the ERP is revised.

Training must address emergency egress, emergency notification procedures, fire alarm system activation, use of fire extinguishers, and post-evacuation procedures.

### *University-Wide Training Events:*

The RWU Alert and Siren Warning systems will be tested during the fall and spring semesters of each academic year to ensure system operability and campus familiarity with RWU emergency communication systems. All RWU Coordinators of Residence Education (COREs), Resident Assistants (RAs), Health and Wellness Educators (HAWEs), and Peer Educators with Expertise in Referral (PEERS) will receive emergency response and fire safety training prior to the start of each new academic year.

Fire drills at RWU will be conducted under the supervision of EHS. Fire drills will be conducted no less than twice per the fall and spring semesters and summer semester (as necessary) in each residence hall to ensure building occupant familiarity and compliance with emergency exit procedures. Emergency egress arrangements specific to each building should be kept with this plan in a location that is easily accessible for all building occupants to review on a regular basis. Emergency egress plans can be found on the following link <http://www.rwu.edu/about/university-offices/ehs/emergency-evacuation>

## **IX. Individual Action to be Taken in the Event of an Emergency**

### **A. Fire / Explosion**

In the event of a fire or explosion, initiate the following emergency procedures:

- After evacuation of the space where the fire or explosion is located, close the door (this will help confine the fire).
- Activate the nearest fire alarm pull station. Pull stations are located next to exits and stairwell doors. Activating the fire alarm system via



a pull station is the fastest way to inform all of the building occupants of a fire, as well as simultaneously alerting RWU Public Safety and the local municipal Fire Department .

- Exit the building immediately.

#### Emergency Exit Procedures

- During a fire alarm, exit the building as quickly as possible.
- If a door to the hallway is closed, check the door:
  - a. If the door is cool, open it slowly and check the space for smoke.
    - b. If the door is hot, do NOT open it!
      1. Close the door to the room and call RWU Public Safety at ext. 3333
      2. If smoke begins to come in around the doorframe, place blankets, towels, clothing or tape around the door. Wet the fabric with water if possible.
      3. Wave a brightly colored article of clothing or similar material in the window to attract attention. Do not break the window unless absolutely necessary.
- Stay low (smoke rises, so the best visibility is near the floor).
- If smoke or excessive heat impedes your path of egress, look for an alternate exit (buildings are required to have two (2) means of emergency egress).
- Never use an elevator during a fire.
- Close doors behind you as you leave (this will help prevent the spread of smoke and fire).
- Notify others that there is a fire on your way out the building.
- Exit the building and proceed directly to the assigned meeting area outside.
- Do not re-enter the building until the fire department grants permission.

- Call RWU Department of Public Safety at extension 3333 when using a campus phone and at 254-3333 when using a non-campus phone to report the location of the fire from a safe location. Include the full name of the building, floor, and room. Provide as much additional information as possible (source of fire, injured personnel, etc).
- Make yourself available to firefighters and police officers to answer questions about the incident. Meet with your staff and/or classmates at a pre-arranged designated Emergency Assembly Area.

RWU Use of Fire Extinguishers:

Use of fire extinguishers is only permitted under the following conditions:

1. The individual has been trained in the use of fire extinguishers.
2. The fire has already been reported or another person has been sent to report the fire.
3. The fire is small and can be extinguished / controlled in 10 seconds or less.

The location of campus fire extinguishers is provided in Appendix E.

**B. Hazardous Materials Spill**

In the event of a hazardous material spill, initiate the following emergency procedures:

- Activate the RWU Contingency Plan as required.
- Activate the RWU Spill Prevention Control and Countermeasures (SPCC) Plan as required.
- Close the door to the space where the spill is located (this will help confine the spill).
- Activate the nearest fire alarm pull station. Pull stations are located next to exits and stairwell doors. Activating the fire alarm system via a pull station is the fastest way to inform the all of the building occupants of the need to evacuate the building, as well as simultaneously alerting RWU Public Safety and the Bristol Fire Department (BFD).
- Exit the building immediately.

- Call RWU Public Safety at extension 3333 when using a campus phone and at 254-3333 when using a non-campus phone to report the location of the fire from a safe location. Include the full name of the building, floor, and room. Provide as much additional information as possible (name / amount of spilled material, injured personnel, etc). Public Safety will immediately contact EHS for emergency spill response. BFD and Hazmat Teams will be contacted by Public Safety / EHS as required.
- Without endangering yourself, help injured to decontamination showers and/or emergency eyewash stations as necessary.
- If potential for fire and/or explosion exists as a result of spill, evacuate area at least 500 feet from building. Prevent non-emergency response personnel from entering area until Public Safety can establish safe stand-off distance with caution tape, cones, etc.
- Make yourself available to firefighters and police officers to answer questions about the incident. Meet with your staff and/or classmates at a pre-arranged Emergency Assembly Area (see Appendix [#] for designated meeting locations).

