

University of Rhode Island
EMERGENCY GUIDE BOOK



UNIVERSITY OF
Rhode Island

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ALL EMERGENCIES

CALL CAMPUS POLICE

874-2121

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ALL EMERGENCIES
CALL CAMPUS POLICE
874-2121

UNIVERSITY OF RHODE ISLAND CAMPUS POLICE

The University of Rhode Island Police Department is a division of the University of Rhode Island Public Safety Department and is responsible for police and other emergency services 24 hours a day, 365 days a year.

Contact Campus Police to report all emergencies:

- Criminal Activity: assault, threats, theft, suspicious activity, civil disturbance, vandalism, or suspicious object
- Fires
- Medical Emergencies
- Report Utility Outage
- Environmental: chemical or oil spills

When calling stay calm and carefully explain the problem and location to the Campus Police Dispatcher. Do not hang up until told to do so. Tell the dispatcher:

- Your name and phone number
- Nature of the incident
- Location of the incident
- Be as accurate as possible

For more information: <http://www.uri.edu/admin/uripd/>

TELEPHONE AND EMAIL THREATS

OBSCENE/THREATENING/HARRASSING CALLS OR VOICEMAIL MESSAGES

If you receive an obscene, harassing or threatening phone call:

- Hang up
- Dial *6
- Listen to recorded instructions
- Immediately file a report with campus police 874-2121
- Note: a \$4.00 per trace charge will be added to your phone bill. *6 works from 874 or 277 exchange. (Use *57 from all other RI numbers) Trace results are only given to the police for the purpose of prosecution.

If you receive an obscene, harassing or threatening voicemail:

- Press 7 (in voicemail) to save the message.
- Immediately file a report with the campus police (874-2121)

THREATENING EMAIL

**For email posing an imminent threat to you or your property:*

- Immediately contact the URI Campus Police at 874-2121 if you are on campus or the local police department if you are elsewhere.
- Send notification to abuse@uri.edu within 24 hours along with a copy of the abusive e-mail and all its headers, so that the URI Office of Information Services can:
 - Consult their e-mail system to determine the origin of the email.
 - Look for information to identify the perpetrator.
 - Preserve any evidence that identifies the source.

HARRASSING EMAIL

- Send notification to abuse@uri.edu within 24 hours along with a copy of the abusive email and all its headers.
- The URI Office of Information Services will consult the e-mail log to identify the source: If the e-mail originated from within the University, they will contact the offender. If the email originated from outside the University, they will contact the site of origin.
- In the case of grievous and/or repeat incidents the URI Office of Information Services will report the offenders to Student Affairs, Human Resources and other appropriate authorities for disciplinary action and/or prosecution.

For more information: <http://www.uri.edu/ois/gen/email.abuse.html>

FIRE

IN CASE OF FIRE OR VISIBLE SMOKE:

Use C.A.R.E.

Contain the fire by closing all doors as you leave.

Activate the nearest fire alarm pull station. Pull stations are located near all exits out of the building.

Report the fire by dialing Campus Police at 874-2121

Evacuate

BUILDING EVACUATION:

- In the event of a fire or fire alarm, supervisors must be sure that all employees evacuate the building and individuals who may need help are assisted to safety.
- Each office or class should develop an evacuation plan which includes a primary and a secondary escape plan. Establish a designated area to meet outside the building. This area should be known to everyone in your office or class and be far enough away from the office or class to ensure safety and avoid blocking access by emergency personnel and fire and rescue vehicles.
- Your evacuation plan should also include a way to be certain that everyone has left or is otherwise accounted for when you leave the building.

REMINDERS

- You must leave the building immediately during an alarm.
- As you leave, close all the doors behind you to limit the movement of smoke, flames or noxious odors.
- Do not re-enter the building for any reason once you have left until the fire department has given permission to do so.
- Gather at your designated area. Supervisors should account for everyone in their staff or in their class.
- Never use an elevator to exit a building during a fire alarm.

SNOW AND WEATHER CANCELLATION

A decision to close the University, cancel classes, or curtail operations throughout the University or in certain segments of the University due to inclement weather, heat, or utility failures can only be made by the President (or the Provost, acting on his behalf) or the Office of Human Resources, acting for the President.

Shutdown decisions based on weather conditions will not be made until there is clear evidence of danger or undue hardship to employees. Therefore, in the absence of a decision to close, personnel are expected to report for work at their assigned time, or as the case may be, to remain at work until the end of their shift. Employees who decide to leave early or do not report must discharge vacation or personal time to cover their absence.

