

Roger Williams University

Emergency Response Plan

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Emergency Response Plan

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I. Purpose

The Roger Williams University (RWU) Emergency Response Plan (ERP) has been developed to assist in providing for the reasonable safety of the RWU students, staff, faculty, and visitors in the event of an emergency on campus. The plan provides a written document that details the actions and procedures to be followed in an emergency.

II. Scope

The ERP applies to the RWU main campus, the RWU School of Law, and all RWU satellite facilities.

Students, staff, faculty, and 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. Appropriate responses, may be as simple as evacuating the area, summoning additional assistance, mitigating the hazard, or assisting another member of the RWU community in cases of accident, fire, illness, or injury.

A copy of the ERP should be readily accessible in all campus departments for use as a quick reference guide in the event of an emergency. Copies of the ERP are available upon request to the Department of Environmental Health and Safety (EHS) at 401-254-3494. This plan may also be accessed via the EHS website at the following:

<http://www.rwu.edu/about/administration/environmentalhealthandsafety/emergencyresponse/>

This plan will be reviewed annually by EHS and updated as necessary. More frequent updates to this plan will be made as necessary to provide for enhanced university emergency preparedness, given all available resources.

III. Emergency Response Planning & Operational Committee

RWU has established an Emergency Response & Operational Committee to plan for, and coordinate RWU's response to, emergency situations. The Committee is co-chaired by the President and the Executive Vice-President for Finance and Administration and has representatives from the following RWU areas:

- Academic Affairs (Provost)
- Student Affairs (VP-Student Affairs)
- SOL (Dean of Students)
- Facilities (Director of Facilities)
- Public Safety (Director of Public Safety)

- Information Technology
- Legal & Risk Management (Associate Counsel)
- EH&S (Assistant Director – Fire Safety & Environmental Health)
- Enrollment Management (SVP-EM & Retention)
- University Communication (AVP-Marketing & Communications and Executive Director of Public Affairs)
- Human Resources (AVP-HR)
- Purchasing (Director of Purchasing)
- English Language Center (Director)

IV. Emergency Communications

It is critical that emergency information be communicated to the appropriate person(s) as clearly and as quickly as possible. Emergency information at RWU should be communicated to RWU Public Safety at extension 3333 when using a campus phone and at 254-3333 when using a non-campus phone (see Appendix A: RWU Emergency Contacts). In the event of an emergency, RWU Public Safety will immediately inform university emergency response personnel and summons outside assistance (police, fire, medical, etc) as needed. There are a number of emergency phones on campus (see Appendix B: RWU Emergency Phone Locations Campus Map). There are also emergency phones, which provide direct communications to Public Safety, in most elevators on campus.

In the event of an emergency, RWU may utilize some or all of the following methods of emergency communication:

1. RWU Website (www.rwu.edu / myRWU Emergency Preparedness)
2. University Phone System
3. University E-Mail System
4. Emergency Information Hotlines 254-4400/4400
5. Local Television and Radio Station Broadcasts
6. RWU Alert (Mass Notification System)
7. RWU Siren Warning System

RWU Alert (Mass Notification System)

RWU community members must heed all warnings / emergency messages promulgated via “RWU Alert”. RWU provides a secure web-based program and fully hosted emergency communication system that sends pre-recorded 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.

Siren Warning System

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 should be followed. If the siren is heard but voice instructions are not clearly understood, it is recommended that listeners seek shelter and then get more information.

V. 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. EHS will provide RWU emergency response training to all new employees at the new employee orientation.

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>

VI. 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	All University operations functioning as planned; no known impending events that could impact the University’s operations
2	All Operations Normal; Emergency Planning in Process	All University operations functioning as planned; however, there exists the possibility of an emergency event in the near future and efforts are underway to prepare for that event (e.g. hurricane or substantial snowstorm)
3	All Classes & Significant Events Cancelled; Other Operations Open as Usual	Conditions exist that warrant the cancellation of classes and other significant events on campus (e.g. sporting events, theatre productions, etc.); all other operations remain open and functioning ;all employees scheduled to work should report as usual
4	All University Operations Cancelled; Essential Services Personnel Only	Conditions exist that warrant the suspension/closure of all University operations; Essential Services Personnel are required to report for duty
5	University Evacuated	All University operations are suspended/closed and the University is evacuated; a sub-set of the Essential Services Personnel may be required to remain

The above applies to all University operations, campuses (e.g. Bristol, Providence, School of Law) and facilities (Bristol and Providence), although it is recognized that Levels 3, 4 & 5 may be regional to a building, area or part thereof and/or it may be functional to a 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 D for a general listing of “Essential Services Personnel” maintained by the Risk Management Department (as well as a notation of those 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 policies/documents include the University Emergency Closing Policy and Emergency Closing Policies contained within collective bargaining/union agreements.