### **C. Hostile Intruder / Active Shooter**

In the event of a hostile intruder / active shooter *within or outside a RWU building*, initiate the following emergency procedures:

- \* Evacuate the area if possible
- Stay calm and be as quiet as possible.
- Proceed to a room that can be locked or barricaded (Remember that some doors cannot be locked from the inside).
- Lock and barricade doors or windows.
- Close blinds or curtains.
- Turn all lights and audio equipment off.
- Keep yourself out of sight and take adequate cover / protection (ie. concrete walls, thick desks, filing cabinets or any other objects that will stop bullet penetration.)
- Have one person call RWU Public Safety at extension 3333 when using a campus phone and at 254-3333 when using a non-campus

phone to report the hostile intruder / active shooter emergency. Include any injured victim(s) information and extent of injuries. Provide as much additional information as possible.

- Do not sound the fire alarm to evacuate a building during a hostile intruder / active shooter incident. A fire alarm evacuation might place building occupants in potential harm as they attempt to exit.
- Don't stay in an open area that is unsecured. If for some reason you are caught in an open area such as a hallway or lounge type area, take one of the following actions:
  - a. Warn others and run to a safe exit or room that can be locked. Do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use desks, chairs, doors or any other available objects to block you from view as you run.
  - b. Hide in the best available spot possible.
  - c. If there is no possibility of escape or hiding, attempt to incapacitate the assailant(s) by using aggressive force, throwing objects, and yelling.
- Wait until a uniformed police officer or a university official known to you provides an "all clear".

In the event a hostile intruder / active shooter *enters your office or classroom*, initiate the following emergency procedures:

- If there is no possibility of escape or hiding, attempt to incapacitate the assailant(s) by using aggressive force, throwing objects, and yelling.
- If possible, have one person call RWU Public Safety at extension 3333 when using a campus phone and at 3333 when using a non-campus phone to report the hostile intruder / active shooter emergency. Include any injured victim(s) information and extent of injuries. Provide as much additional information as possible.
- If the active shooter(s) leaves the area, barricade the room or proceed to a safer location.

In the event of a hostile intruder / active shooter *in an outside area on campus grounds*, initiate the following emergency procedures:

- Stay calm.

- Move away from the active shooter or sounds of gunshot(s) and/or explosion(s).
- Keep yourself out of sight and take adequate cover / protection (ie. brick walls, retaining walls, large trees, parked vehicles or any other object that will stop bullet penetration.)
- When away from the immediate danger, summon help any way you can and warn others.
- Call RWU Public Safety at extension 3333 when using a campus phone and at 254-3333 when using a non-campus phone to report the hostile intruder / active shooter emergency. Include any injured victim(s) information and extent of injuries. Provide as much additional information as possible.

In the event of a hostile intruder / active shooter emergency, the *objectives of the responding police officers* are the following:

- Immediately engage or contain the active shooter(s) to stop life threatening behavior.
- Identify threats such as improvised explosive devices.
- Identify victims to facilitate medical care, interviews, and counseling.
- Conduct a complete and thorough investigation.

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams and they may be dressed in normal patrol uniforms or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers will likely be armed with rifles, shotguns, or handguns. Regardless of how the police appear or sound, do not be afraid of them and follow all police officer instructions. Put down all bags or packages you may be carrying and keep your hands visible at all times; if instructed to lie down, do so. If you know where the shooter is, tell the police officers. The first responder to arrive will not stop to aid injured people. The first responding police officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Once you have escaped to a safer location, stay until the situation is under control and all witnesses have been identified and questioned by the police. Until you are questioned and released, remain at whatever assembly point authorities designate.

## **X. Emergency Responsibilities for RWU Employees**

### **A. Department Heads**

- i.** Identify a department ERP Coordinator and an alternate ERP Coordinator (who can act in the absence of the primary ERP Coordinator)
- ii.** Be responsible for the respective department's implementation and enforcement of this plan.

### **B. Emergency Response Plan Coordinators**

- iii.** Review the ERP at least annually to ensure familiarity.
- iv.** Maintain a printed copy of the ERP and make it available to department staff and faculty.
- v.** Make arrangements with EHS or Public Safety to provide training, on the university ERP.
- vi.** Maintain emergency response training records within the department.
- vii.** Following department building evacuations, take a head count of department members. Report missing persons and/or those in need of assistance to emergency responders.
- viii.** When a fire alarm sounds, proceed calmly to the nearest exit, closing doors behind you and ensure that anyone you encounter is also exiting the building. Call Public Safety to report the emergency.

