

ROGER WILLIAMS UNIVERSITY

EMERGENCY RESPONSE PLAN

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EMERGENCY RESPONSE PLAN

POLICY STATEMENT

It is Roger Williams University's policy to conduct its operation with the highest regard for the health and safety of its students, employees and the public, and the protection and preservation of property and environment. Our Emergency Response capability is a fundamental responsibility of this organization. The Roger Williams University Emergency Response Plan is a coordinated function which encompasses senior management, finance, purchasing, facilities, human resources, public safety, environmental health and safety, dining, housing, public relations and information management. An Emergency Coordinator and an ERP Team shall be appointed by senior management to identify and mitigate hazards, to develop and implement a comprehensive Plan, and to keep our facilities in an effective state of readiness to respond to and recover from hazards or other emergencies that may occur. The Plan procedures provide a clear, concise description of the overall emergency response organization. The ERP Team designates responsibilities, coordinates the interface between Roger Williams University and outside agencies, and describes notification procedures necessary to deal with all aspects of emergencies. The entire Plan is available to review in the Facilities Management Office at any time.

Signed: Signed by the President
Roy J. Nirschel, Ph.D., President

Date: 02/25/03

SECTION I

OVERVIEW

This Emergency Response Plan is designed to be a guide for dealing with a variety of events that could adversely affect the normal operations of Roger Williams University. No plan is capable of fully addressing every emergency. However, this plan is intended to address some of the most likely emergencies and establish a protocol to effectively deal with unforeseen potentially disastrous events.

The Federal Emergency Management Agency (FEMA) describes an emergency as “any unplanned event that can cause deaths or significant injuries to employees, customers or the public; or that can shut down business, disrupt operations, cause physical or environmental damage, or threaten the facility’s financial standing or public image.”

It is important to recognize that there are multiple elements to any crisis.

Essentially, there are two critical considerations: deal with the crisis itself and plan a controlled response to the crisis. Dealing with the crisis will be the initial concern. The response, when carefully and accurately crafted and properly disseminated will preserve Roger Williams University’s reputation and positive public perception.

It is Roger Williams University policy that all emergencies be reported to the Department of Public Safety using the emergency telephone number 4357 (HELP). The Public Safety Officer on duty at the Main Gate has the responsibility for requesting off campus assistance, calling on campus offices for assistance (when appropriate) and notifying other appropriate campus officials. For serious incidents, it may be appropriate to activate RWU emergency response teams as delineated below.

EMERGENCY RESPONSE TEAMS

Two specific groups are established to deal with emergencies, potential crises and disastrous occurrences. These groups, described below, are the Emergency Response Team (ERT) and the Emergency Network Information Team (ERNIT).

ERT is responsible for formulating plans, initiating/directing immediate response to the emergency, advising the University President and keeping ERNIT informed.

ERT consists of the following individuals:

Vice President of Student Affairs – Chair

Director of Facilities Management

Director of Public Safety

Dean of Students or Associate Dean of Student Affairs

Executive Director of Public Affairs

Director of Counseling (when required)

Legal Counsel (when required)

Others as determined by circumstances /Chair

ERNIT is responsible for developing recovery plans once a serious emergency occurs or is anticipated.

ERNIT consists of the following individuals:

Executive Vice President/COO-Chair

Provost and Senior Vice President

Legal Counsel & Vice President for Human Resources

Vice President for Finance/Chief Financial Officer

Dean, School of Law (when required)

Vice President of Student Affairs

Executive Director of Public Affairs

Director of Human Resources

Others as determined by circumstances

The Crisis Communication Team (CCT) will work with ERNIT to develop a media response strategy, and oversee dissemination of information to the campus community under the direction of the Executive Director of Public Affairs.