CLASS CANCELLATION NOTIFICATION PROCEDURES:

When classes or major public events are cancelled due to a snowstorm or other factors, a class cancellation statement is issued to the major Rhode Island broadcast media, announced through the URI voicemail system, and posted on the main University telephone number (401)-874-1000, 874-NEWS (874-6397) or 874-SNOW (874-7669). The message will provide faculty, staff, and students with up-to-date information.

The designated radio and television stations for URI cancellation notifications are:

Radio		Television	
WSBE	(93.3FM)	WLNE-TV, Channel 6	
WADK	(1540AM)	www.abc6.com	
WWBB	(B-101)	WJAR-TV, Channel 10	
WPRO	(630 AM)	www.turnto10.com	
	(92 Pro FM)	WPRI-TV, Channel 12	
WWLI	(Lite105)	www.eyewitnessnewstv.com	
WHJJ	(920 AM)		
WHJY	(94.1 FM)		

The URI News Bureau will also post class cancellation notifications on the URINEWS listserv and on the URI home page, <http://www.uri.edu>, when such cancellations occur during business hours. The News Bureau does not cancel individual programs activities that involve small numbers of persons and that are not open to the public. The person in charge of the program should contact participants directly or post their own cancellation message on voice mail.

CAMPUS EVACUATIONS

- Evacuation of all or part of the campus grounds will be announced by the URI Communications Office by voice mail and/or e-mail and/or by Campus Police as needed.
- All persons, faculty, staff, and students are to immediately vacate the site in question and relocate to another part of campus or off-campus, as directed.

EMERGENCY NOTIFICATIONS & COMMUNICATIONS

The telephone is the primary means of emergency notification. E-mail is a secondary means of communication. These systems are intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

Only the President of the University or his designee can declare a campus-wide emergency. The URI Department of Communications serves a central role as liaison with other campus units during an emergency. It will provide the emergency phone or e-mail notifications to the campus community after the emergency has been declared. The Department of Communications is the designated contact point for all media relations during an emergency situation. All media and public inquires should be directed to the Communications Office. Call 874-2116.

FIREARMS: SHOOTINGS, THREATS, ETC.

Handguns and all forms of firearms are prohibited on the campuses of the University.

- If you observe sounds of gunfire, or observe the presence of a handgun or other firearm in the possession of any student, staff, member of the faculty or visitor to the campus,
- or have been threatened with the use of a handgun or other firearm
 - DO NOT ATTEMPT TO DISARM.
 - Retreat to a safe area
 - Call URI Campus Police at 874-2121
 - Follow the direction of the URI Campus Police Dispatcher
- If you find a handgun or other firearm:
 - DO NOT TOUCH
 - Call URI Campus Police at 874-2121
 - Follow the direction of the URI Campus Police Dispatcher

BOMB THREATS AND SUSPICIOUS MAIL

BOMB THREAT

- If you observe a suspicious object or package on campus, **DO NOT HANDLE IT!!!**
Clear the area and immediately contact Campus Police at 874-2121.
- If you receive a bomb threat over the telephone ask the caller the following questions:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
- Keep talking to the caller as long as possible and record the following information:
 - Time of call.
 - Sex of caller.
 - Age of caller if able to determine.
 - Speech pattern, possible nationality, etc.
 - Emotional state of caller.
 - Background noise.

After you have gathered the information above, notify Campus Police at extension 874-2121 and follow their instructions.

BOMB THREAT: IDENTIFYING SUSPICIOUS ITEMS

- Look closely around your work area when you arrive for work. This will help you if you are called on to identify unusual or suspicious items later.
- DO NOT USE 2-way RADIOS.
- Do not touch anything you suspect to be a-bomb or unusual package.
- If necessary move people away from the suspicious item.
- Look for anything and everything that might conceal a bomb.
- Keep those around you calm.

Follow the instructions of Campus Police personnel.

WHAT DOES A SUSPICIOUS LETTER OR PACKAGE LOOK LIKE?

- No return address
- Addressed to title only or incorrect title
- Lopsided or uneven address information
- Misspellings of common words in your name or address
- Badly typed or written information
- Strange odor
- Excessive tape or string
- Oily stains
- Rigid or bulky
- Protruding wires or aluminum foil

WHAT SHOULD YOU DO IF YOU RECEIVE SUSPICIOUS MAIL AND/OR PACKAGE?