### **C. Employees**

- Attend university ERP training annually and follow the provisions of the plan.
- Know the locations of the fire alarm pull stations, emergency exits, and fire extinguishers in respective work areas / buildings.
- Know procedures for reporting fires and other emergencies.
- Know the department predetermined Emergency Assembly Areas and proceed to that location in the event of a fire alarm.

- Notify an ERP Coordinator or supervisor of any conditions that pose a risk during an emergency.
- Never re-enter a building until authorities have given permission.
- Assist others who may have difficulty evacuating the building or notify emergency responders of the location of anyone unable to leave the building.
- Following an evacuation, assist with determining that all students, staff, and faculty have evacuated safely.

**D. Department of Environmental Health and Safety and Department of Public Safety**

- Develops the ERP for the University.
- Reviews the ERP annually and makes revisions as required.
- Communicates revisions to the plan with ERP Coordinators and other employees.
- Provide emergency response training to ERP Coordinators and other employees as requested.
- Perform fire / life safety systems inspections and ensure all deficiencies are corrected promptly.
- Comply with requirements of the National Fire Protection Association (NFPA) and Rhode Island Fire Laws and Rules (RIFLR) standards for maintenance and testing of all fire safety equipment including the following: fire alarm systems, sprinkler systems, fire pumps. Kitchen hood suppression systems, clean agent suppression systems, fire extinguishers, emergency generators, and emergency lighting. Ensure that only properly trained and licensed professionals perform fire / life safety systems maintenance and testing. Maintain records of all fire / life safety systems repairs, maintenance, and testing.
- Conduct fire drills in accordance NFPA codes and RIFLR.
- Assist in determining evacuation locations for departments.

**E. Facilities Management**

- ix. Assist in correcting reported fire / life safety system deficiencies.

- x. Comply with maintenance and testing of the following systems: leak detection, heating controls, pressurization controls, emergency back-up systems, and other supporting equipment.
- xi. Perform routine inspection and maintenance of various university motors, controllers, and electrical distribution.