SECTION II

INDIVIDUAL RESPONSIBILITIES

In general, specific responsibilities for individuals will be consistent regardless of the nature of the emergency. It is expected that the responsible individual will have the full cooperation and support of the University Community in carrying out the actions necessary in an emergency. The following specific responsibilities are assigned:

Executive Vice President/COO in his/her absence the Provost and Senior Vice President

- Establish an order of succession when key decision makers are absent
- Determine when a crisis condition no longer exists
- Make recommendations regarding class cancellations/rescheduling
- Disseminate information and instructions to deans and faculty

Vice President for Finance/Chief Financial Officer

- Liaison with insurance carrier/s
- Metro Center Oversight
- Bursar/Registrar Activities (bills, records, etc.)

Legal Counsel & Vice President of Human Resources

- Lead responsibility in labor unrest/disputes
- Cancel classes/close University (as appropriate)
- Maintain University list of essential personnel
- Disseminate information and instructions to staff and administrators
- Spouse/Family notifications for staff/faculty/administrators
- Make arrangements for personal effects of faculty/staff/administrators when death or serious injury involved
- Make arrangements for funeral attendance, memorial services, etc when death of faculty/staff/administrators involved

Dean, School of Law

- Make recommendations regarding class cancellations/rescheduling
- Disseminate information and instructions to faculty and staff
- Disseminate information and instructions to students

Vice President of Student Affairs

- Lead responsibility in student related tragedies
- Disseminate information and instructions to students
- Communicate with parents
- Direct activities of Health Services
- Direct activities of Counseling Center
- Direct activities of Student Life including alternate housing arrangements
- Make arrangements for personal effects of students when death or serious injury involved
- Make arrangements for funeral attendance, memorial services, etc when death of student involved

Director of Facilities Management

- Lead responsibility in fires, explosions and environmental releases
- Lead responsibility in snowstorms
- Restoration of physical plant, paved areas and grounds
- Develop plans to maintain water and electrical power supply

Director of Center for Counseling and Student Development

- Develop counseling plan for victims
- Advise Dean of Students/ERT related to emotional needs of students, families and friends

Director of Dining Services

- Lead responsibility in food related illnesses
- Develop meal plans to support overall plan

Director of Health Services

- Leads responsibility for health emergencies
- Develop health care plans when area wide systems disrupted

Director of Information Technology

- Lead responsibility to develop alternative communications plans for loss of telephone service
- Lead responsibility to develop plans to ensure that all critical computer files/programs have back-up/restoration
- Safeguard networks and computer labs

Director of International Center

- Lead responsibility for international student care

Executive Director of Contracts and Purchasing

- Lead responsibility for switchboard oversight and guidance
- Lead responsibility for procurement of goods and services to mitigate emergency

Executive Director of Public Affairs

- Lead responsibility to act as University spokesperson or refer appropriate inquiries to designated spokesperson/s
- Lead responsibility to develop/promulgate scripts for phone inquiries
- Arrange press conferences
- Press releases
- Rumor control plans

Director of Public Safety

- Lead responsibility in criminal acts
- Lead responsibility in most serious accidents
- Lead responsibility in bomb threats
- Police and rescue liaison
- Maintain/establish adequate security posture
- Maintain key personnel contact numbers

SECTION III

EMERGENCY SITUATIONS

Individual Crisis Plans:

- Accident to the Public
- Bomb Threat/Explosion
- Death
- Demonstrations
- Disturbances
- Employee Crisis
- Environmental Release
- Fire
- Medical and Community Health Issues
- Mechanical/Utility Failure
- Snow Storm
- Natural Disaster-Severe Weather, Hurricane, Earthquake, Flood
- Public Relations Emergencies
- Scandal
- Technology, Telecommunications and Information Services
- Immediate Emergency Evacuation

ACCIDENT/DEATH TO THE PUBLIC

Definition: A serious accident sustained or a death on University property by a person/s not a member of the University community

Lead Person: Director of Public Safety

Alternate: Assistant Director of Public Safety

Crisis Response Team:

Director of Public Safety

Executive Director of Public Affairs

Director of Facilities Management

Action Steps:

Department of Public Safety will secure area and notify local EMS and Police

Director of Public Safety will serve as liaison between University and EMT and Police

Executive Director of Public Affairs will handle all incoming requests for information from media

Local police will make family and/or vendor notifications

Departments of Public Safety and Facilities Management will assist with personal belongings, vehicles, etc. that may be left on campus

Contacts:

Director of Public Safety will notify:

- Executive Vice President/COO
- Vice President of Human Resources and Legal Counsel
- Vice President for Finance
- As needed the Dean of Student Affairs (in the event that victim is a guest of a resident)

BOMB THREAT/EXPLOSION

Definition: A bomb threat or an explosive device detonated in any area of the University campus or in any University building.