VII. Emergency Procedures

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 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 (see Appendix H for designated meeting locations).

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.

B. Medical Emergency

In the event of a medical emergency, initiate the following emergency procedures:

- 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 medical emergency. Include the victim(s) location, nature of medical emergency, and extent of injury. Provide as much additional information as possible.
- If properly trained and formally recognized as an emergency medical first responder and the scene is safe, provide first aid until advanced medical support arrives.
- If the victim is indoors, send someone outside to escort emergency responders to the appropriate location.

RWU Department of Public Safety has a Rhode Island Department of Health (RIDOH) certified Emergency Medical Services (EMS) program with 24/7 coverage of licensed Emergency Medical

Technicians (EMTs) on campus. The RWU EMS program is closely supported by the local municipal EMS.

RWU has automated external defibrillators located in several buildings on campus. Only personnel formally trained should provide CPR/AED (see appendix F) prior to advanced medical support arrival on scene.

C. Severe Weather / Hurricane

In the event of a hurricane or other severe weather, initiate the following emergency procedures:

- Activate the RWU Hurricane Plan.
- RWU Closely monitor weather forecasts / updates and university communications
- In preparation for a potential extended loss of power, ensure an adequate supply of the following: non-perishable food, water, flashlights (with batteries), first aid items, and prescription medications.
- In the event of an evacuation, follow the Rhode Island Emergency Management Agency (RIEMA) evacuation routes (see Appendix G: Bristol / Portsmouth Hurricane Evacuation Routes). Seek shelter inland, away from the projected hurricane / inclement weather path or at a RIEMA / American Red Cross approved Hurricane Shelter.

D. 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 H for designated meeting locations).

E. Hostile Intruder / Active Shooter

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

- 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.

F. Mechanical / Electrical Failure

In the event of a mechanical / electrical failure, initiate the following emergency procedures:

- Call RWU Facilities Management at extension 3136 and/or 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 mechanical / electrical failure from a safe location. Include the full name of the building, floor, and room. Provide as much additional information as possible (time of failure, precipitating events, etc).
- Mechanical / electrical failures involving water leaks, electrical outages, and heating loss will be evaluated by university professional staff to assess the need for evacuation. Evacuate the area at least 500 feet away from the building if any possible danger related to the mechanical / electrical failure exists.

- If you are trapped in an elevator, remain calm and use the emergency telephone or call button.
- Mechanical / Electrical failures involving gas leaks always require evacuation of the area. Close all doors and evacuate the area.
- Notify other building occupants by voice to evacuate. Do not activate the fire alarm.
- Limit sources of ignition such as open flames, heating equipment, and electrical appliances.
- Make yourself available to Facilities Management and emergency response teams to describe the location and extent of the mechanical / electrical failure.

VIII. Emergency Responsibilities for RWU Employees

A. Department Heads

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

B. Emergency Response Plan Coordinators

- Review the ERP at least annually to ensure familiarity.
- Maintain a printed copy of the ERP and make it available to department staff and faculty.
- Make arrangements with EHS or Public Safety to provide training, on the university ERP.
- Maintain emergency response training records within the department.
- Following department building evacuations, take a head count of department members. Report missing persons and/or those in need of assistance to emergency responders.
- 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

- Assist in correcting reported fire / life safety system deficiencies.
- Comply with maintenance and testing of the following systems: leak detection, heating controls, pressurization controls, emergency back-up systems, and other supporting equipment.
- Perform routine inspection and maintenance of various university motors, controllers, and electrical distribution.