# **APPENDIX A**

## **Emergency Contact Information**

## RWU Emergency Contacts

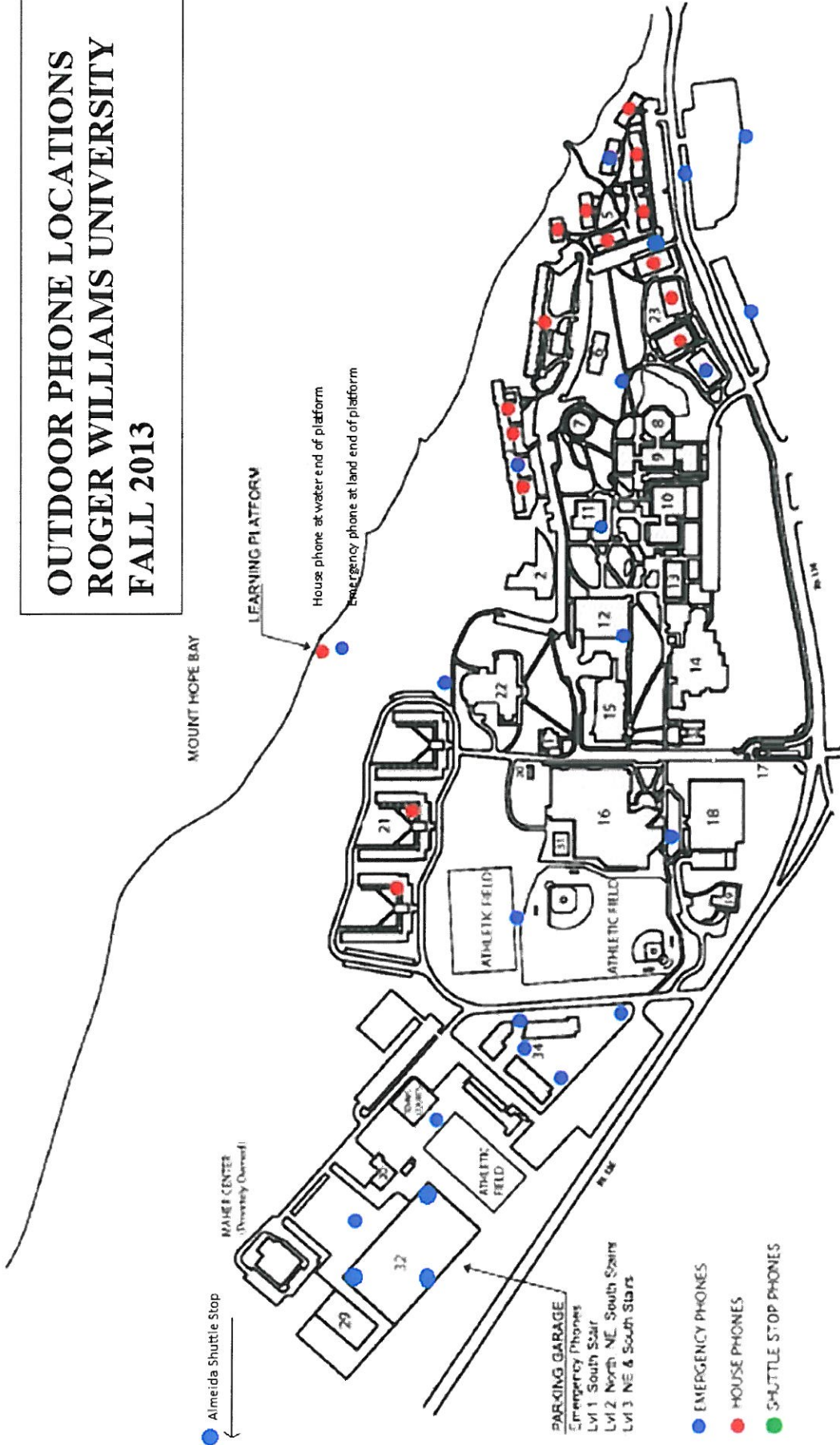
### Emergency Phone Numbers

<b>RWU Public Safety – General Emergency/ Medical</b>	<b>ext. 3333 / 401-254-3333</b>
<b>Facilities Management – Service Response</b>	<b>ext. 3136 / 401-254-3136</b>
<b>RWU Environmental Health and Safety</b>	<b>ext. 3494 / 401-254-3494</b>
<b>RWU Campus Emergency Information Line</b>	<b>401-254-4400</b>
<b>RWU Law School Emergency Information Line</b>	<b>401-254-4500</b>
<b>Bristol Police Department</b>	<b>401-253-6900</b>
<b>Bristol Fire Department</b>	<b>401-253-6912</b>
<b>Bristol Harbormaster</b>	<b>401-683-0300</b>
<b>Portsmouth Fire Department</b>	<b>401-683-1200</b>
<b>Portsmouth Police Department</b>	<b>401-683-0994</b>
<b>Providence Fire Department</b>	<b>401-274-3348</b>
<b>Providence Police Department</b>	<b>401-272-3121</b>
<b>Rhode Island State Police</b>	<b>401-444-4000</b>
<b>Massachusetts State Police Department</b>	<b>508-993-8373</b>
<b>U.S. Coast Guard (Caste Hill Station)</b>	<b>401-253-9585 401-846-3675</b>
<b>Marine Radio / Telephone</b>	<b>888-MARINE2</b>
<b>24-Hour Dispatch</b>	<b>800-4SEATOW</b>
<b>International Distress / Safety / Calling (USCG Monitored)</b>	<b>VHF Channel 16</b>
<b>Narragansett Marine Operator</b>	<b>VHF Channel 84</b>

## **APPENDIX B**

### **Location of Emergency Phones and Elevators with Emergency Phones**

# OUTDOOR PHONE LOCATIONS ROGER WILLIAMS UNIVERSITY FALL 2013



MOUNT HOPE BAY

LEARNING PLATFORM

House phone at water end of platform

Emergency phone at land end of platform

MAHAF CENTER  
(University Owned)