Lead Person: Director of Public Safety

Alternate: Assistant Director of Public Safety

Crisis Response Team:

Director of Facilities Management

As needed:

Vice President of Students Affairs

Vice President for Finance/Chief Financial Officer

Executive Director of Public Affairs

Director or Dean in area affected

BOMB THREAT

Action Steps:

Public Safety will notify:

- local authorities as needed

Secure building or area as needed

Assist local authorities with identifying and interviewing person/s receiving call or threat

Move by-standers away from area

Maintain order as requested by local authorities

Note: Do not use cell phones or building fire alarm systems

EXPLOSION ON CAMPUS

Action Steps

Public Safety will notify:

- Local authorities as needed
- President
- Executive Director of Public Affairs
- Director of Facilities Management

Secure building or area as required

Keep by-standers and press away from area

Assist local authorities in maintaining order

DEATH ON CAMPUS

Definition: The untimely death of a student on campus

Death of Student

Lead Person: Vice President of Student Affairs

Alternate: Associate Dean of Student Affairs

Crisis Response Team:

Director of Center for Counseling and Student Development

Executive Director of Public Affairs

Director of Public Safety

As needed:

Vice President for Finance/Chief Financial Officer

Dean, School of Law

Director of Health Services

Action Steps:

Public Safety will notify:

- Vice President of Student Affairs

Dean of Students will notify:

- Immediate Family
- Roommate
- President
- Executive Director of Public Affairs

Executive Director of Public Affairs will:

- Notify University community if appropriate as determined by the President
- Notify University community of available services if appropriate
- Respond to media

Assistance to clean out personal belongings

DEATH ON CAMPUS

Definition: The untimely death of a member of the University community on campus.

Death of Faculty or Staff member

Lead Person: Department Head

Alternate: Director of Human Resources

Crisis Response Team:

Director of Center for Counseling and Student Development

Executive Director of Public Affairs

Director of Public Safety

As needed:

Legal Counsel & Vice President for Human Resources

Action Steps:

Public Safety will notify:

- local authorities
- Director of Human Resources
- Department Head
- Executive Director of Public Affairs

Department Head in conjunction with local authorities will notify:

- Immediate family
- Department personnel

Executive Director of Public Affairs will respond to media inquiries

Assistance to clean out personal belongings

DEMONSTRATIONS

Definition: Protests/demonstrations/labor strikes/occupation of buildings that interfere with normal University operations, prevent access to offices, buildings or other University facilities, or pose a threat of physical harm to persons or damage to University facilities. Also, protests/demonstrations against the University by individuals/groups outside the University community that have a similar adverse effect on the University

Lead Person: Executive Director of Public Affairs

Alternate: Executive Vice President/COO

Crisis Response Team:

Vice President/Dean of impacted area

Director of Public Safety

Director of Facilities Management

Action Steps:

Executive Director of Public Affairs and Crisis Response Team will need to determine and coordinate the following:

- Determine nature of protest or action and consult with the President
- Determine if activity is in violation of University policies and/or a violation of state or federal law
- Identify and secure a perimeter to isolate area of dispute and to maintain crowd/media control
- Secure all buildings in immediate area of protest or occupied in the protest
- Evacuate buildings if necessary
- Discuss cancellation of on campus classes or events
- Open communications with individuals or representative of group to: determine nature of demands and cause for demonstration
- Identify appropriate campus leaders to address protestors and attempt to:
 - ❖ Persuade them to discontinue disruptive action
 - ❖ Or to serve as negotiators
- Determine if external public safety assistance is needed
- Advise protestors of their rights and possibility of disciplinary action
- Videotape and/or photograph protestors for possible use in future proceedings

DISTURBANCES

Definition: The disruption of regular University services and business. This may include egress and/or access to buildings or facilities, and/or a physical threat to individuals, or may cause damage to University property.