APPENDIX A

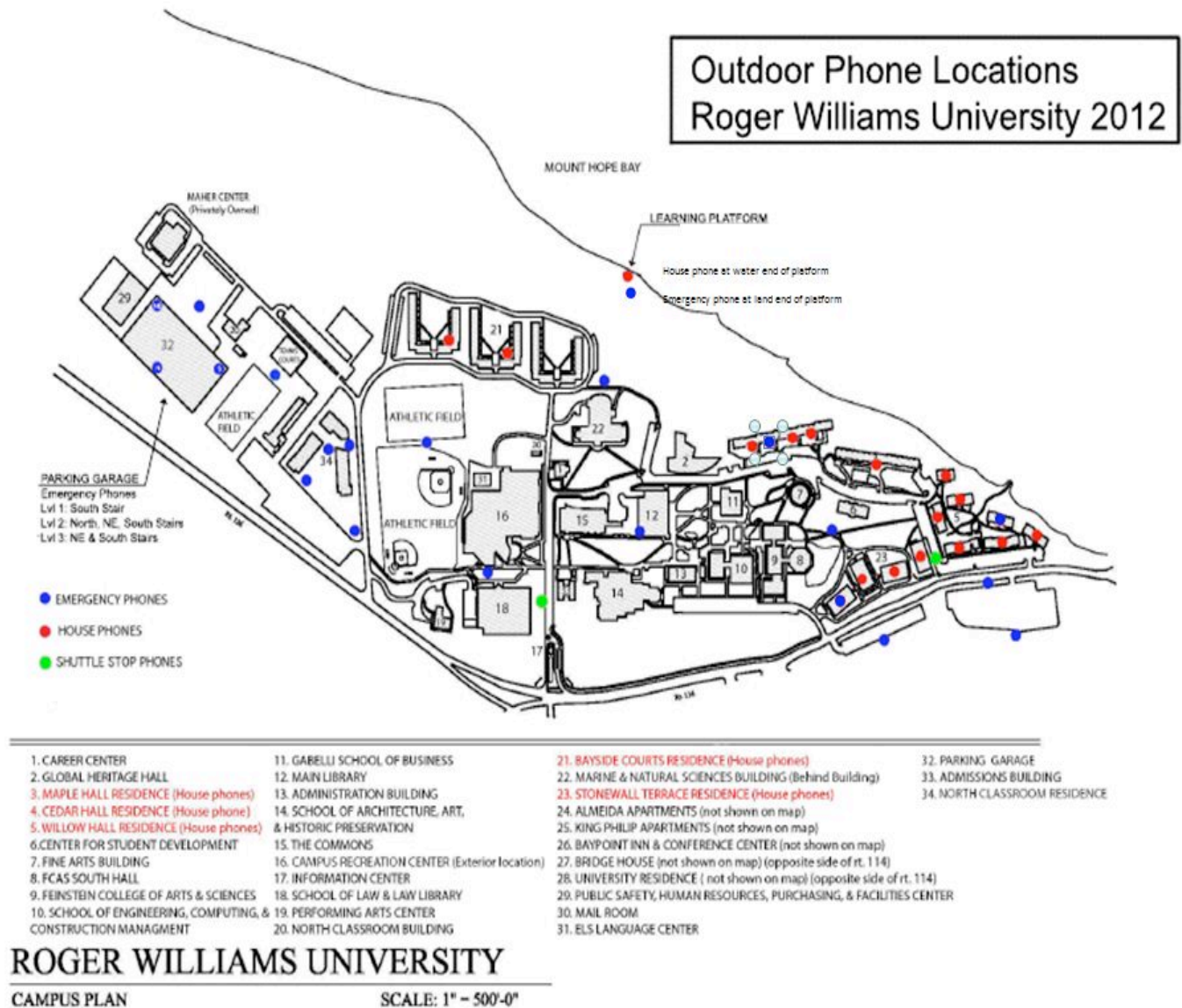
RWU Emergency Contacts

Emergency Phone Numbers

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

APPENDIX B

RWU Emergency Phone Locations Campus Map



Appendix C RWU Operating Levels

Roger Williams University and Roger Williams University School of Law (collectively “University”) have established the following standardized “Operating Levels” for the University’s educational and business operations:

LEVEL	CAPTION	DESCRIPTION
1	All Operations Normal	All University operations functioning as planned; no known impending events that could impact the University’s operations
2	All Operations Normal; Emergency Planning in Process	All University operations functioning as planned; however, there exists the possibility of an emergency event in the near future and efforts are underway to prepare for that event (e.g. hurricane or substantial snowstorm)
3	All Classes & Significant Events Cancelled; Other Operations Open as Usual	Conditions exist that warrant the cancellation of classes and other significant events on campus (e.g. sporting events, theatre productions, etc.); all other operations remain open and functioning
4	All University Operations Cancelled; Essential Services Personnel Only	Conditions exist that warrant the suspension/closure of all University operations; Essential Services Personnel are required to report for duty
5	University Evacuated	All University operations are suspended/closed and the University is evacuated; a sub-set of the Essential Services Personnel may be required to remain