Almeida Shuttle Stop

PARKING GARAGE

Emergency Phones

Lvl 1 South Stair

Lvl 2 North NE South Stairs

Lvl 3 NE & South Stairs

EMERGENCY PHONES

HOUSE PHONES

SHUTTLE STOP PHONES

- |   |  |  |                               |
|---|--|--|-------------------------------|
| 1. CAREER CENTER  | 11. GABELLI SCHOOL OF BUSINESS                           | 21. BAYSIDE COURTS RESIDENCE (House phones)                            | 32. PARKING GARAGE            |
| 2. GLOBAL HERITAGE HALL   | 12. MAIN LIBRARY   | 22. MARINE & NATURAL SCIENCES BUILDING (Behind Building)               | 33. ADMISSIONS BUILDING       |
| 3. MAPLE HALL RESIDENCE (House phones)                          | 13. ADMINISTRATION BUILDING                              | 23. STONEWALL TERRACE RESIDENCE (House phones)                         | 34. NORTH CLASSROOM RESIDENCE |
| 4. CEDAR HALL RESIDENCE (House phone)                           | 14. SCHOOL OF ARCHITECTURE, ART, & HISTORIC PRESERVATION | 24. ALMEIDA APARTMENTS (not shown on map)                              |                               |
| 5. WILLOW HALL RESIDENCE (House phones)                         | 15. THE COMMONS  | 25. KING PHILIP APARTMENTS (not shown on map)                          |                               |
| 6. CENTER FOR STUDENT DEVELOPMENT                               | 16. CAMPUS RECREATION CENTER (Exterior location)         | 26. BAYPOINT INN & CONFERENCE CENTER (not shown on map)                |                               |
| 7. FINE ARTS BUILDING   | 17. INFORMATION CENTER                                   | 27. BRIDGE HOUSE (not shown on map) (opposite side of rt. 114)         |                               |
| 8. FCA'S SOUTH HALL   | 18. SCHOOL OF LAW & LAW LIBRARY                          | 28. UNIVERSITY RESIDENCE (not shown on map) (opposite side of rt. 114) |                               |
| 9. FEINSTEIN COLLEGE OF ARTS & SCIENCES                         | 19. PERFORMING ARTS CENTER                               | 29. PUBLIC SAFETY, HUMAN RESOURCES, PURCHASING, & FACILITIES CENTER    |                               |
| 10. SCHOOL OF ENGINEERING, COMPUTING, & CONSTRUCTION MANAGEMENT | 20. NORTH CLASSROOM BUILDING                             | 30. MAIL ROOM  |                               |
|   |  | 31. ELS LANGUAGE CENTER  |                               |

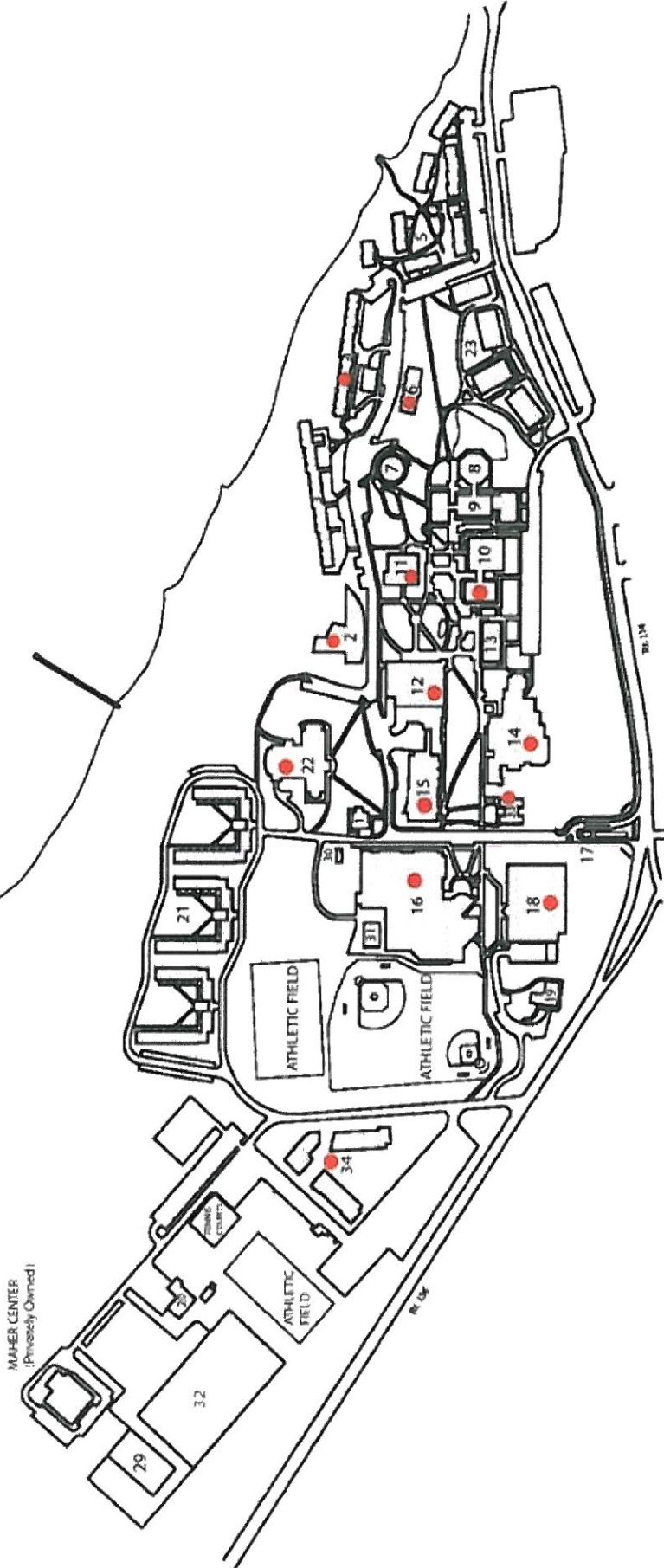
## ROGER WILLIAMS UNIVERSITY

CAMPUS PLAN

SCALE: 1" = 500'-0"