Lead Person: Director of Public Safety

Alternate: Assistant Director of Public Safety

Crisis Response Team:

Executive Vice President/COO

Provost

Vice President of Human Resources and Legal Counsel

Vice President for Finance/Chief Financial Officer

Director of Facilities Management

Executive Director of Public Affairs

Vice President of Student Affairs

As Needed:

Director of Dining Services

Director of Health Services

Dean, School of Law

Action Steps:

Director of Public Safety will:

- Proceed to area or building for a review and evaluation of the situation
- Notify the Executive Vice President/COO
- Arrange for area to be secured as needed
- Secure witnesses and statements
- Notify local authorities, as need dictates

Response Team will:

- Identify participants and leaders, if possible

EMPLOYEE CRISIS

Definition: An incident involving an employee/s that may consist of violent behavior, sexual assault, strike, labor action, or hostage situation

Lead Person: Legal Counsel & Vice President of Human Resources

Alternate: Director of Human Resources

Crisis Response team:

Director of Public Safety

Executive Director of Public Affairs

Director of Counseling Center and Student Development

Director of Health Services

Action Steps:

Director of Public Safety will:

- Proceed to the location and assess situation
- Notify the Vice President for Finance/CFO
- Manage by-standers
- Evacuate area or building as needed
- Contact local authorities as needed

Legal Counsel & Vice President for Human Resources will:

- Notify the President
- Set up appropriate communications with individual or group representative

Executive Director of Public Affairs will:

- Handle all media inquiries

ENVIRONMENTAL RELEASE

Definition: Any substantial release of toxic chemical, fuel oil, gasoline or any liquid or solid that could harm the environment, air quality or health of any person.

Lead Person: Director of Facilities Management

Alternate: Chief of Facilities Engineering

Crisis Response Team:

Associate Director-Public Safety/Environmental Health and Safety

Director of Public Safety

Executive Director of Public Affairs

Director or Dean of affected building or area

As Needed:

Provost

Director of Health Services

Vice President of Student Affairs

Action Steps:

Director of Facilities Management will:

- Assess situation
- Notify local emergency agencies as needed
- Notify Vice President for Finance/CFO
- Proceed with shutting down building systems as required
- Contain spill and/or stop flow of hazardous material
- Contact Emergency Response Company for clean-up

Director of Public Safety will:

- Secure area and /or building
- Establish safe routes for students and staff

Director or Dean of affected area will:

- Notify parents of any exposed students
- Investigate in conjunction with Coordinator of Environmental Health and Safety the cause
- Complete full report to Provost

Associate Director Public Safety/Environmental Health and Safety will:

- Contact State of RI and Federal Agencies as required by law/regulations
- Coordinate insurance claim with Associate Vice President of Finance and Administration

FIRE

Definition: An actual fire in a University owned building or on University property

Lead Person: Director of Facilities Management

Alternate: Director of Public Safety

Crisis Response Team:

Chief of Facilities Engineering
Assistant Director of Public Safety
Provost
Vice President for Finance/Chief Financial Officer
Executive Director of Public Affairs

As Needed:

Vice President of Student Affairs
Director of Dining Services
Dean, School of Law
Associate Director of Networking and Telecommunications

Action Steps:

Director of Public Safety will:

- Confirm that local authorities have been notified and are responding
Then notify
- Vice President for Finance/Chief Financial Officer
- Executive Director of Facilities
- Vice President of Student Affairs
- Director of Dining Services

Director of Facilities will:

- Assess situation and severity
- As required secure facility systems and critical equipment
Then notify
- Executive Director of Public Affairs
- Provost
- President

When immediate crisis is over:

Response Team will:

- Discuss need to cancel classes, close building, relocate staff, etc.
- Address media questions and inquiries through the Director of Public Affairs
- Notify insurance agent of loss
- Secure area and building until investigation is concluded then secure area and building as needed.