Notes:

- The above applies to all University operations, campuses (e.g. Bristol, Providence, School of Law) and facilities (Bristol and Providence), although it is recognized that Levels 3, 4 & 5 may be regional to a building, area or part thereof and/or it may be functional to a 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.
- Attached is a general listing of “Essential Services Personnel” maintained by the Department of Human Resources (as well as a notation of those operations/facilities that remain open during a Level 4 event), although specific circumstances and operational needs may dictate, on a case-by-case basis, other personnel.
- Related policies/documents: University Emergency Closing Policy; Emergency Closing Policies contained within collective bargaining/union agreements.

APPENDIX D

RWU Essential Personnel

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.		
Division/Department	Title	Comments
Academic Affairs	Provost	
	Emergency Library Team	Generally only if event occurs during the Fall or Spring semesters and students are in residence halls
	Main University Library Skeleton Crew	Generally only if event occurs during the Fall or Spring semesters and students are in residence halls
	Assistant Professor	For purposes of animal care
	Marine Laboratory Manager/Adjunct Professor (FCAS)	For purposes of animal care
	Shellfish Hatchery Manager	For purposes of animal care
	Research Assistant	For purposes of animal care
	Visiting Assistant Professor (FCAS)	For purposes of animal care
	Aquatic Diagnostic Technician	For purposes of animal care
Advancement	<i>No Essential Services Personnel</i>	
Enrollment Management & Retention	Senior Vice President For Enrollment Management and Retention	
Marketing & Communications	Associate VP of Marketing & Communications	
	Executive Director of Public Affairs	
Facilities Management	Director of Facilities	
	Associate Director of Maintenance Services	
	Associate Director, Custodial Services & Special Events	
	Mechanical Electrical Supervisor	
	Supervisor of Grounds and Athletic Fields	

	Facilities Personnel	Per usual assigned shifts unless otherwise instructed (e.g., snow removal team)
Finance & Administration	Executive Vice President for Finance & Administration	Alternate: VP for Accounting & Treasury management
	Vice President for Accounting and Treasury Management	If required by EVP Finance & Administration
	Controller	If required by EVP Finance & Administration
	Director of Purchasing	If required by EVP Finance & Administration
	Mailroom Manager	If required by Director of Purchasing
	Bursar	If required by EVP Finance & Administration
	Assistant Controller	If required by controller Alternate
	Payroll Manager	If required by controller Alternate
	Assistant Vice President of Human Resources	
General Counsel	Associate General Counsel	
	Assistant Director EH&S - Environmental Health & Safety	
	Assistant Director EH&S - Chemical and Industrial Hygiene	
Information Technology/ Facilities Management	Chief Information Officer	
	Director of Information Technology	
	Associate Director, Administrative Systems	If required by CIO
	Associate Director of Network Operations	If required by CIO
	System Administrator(s)	If required by CIO
	Network Technician(s)	If required by CIO
	Programming Manager	If required by CIO
	Principal Programmer(s)	If required by CIO
School of Law	<i>No Essential Services Personnel</i>	
Student Affairs	Vice President for Student Affairs	Alternate: Dean of Students
	Director for Center for Counseling & Student Development	If required by V.P. Student Affairs/ Dean of Students
	Director of Health Services	If required by V.P. Student Affairs/ Dean of Students
	Director of Public Safety	
	Associate Director of Public Safety	
	Shift Commander(s)	Per usual assigned shifts unless otherwise instructed.
	Emergency Medical Technician(s)	Per usual assigned shifts unless otherwise instructed
	Public Safety Officer(s)	Per usual assigned shifts unless otherwise instructed.

	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
	Coordinators of Residence Education	
	Athletic Director	Generally only if event occurs during the Fall or Spring semesters and students are in residence halls
	Recreation Center Skeleton Crew	Generally only if event occurs during the Fall or Spring semesters and students are in residence halls

APPENDIX E

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.

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:



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.



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.



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.



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.