**ELEVATOR LOCATIONS** Designated in Red  
**Roger Williams University 2012**

MOUNT HOPE BAY



- 1. CAREER CENTER
- 2. GLOBAL HERITAGE HALL
- 3. MAPLE HALL RESIDENCE
- 4. CEDAR HALL RESIDENCE
- 5. WILLOW HALL RESIDENCE
- 6. CENTER FOR STUDENT DEVELOPMENT (1st floor)
- 7. FINE ARTS BUILDING (multiple Machine Rooms)
- 8. FCA'S SOUTH HALL
- 9. FRINSTEIN COLLEGE OF ARTS & SCIENCES
- 10. SCHOOL OF ENGINEERING, COMPUTING & CONSTRUCTION MANAGEMENT
- 11. GABELLI SCHOOL OF BUSINESS
- 12. MAIN LIBRARY
- 13. ADMINISTRATION BUILDING
- 14. SCHOOL OF ARCHITECTURE, ART, & HISTORIC PRESERVATION
- 15. THE COMMONS
- 16. CAMPUS RECREATION CENTER
- 17. INFORMATION CENTER
- 18. SCHOOL OF LAW & LAW LIBRARY
- 19. PERFORMING ARTS CENTER

- 20. NORTH CLASSROOM BUILDING
- 21. BAYSIDE COURTS RESIDENCE
- 22. MARINE & NATURAL SCIENCE BUILDING
- 23. STONEWALL TERRACE RESIDENCE
- 24. ALAMEDA APARTMENTS (not shown on map)
- 26. BAYPOINT INN & CONFERENCE CENTER (not shown on map)
- 27. BRIDGE HOUSE (not shown on map) (opposite of rt. 11A)
- 28. UNIVERSITY RESIDENCE (not shown on map) (opposite of rt. 11A)
- 29. PUBLIC SAFETY, HUMAN RESOURCES, PURCHASING & FACILITIES CENTER
- 30. MAIL ROOM
- 31. TELS LANGUAGE CENTER
- 32. PARKING GARAGE
- 33. ADMISSIONS BUILDING
- 34. NORTH CAMPUS RESIDENCE

**ROGER WILLIAMS UNIVERSITY**

CAMPUS PLAN

SCALE: 1" = 500'-0"

## **APPENDIX C**

### **Essential Services Personnel**

**ESSENTIAL SERVICES PERSONNEL LIST  
FOR  
OPERATING LEVEL 4 EVENT**

Updated as of : April 23, 2014

**Scope:** This Essential Services Personnel (ESP) list applies when the University is at Operating Level 4 (All University Operations Cancelled; ESP are required to report for duty).

**Notes:** This is a general listing/guide only. The length of the event (this list assumes Operating Level 4 for up to 2 days), the nature of the event, the actual conditions on campus, and/or other factors may warrant other individuals being called in or instructions for selected ESP's to remain home. If your position is listed below you should report for duty unless otherwise noted in the comments section and/or instructed.