MEDICAL AND COMMUNITY HEALTH ISSUES

Definition: The potential or actual development on campus of a communicable disease or infectious disease.

Lead Person: Vice President of Student Affairs

Alternate: Associate Dean of Student Affairs

Crisis Response Team:

Director of Health Services

Executive Director of Public Affairs

Director of Public Safety

As Needed:

Provost

Vice President of Academic Affairs

Action Steps:

Vice President of Student Affairs will:

- Advise the President
- Determine strategy to inform community and families
- Determine need to cancel classes

Director of Health Services will:

- Notify State of RI Health Department for appropriate procedures and protocols
- Prepare information packets
- Refer questions about communicable/infectious diseases to appropriate 800-number and/or web site

Executive Director of Public Affairs will:

- Prepare, as needed, a statement for the media
- Handle all inquiries from the media

MECHANICAL/UTILITY FAILURE

Definition: Any interruption of service from units, systems or piping that provide heat, cooling, lighting, water or sewer to the infrastructure of the Bristol, Providence or Conference Center campuses.

Lead Person: Director of Facilities Management

Alternate: Chief of Facilities Engineering

Crisis Response Team:

Director of Public Safety

Executive Director of Public Affairs

As needed:

Associate Director Public Safety/Environmental Health and Safety

Provost

Vice President of Student Affairs

Director or Dean in area affected

Vice President for Finance/Chief Financial Officer

Action Steps:

Director of Facilities Management will:

- Advise the Vice President of Finance/CFO of situation so that the appropriate decision can be made on the operation of the University or area affected.
- Advise the Director of Public Safety
- Executive Director of Public Affairs of situation and operating decision
- Make notification to outside agencies as required

Public Safety will assist in isolating area affected

Executive Director of Public Affairs will notify:

- Director of Information Technology
- Handle all media inquiries and/or cancellations

SNOW STORM or ICE STORM

Definition: A storm of such intensity that the normal operation of the University is disrupted, i.e.: classes cancelled or the University closed.

Lead Person: Director of Facilities Management

Alternate: Chief of Facilities Engineering

Crisis Response Team:

Director of Public Safety
Executive Director of Public Affairs
Executive Vice President/COO
Provost
Vice President for Finance/Chief Financial Officer
Vice President of Student Affairs
Director of Dining Services

Action Steps:

Director of Facilities Management will discuss storm and conditions with the Provost and VP Finance (in the absence of a senior officer the Associate Provost and Associate VP of Finance are alternates) to determine the appropriate response. The President and Dean of the Law School may be consulted. If the determination is made to cancel classes or close the campus by the Provost and VP Finance the Director of Facilities Management will notify the following senior officers:

- President (email and cell phone)
- Executive Vice President/COO
- Vice President for Finance and CFO (if off campus)
- Provost (if off campus)
- Vice President for Enrollment Management and Retention
- Vice President of Student Affairs
- Director of Public Safety
- AVP for Educational Outreach or Dean of Continuing Studies
- Dean of the Law School
- Executive Director of Public Affairs
- Director of Dining Services

The Director of Public Safety will notify:

- Associate Vice President for Finance
- Dean of Student Affairs

The Executive Director of Public Affairs will notify:

- All media of the cancellation
- Director of Information Technology (weather hotline and webpage)

The Office of the Provost will notify:

- School, College and CPD offices
- University Libraries
- All-faculty e-mail

The Office of Student Affairs will notify:

- Cores and other duty staff
- All-student e-mail

NATURAL DISASTER- Hurricane, Earthquake, Severe Weather

Definition: Potential of severe weather conditions or in the actual track of a hurricane, etc.

Lead Person: Director of Facilities Management

Alternate: Director of Public Safety

Crisis Response Team:

Chief of Facilities Engineering

Executive Director of Public Affairs

Executive Vice President/COO

Provost

Vice President for Finance/Chief Financial Officer

Vice President of Student Affairs

Associate Vice President of Finance and Administration

Associate Director Public Safety/Environmental Health and Safety

As needed

Director of Conferences

Director of Dining Services

HURRICANE

Action Steps:

Pre-Hurricane Meeting

Seventy-two (72) hours before potential impact, the Senior Staff, Associate Vice President of Finance and Administration, Director of Public Safety and the Associate Director Public Safety/Environmental Health and Safety will meet and plan a strategy based upon information regarding the potential storm.