- 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.
- Class D fires involve combustible metals and other metal based chemicals used in laboratories. These materials burn at very high temperatures and will react violently with water, air, and/or other chemicals. Only personnel trained in the specific use of Class D fire extinguishers should attempt to extinguish a burning metal fire (contact EHS at extension 3189 to schedule fire extinguisher training). Because flammable metal fires are generally confined to laboratories or metalworking shops, Class D fire extinguishers are only installed in a limited number of locations on campus.
- K fires involve cooking media (grease, fats, and oils) in commercial cooking appliances. These extinguishers may be found in large kitchens on campus.
- If you use the wrong type of extinguisher, you can endanger yourself and even make the fire worse.

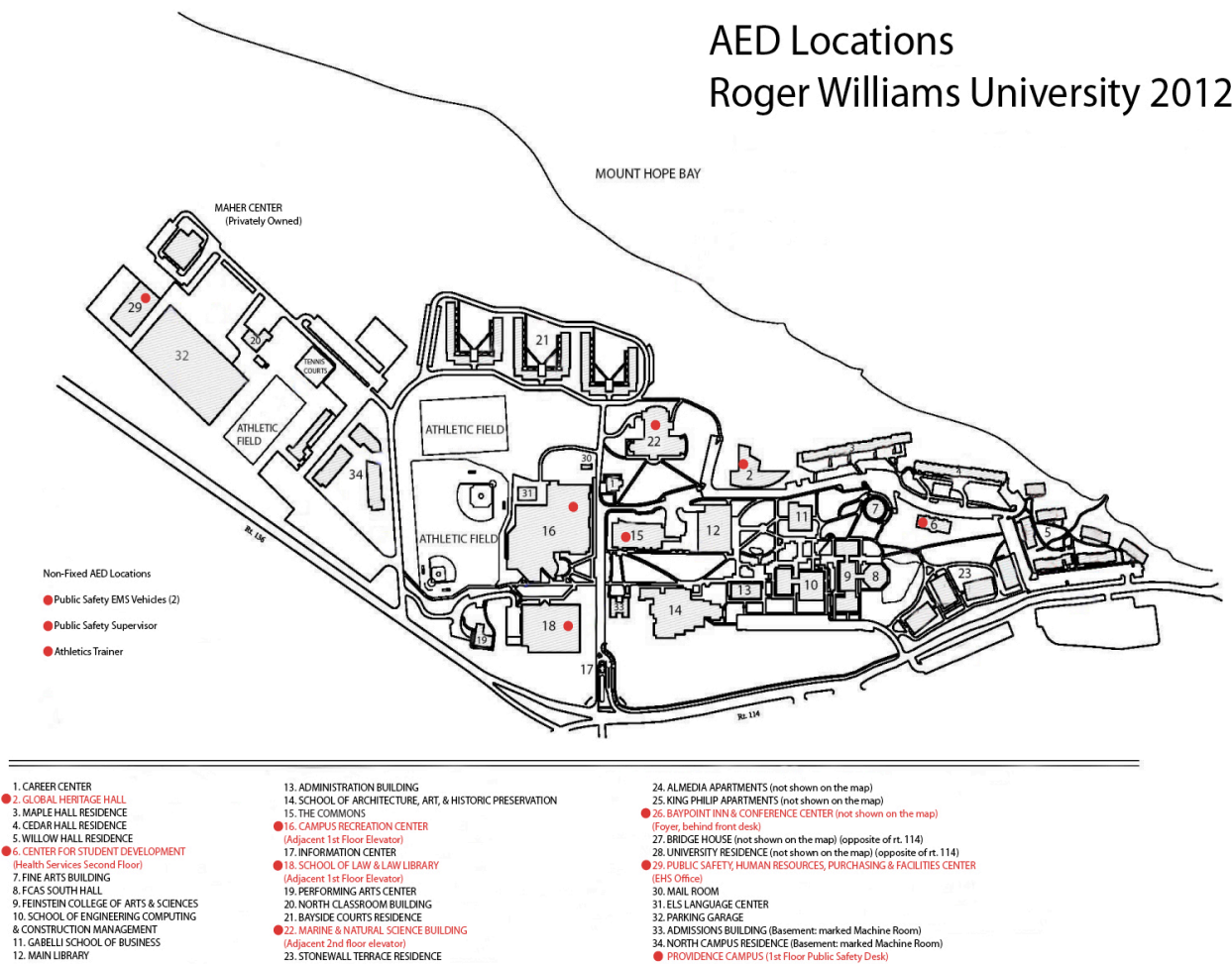
Fire Extinguisher Operations:

- 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 a residential space, select a multi-purpose extinguisher (which 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 building should have a home fire escape plan and working smoke alarms.