<b>Division/Department</b>	<b>Title</b>	<b>Incumbent</b>	<b>Comments</b>
<b>Academic Affairs</b>	Provost	Workman, Andrew	Alternate: Robert Cole, Associate Provost
	Emergency Library Team	Deekle, Peter V., Learned, Elizabeth P.	Generally only if event occurs during the Fall or Spring semesters and students are in residence halls
	Main University Library Skeleton Crew	As designated by Library Dean and/or Assistant Dean	Generally only if event occurs during the Fall or Spring semesters and students are in residence halls
	Assistant Professor	Rhyne, Andrew L.	As needed for purposes of animal care
	Associate Professor & Acquaculture Extension Specialist	Leavitt, Dale	As needed for purposes of animal care
	Marine Laboratory Manager/Adjunct Professor	Bourque, Bradford D.	As needed for purposes of animal care
	Research Associate - CEED	Cerino, David	As needed for purposes of animal care
	Shelfish Hatchery Manager	Tammi, Karin	As needed for purposes of animal care
	Special Assignment Coordinator	Bessey, Celeste	As needed for purposes of animal care
	Visiting Assistant Professor	Smolowitz, Roxanna	As needed for purposes of animal care
	Aquatic Diagnostic Technician	Markey, Kathryn	As needed for purposes of animal care
<b>Advancement</b>	<i>No Essential Services Personnel</i>		
<b>Enrollment Management</b>	<i>No Essential Services Personnel</i>		
<b>Marketing &amp; Communications</b>	Vice President of Marketing & Communications	Connery, Judith	
	Director of Public Affairs	Clark, Brian C.	
<b>Facilities Management</b>	Director of Facilities	Tameo, John J.	
	Associate Director of Maintenance Services	Finn, James E.	
	Associate Director, Custodial Services & Special	Keaveney, Gerard C.	
	Manager of Mechanical and Electrical Systems	McCarthy, William H.	
	Supervisor of Grounds and Athletic Fields	Clement, Matthew A.	
Facilities Personnel	Those involved in restoring, readying and/or ensuring an accessible work environment	Per usual assigned shifts unless otherwise instructed (e.g., snow removal team)	

**ESSENTIAL SERVICES PERSONNEL LIST  
FOR  
OPERATING LEVEL 4 EVENT**

<b>Finance &amp; Administration</b>	Executive Vice President for Finance & Administration	Williams, Jerome F.	Alternate: David Gilmore, VP for Accounting & Treasury Management
	Vice President for Accounting and Treasury Management	Gilmore, David A.	If required by EVP Finance & Administration
	Controller	Turner, Nicole	If required by EVP Finance & Administration
	Director of Purchasing	Kane, Thomas	If required by EVP Finance & Administration
	Mailroom Manager	Caracciolo, Gerald	If required by Director of Purchasing
	Bursar	Sylvia, Deborah L.	If required by EVP Finance & Administration Alternate: Elizabeth Hannon
	Assistant Controller	Wilcox, Julie	If required by Controller Alternate: John Borden
	Payroll Manager	Hockhousen, Bonnie	If required by Controller Alternate: Donna Pimental
	Assistant Vice President of Human Resources	Mal, Mirlen A.	
<b>General Counsel</b>	Associate General Counsel	Neronha, Christopher M.	
	Assistant Director EH&S - Fire Safety & Environmental Health	Souza, Kathleen D.	
	Assistant Director EH&S - Chemical and Industrial Hygiene	Dagwan, Kayla	
<b>Information Technology</b>	Chief Information Officer (Interim)	King, Stephen	
	Director of Information Technology	Galib, James M.	
	Associate Director, Administrative Systems	Kacmarsky, Brian	If required by CIO
	Associate Director of Network Operations	Massa, Michael	If required by CIO
	System Administrator(s)		If required by CIO
	Network Technician(s)		If required by CIO
	Programming Manager	Masterson, Laura A.	If required by CIO
	Principal Programmer(s)		If required by CIO
<b>School of Law</b>	<i>No Essential Services Personnel</i>		
<b>Student Affairs</b>	Vice President for Student Affairs	King, John J.	Alternate: Dean of Students, Kathleen McMahon
	Director of Center for Counseling & Student Development	Azar, James A.	If required by V.P. Student Affairs/ Dean of Students
	Director of Health Services	Andrade, Anne M.	If required by V.P. Student Affairs/ Dean of Students
	Director of Public Safety	Melaragno, Steven	
	Associate Director of Public Safety	Moffatt, Pamela C.	
	Shift Commander(s)		Per usual assigned shifts unless otherwise instructed by Director or Associate Director of Public Safety



**ESSENTIAL SERVICES PERSONNEL LIST  
FOR  
OPERATING LEVEL 4 EVENT**

	Emergency Medical Technician(s)		Per usual assigned shifts unless otherwise instructed by Director or Associate Director of Public Safety
	Public Safety Officer(s)		Per usual assigned shifts unless otherwise instructed by Director or Associate Director of Public Safety
	Shuttle Drivers		If required by Director or Associate Director of Public Safety
	Dining Personnel		Per Dining Emergency Procedure (generally "brunch" schedule for Upper Commons and Bay Point operations)
	Residence Life & Housing Management Teams		If required by King/McMahon/Montefusco/Stanley
	Coordinators of Residence Education		
	Director of Athletics	Kemmy, David M.	Generally only if event occurs during the Fall or Spring semesters and students are in residence halls  Alternate: James Cook
	Recreation Center Skeleton Crew	As designated by Athletic Director	Generally only if event occurs during the Fall or Spring semesters and students are in residence halls

## **APPENDIX D**

### **RWU Alert Instructions**

# Roger Williams University's RWU Alert

## WHAT IS IT?

An Emergency Notification System designed to reach all students, faculty, and staff using voice, e-mail and text messaging. Roger Williams University administration and security personnel will use the system to broadcast vital information in the case of an emergency situation on campus or for severe weather-related advisories.