Steps will be taken to ensure that the needed resources will be available in a timely manner in the event the storm strikes. Topics will include:

Evacuation

Evacuation Center

Food and Water supplies

Electrical service for cooking, lighting

Protection of buildings

Facilities equipment readiness

Medical emergencies contingencies

Telecommunications concerns

Notification procedures

Security issues

Generator readiness.

Hurricane Watch- (30 hours before storm)

Campus-Wide Evacuation: If a campus-wide evacuation is ordered, an announcement will be made instructing students to make preparations to return home. The students would be given 6 hours to leave the campus. (Thus a student evacuation would be complete at least 24 hours before the storm is expected. This will allow a margin of safety for all students.)

The Vice President of Student Affairs will:

- Initiate plans for the safe location of resident students and housing staff who are unable to evacuate the campus
- Coordinate student transportation needs with Public Safety
- Implement temporary student housing in the Recreation Center. (This phase should be completed 12 hours before the storm is expected.)

Limited Evacuation: Depending upon the storm severity it may be determined to implement a limited evacuation affecting only students with automobiles and who live within a specified radius of the campus or who can be picked up and transported from campus safely.

Note: A limited evacuation will increase the number of students remaining on campus and therefore increase the need for support services.

Hurricane Warning- (12 to 16 hours before storm)

Dismiss all non-essential employees

Vice President of Student Affairs will determine the time when students will evacuate or be ordered to remain indoors

Identify all handicapped students who would need assistance

Public Safety and Facilities Management employees will check all buildings and grounds to insure building windows and doors are closed and secured and all outdoor items are secured.

A Central Command Post in the Student Senate area of the Recreation Center will be established at this time. Senior staff and Directors will staff this post. Portable radios will be moved to this location.

All messages should be updated on an hourly basis or as needed, to reflect the University's current plan

Hurricane

It is essential that all employees and students remain indoors throughout the entire storm. During the peak of the storm it is essential that windows and doors remain closed and no one should be within close proximity to any window or glass door.

Caution: As the eye of the storm passes overhead, there will be a lull in the storm. It will then resume with intensity from the opposite direction.

Staff will need to ensure that all individuals remain indoors through out the entire storm

Post Hurricane

Following the curtailment of the Hurricane Watch by the National Weather Service, the Facilities and Public Safety Departments will inspect the campuses and will determine a damage assessment.

Students will remain indoors until otherwise notified by Student Affairs.

The Director of Facilities Management will coordinate damage repair and clean up.

The President, based on damage surveys, will issue necessary directives and instructions on the re-opening of school. The Executive Director of Public Affairs will make necessary media contacts and will notify the Director of Information and Technology.

The Vice President of Student Affairs will encourage students to contact their families regarding safety and local conditions.

EARTHQUAKE

Chances are there will be very little or no warning that an earthquake is about to strike.

Should an earthquake occur it will be necessary to implement the same team as the Hurricane Response Team and take the same steps as post hurricane.

TORNADO

Chance is there will be very little notice of a pending tornado, its direction of travel or severity. However in the event that there is available time notice should be given to the campus community to get to the lowest part of the building away from windows and doors. The message should warn people to stay as low as possible, do not go outside and to stay away from windows and doors.

Should a tornado occur it will be necessary to implement the same team as the Hurricane Response Team and take the same steps as the post hurricane section.

SEVERE WEATHER

It will also be necessary to monitor the situation and advise the President of conditions that warrant the cancellation of classes or the closing of the University.

Facilities Management and Public Safety will need to continually monitor the campus to ensure a safe environment.

PUBLIC RELATIONS EMERGENCIES

Definition: Any incident or crisis that would require the University to make a statement or defend an action as a result of an incident or crisis.