APPENDIX F

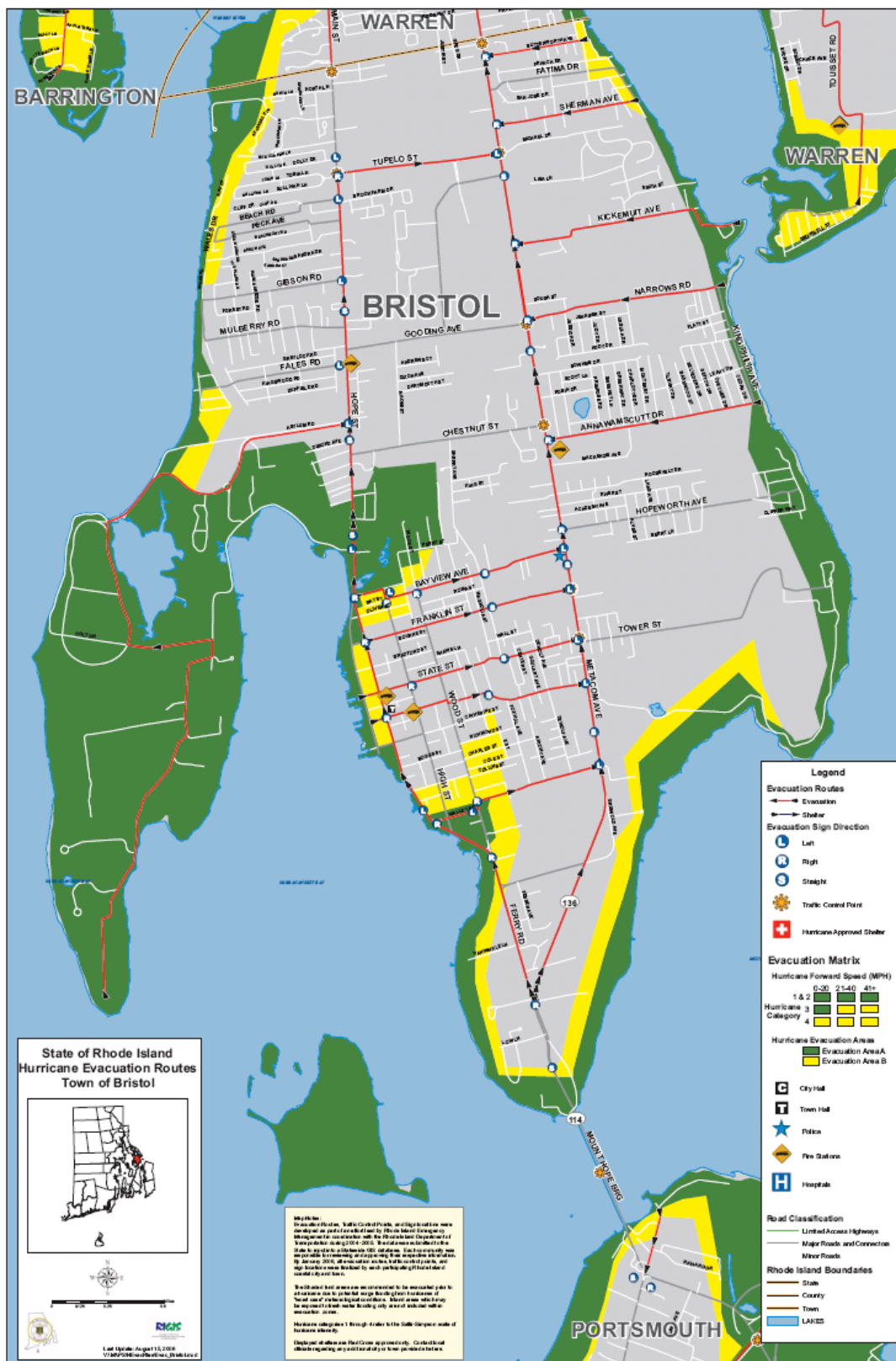
AED Locations
Roger Williams University 2012



ROGER WILLIAMS UNIVERSITY
CAMPUS PLAN SCALE: 1" = 500'-0"

APPENDIX G

Bristol Hurricane Evacuation Route



Portsmouth Hurricane Evacuation Route