## WHAT DO I HAVE TO DO?

In order to provide this service, you should provide us with your current contact information, including mobile phone number, by following the steps below:

### STUDENTS:

- Step 1:** Log into myRWU (also known as the Campus Portal) <https://portal.rwu.edu>
- Step 2:** Click on the "Students" link
- Step 3:** On the left side of the screen under "Student Services" menu click on "User Contact Information"
- Step 4:** Check the box that says "Update Phone Numbers and/or Email Addresses" and click "Submit"
- Step 5:** Update your contact information and click "Submit"

### FACULTY:

- STEP 1:** Log into myRWU (Campus Portal) <https://portal.rwu.edu>
- STEP 2:** Click on the "Faculty" link
- STEP 3:** On the left side of the screen under the "Faculty Services" menu click on "User Contact Information"
- STEP 4:** Check the box that says "Update Phone Numbers and/or Email Addresses" and click "Submit"
- STEP 5:** Update your contact information and click "Submit"

### EMPLOYEES:

- STEP 1:** Log into myRWU (Campus Portal) <https://portal.rwu.edu>
- STEP 2:** Click on the "Employees" link
- STEP 3:** On the right side of the screen under the "Employee Services" menu click on "User Contact Information"
- STEP 4:** Check the box that says "Update Phone Numbers and/or Email Addresses" and click "Submit"
- STEP 5:** Update your contact information and click "Submit"

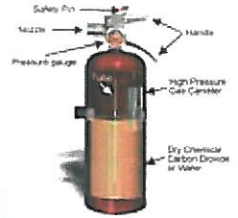
In an emergency,  
contact the  
Department of Public Safety:

(401) 254-3333  
Campus Extension – x3333

**RWU Alert** Roger Williams  
University  
Emergency Notification System  
ROGER WILLIAMS UNIVERSITY

## **APPENDIX E**

### **Use of Fire Extinguishers**



# Fire Extinguisher Operations/Safety Tips:

There are three basic classes of fires. All fire extinguishers are labeled with standard symbols, letters or both for the classes of fire they can put out.

## Fire Extinguisher Ratings:



Ordinary  
Combustibles

**Class A Extinguishers** will put out fires in ordinary combustibles, such as wood and paper. The numerical rating for this class of fire extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.



Ordinary  
Combustibles



Flammable  
Liquids

**Class B Extinguishers** should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.



Flammable  
Liquids



Electrical  
Equipment

**Class C Extinguishers** are suitable for use on electrically energized fires. This class of fire extinguishers does not have a numerical rating. The presence of the letter “C” indicates that the extinguishing agent is non-conductive.



Electrical  
Equipment

**Class D Extinguishers** are designed for use on flammable metals and are often specific for the type of metal in question. There is no picture designator for Class D extinguishers. These extinguishers generally have no rating nor are they given a multi-purpose rating for use on other types of fires.



Combustible  
Metals

- Multi purpose fire extinguishers labeled ABC, may be used on all three classes of fire.
- Extinguishers labeled for only Class A fires contain water and are unsuitable for use on grease or electrical fires.
- A red slash through any symbols tells you the extinguisher cannot be used on that class of fire. A missing symbol tells you only that the extinguisher has not been tested for that class of fire.
- If you use the wrong type of extinguisher, you can endanger yourself and even make the fire worse.

## Fire Extinguisher Operations:

- To operate a fire extinguisher, remember the word **P.A.S.S.:**
  - **P**ull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.
  - **A**im low. Point the extinguisher at the base of the fire.
  - **S**queeze the lever slowly and evenly.
  - **S**weep the nozzle from side-to-side.
- For the home, select a multi-purpose extinguisher (can be used on all types of home fires) that is large enough to put out a small fire but not so heavy as to be difficult to handle.
- Choose a fire extinguisher that carries the label of an independent testing laboratory.
- Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out. Local fire departments or fire equipment distributors often offer hands-on fire extinguisher trainings.
- Install fire extinguishers close to an exit and keep your back to a clear exit when you use the device so you can make an easy escape if the fire cannot be controlled. If the room fills with smoke, leave immediately.
- Know when to go. Fire extinguishers are one element of a fire response plan, but the primary element is safe escape. Every household should have a home fire escape plan and working smoke alarms.