Lead Person: Executive Director of Public Affairs

Alternate: Assistant Director of Public Affairs

Crisis Response Team:

Vice President, Dean, Executive Director or Director of area in question

Action Steps:

Executive Director of Public Affairs will:

- Inform the President of the problem/situation
- Will meet with the appropriate Vice President, Dean, Executive Director or Director to prepare an official University statement concerning the incident or crisis.
- Will arrange all press conferences as required.

SCANDAL

Definition: Any action by students, staff, administrators or others that could cause embarrassment to the University such as cheating, a sexual/racial incident, gambling, underage drinking, embezzlement, personnel, etc.

Lead Person: Executive Director of Public Affairs

Alternate: Assistant Director of Public Affairs

Crisis Response Team:

Vice President, Dean, Executive Director or Director of impacted area.

As needed:

Director of Public Safety

Executive Vice President/COO

Legal Counsel & Vice President of Human Resources

Vice President of Finance/Chief Financial Officer

Vice President of Student Affairs

Action Steps:

Executive Director of Public Affairs will:

- Discuss situation with appropriate Vice President, Dean, Executive Director or Director to determine scope of scandal and to gather all immediately available pertinent facts.
- Discuss scandal with President.
- Prepare official University statement, review with President before release and arrange all press conferences.

In the event that the scandal is a criminal act then all information will be developed in conjunction with local or state authorities and all statements should come from them.

Provost will:

- Secure all appropriate academic records or other documents as required

Director of Public Safety will:

- Notify local and state agencies as needed
- Assist in the internal investigation as needed

Vice President of Student Affairs/Legal Counsel & Vice President of Human Resources will:

- Initiate disciplinary and/or legal process as appropriate

TECHNOLOGY, TELECOMMUNICATIONS AND INFORMATION SERVICES

Definition: Any major interruption of telecommunications.

Lead Person: Director of Information Technology

1st Alternate: Senior Associate Director of Information Technology

2nd Alternate: Network Administrator

Crisis Response Team:

Director of Information Technology

Associate Vice President-Finance and Administration

As needed:

Senior Associate Director of Information Technology

Associate Director Administrative Services

Associate Director of Special Projects/Integration

Executive Director of Purchasing

Director of Facilities

Action Steps:

Director of Information Technology will:

- Convene a meeting with the Vice President for Finance/ CFO to discuss the problem and solution options.
- Determine the approximate length of the outage/shutdown and notify the campus community by the best method(s) available.
- Address the technical aspects of outage with in house personnel and if needed seek assistance from outside sources/contractors.
- Determine and implement the corrective measures required in order to minimize or eliminate the possibility of re-occurrence of the problem/issue which caused the outage.

TERRORISM THREAT OR ACTUAL EVENT

Definition: An act of terrorism as defined by the Office of Homeland Security of the federal government and based on the criteria and protocols established by that office.

Lead Person: Executive Vice President/COO

Alternate: Provost

Crisis Response Team:

President

Executive Vice President/COO

Provost

Legal Counsel & Vice President for Human Resources

Vice President for Finance/Chief Financial Officer

Associate Director of Finance and Administration

Vice President of Student Affairs

Director of Facilities Management

Director of Public Safety

Executive Director of Information Technology

Director of Dining Services

Director of Health Services

Associate Director Public Safety/Environmental Health and Safety

Action Steps:

- **Yellow Advisory**

- Response Team review campus emergency plan. Review contingency and evacuation plans including Facilities, Public Safety, Information Technology and Dining.

- **Orange Advisory**

- Ensure availability of all portions of services needed including members of Crisis Response Team.
- Communicate with all members of the University community including parents regarding increased threat and advise them accordingly
- Identify all planned events with large attendance is anticipated. Consult with event organizers concerning security, site accessibility and control. Consider recommendation to cancel event if warranted by the current situation.
- Notify various departments to prepare for action if advisory moves to RED

- **Red Advisory**

- Convene meetings of Crisis Response Team to determine level of campus response.
- As needed notify various departments of need to implement appropriate portions of their Emergency Response Plan.
- Activate SITUATION ROOM
 - ❖ Set up radio communications
 - ❖ Set up telephone communications
 - ❖ Set up internet availability
- Implement appropriate staffing plans including recall as needed
- Consider cancellation of classes and release of employees not involved with response to the situation.
- Control access and implement positive identification checks.
- Set up shelter as required. Make appropriate notifications to all person left on campus concerning availability of shelter

IMMEDIATE EMERGENCY EVACUATION

In the event of a catastrophic event, such as an explosion in close proximity to the campus, serious earthquake, serious multi-building fire or an event on the bay, it may be necessary to evacuate the campus.

Lead Person: Director of Public safety

Alternate: Deputy Director of Public Safety

Crisis Response Team:

Executive Vice President and COO

Vice President of Student Affairs

Dean of Students

Provost

Director of Facilities Management

Chief of Facilities Engineering

Legal Counsel & Vice President of Human Resources

Vice President of Finance and CFO

Associate Vice President of Finance and Administration

Associate Director Public Safety/Environmental Health and Safety

Executive Director of Public Affairs

As needed:

Senior Staff

Coordinator of Parking and Transportation

Action Steps:

- The Vice President of Student Affairs and/or Dean of Students will initiate plan to move all students to the Recreation Center (or other designated location-depending on affected area) for transport off campus.
- The Director of Public Safety will implement relocation plan through the use of buses and shuttles to the areas designated in established agreements with state and town officials.
- The Legal Counsel and Vice President of Human Resources will dismiss all non-essential personnel.
- A Central Command Post in the Student Senate area of the Recreation Center will be established. Senior staff and Directors will staff this post. All portable radios will be moved to this location for use as needed. (A determination will be made by the appropriate members of the Response Team whether or not a Unified Command of Federal, State, and Local law enforcement/fire personnel is necessary. The Director of Public Safety will be responsible for establishing a Unified Command including any and all contacts with EMA or FEMA.)
- All messages should be updated on an hourly basis or as needed, to reflect the University's current plan.
- The Vice President of Student Affairs and/or the Dean of Students will encourage students to contact their families regarding safety and local conditions

Post Event:

- Before allowing re-occupancy of the campus the Director of Facilities Management will assess all damage and discuss capabilities with Senior Staff.
- The Executive Director of Public Affairs will promulgate notices, announcements and messages concerning the campus, allowed activities and occupancy of structures. This information will be disseminated to the media and Director of Information and Technology
- The Director of Public Safety will implement transportation plan for re-occupying the campus.

SECTION IV

CHECKLIST FOR THE DEVELOPMENT OF INDIVIDUAL DEPARTMENT EMERGENCY RESPONSE PLANS

In addition to the Roger Williams Emergency Response Plan, individual departments within the University are encouraged to formulate written plans. These plans would be specific to the department that may have unique needs not addressed by this Emergency Response Plan.

The following checklist may help you in the planning process:

- * Protocol to activate the department emergency plan, who makes decisions under what circumstances.
- * Emergency call list and telephone “tree” with names of department personnel, office and home telephone numbers, pagers and cell phones. Copies should be maintained at home and on campus. Update list as often as needed but review at least every 3-6 months.
- * Plan should account for phases of emergency response:
 - **Readiness (planning, equipment inventory & training)**
 - **Damage control, management and assessment**
 - **Clean-up, debriefing, evaluation and recommendations for improvement**
- * Plan to maintain critical functions in the event of a loss of utilities.
- * Plan for off-campus emergency (field trip, team trip, etc.).
- * Consider unique needs of your function (confidentiality, disability access, hazardous materials, etc.).
- * Plan for evacuation and emergency relocation. Include all necessary personnel in the process.
- * Prioritize the various elements of your plan based on your department’s mission and the well being of students and other members of the Roger Williams community
- * Consult similar departments at other institutions for their ideas and plans
- * Anticipate how problems with personnel (illness, death and inability to get to work would effect your department and how you would respond.
- * Anticipate which campus and state agencies and departments you would need support from in an emergency. Make advance arrangements as needed.