- Do not shake or empty the contents of any suspicious envelope or package.
- Do not smell or taste the contents.
- Cover the envelope or package with anything (e.g. paper, trash can, etc.) and DO NOT REMOVE this cover.
- Turn off any portable fans that are in the area.
- Leave the room and close the door, or section from the main area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any harmful substance to your face.
- Contact the Campus Police immediately at 874-2121.
- Make a list of all of the people who were in the area when the letter or package arrived and give this information to the Campus Police.

UNPLANNED OR EMERGENCY UTILITY OUTAGES

UTILITY OUTAGE

Utilities include electric power, water, city gas, building heat, air conditioning, and ventilation.

If an unplanned or emergency utility outage occurs contact Campus Police at 874-2121 immediately.

For routine, non-emergency, building maintenance or utilities repair in academic or administrative buildings, contact the Facilities Services Control Center at 874-4060 during normal business hours. For maintenance issues in residential housing contact the Office of Housing and Residential Life at 874-5374.

Note: Principal Investigators and others in charge of laboratories or other special facilities that would be damaged by utility outage of >4 hours duration should contact Facilities Services for inclusion on the Critical Facilities & Equipment Call-up List.

ELEVATOR FAILURE

If you are trapped in an elevator push the emergency call button in the elevator. The police dispatcher will immediately speak to you to determine the nature of the emergency. All elevator call buttons are directly connected to Campus Police. They will already know your location. Try to remain calm. Help will immediately be dispatched to your location to provide assistance.

ENVIRONMENTAL EMERGENCIES & CHEMICAL SPILL RESPONSE

ENVIRONMENTAL EMERGENCIES AND CHEMICAL SPILL RESPONSE

To report any environmental emergency or spill of hazardous materials please call the Campus Police and Security Department at 874-2121. This number is monitored 24 hours/day, 7 days a week.

The following steps should be taken in the event of a serious chemical spill or chemical emergency:

1. Evacuate

- Alert others who are in the area and direct/assist them in leaving.
- Without endangering yourself: Remove injured to fresh air, remove contaminated clothing and flush contaminated skin and eyes with water for 15 minutes. If anyone has been injured or exposed to toxic chemicals or vapors, call 874-2121 and seek medical attention immediately.
- Leave the spill area

2. Confine

- Close all the doors and isolate the area
- Prevent people from entering the spill area.

3. Report

- From a safe place, call 874-2121.
- Report the emergency and give the following information
 - Your name, location, and phone number
 - Location of the spill
 - The name of the material spilled and the amount
 - The extent of the injuries
 - The safest route to the spill
- Emergency services will respond to stabilize spills, provide medical attention, etc.

4. Secure

- Until emergency response personnel arrive: block off the areas leading to the spill.
- Post personnel near commonly used entrances to the area to direct people to other routes.
- Notify supervisor

Note: It is your right to know the hazards of the chemicals you work with. Contact Safety and Risk Management at 874-2593 to register for Hazard Communication training. For more information: <http://www.uri.edu/safety>

RIEMA - RHODE ISLAND EMERGENCY MANAGEMENT AGENCY

RHODE ISLAND EMERGENCY MANAGEMENT AGENCY

The primary mission of the Rhode Island Emergency Agency (RIEMA) is to protect life and property in the event of a disaster or crisis situation, through a program of mitigation, preparedness, response, and recovery.

RIEMA is working with all 39 Rhode Island cities and towns to actively develop and mitigate local hazard mitigation strategies. RIEMA is also actively working in the area of emergency preparedness.

RIEMA works closely with the Rhode Island National Guard with regard to emergency preparedness, as well as, response and recovery after a disaster strikes. Many resources are available to Rhode Island citizens on the RIEMA internet site.

<http://www.riema.ri.gov>

Examples of links to important sites are listed below:

- City and town police emergency numbers
- State Departments/ Agencies
- FEMA
- (US) Dept. of Homeland Security
- RI National Guard
- Weather Links
- Environmental Hazards
- Bioterrorism

CENTERS FOR DISEASE CONTROL & PREVENTION

The Centers for Disease Control and Prevention (CDC) is in the forefront of public health efforts to prevent and control infectious and chronic diseases, injuries, workplace hazards, disabilities, and environmental health threats.

Information is available on emergency preparedness and response: <http://www.cdc.gov/> or <http://www.cdc.gov/az.do> (index of topics)

Some of the topics available include:

- Hurricane Preparedness
- Emergency Preparedness
- Bioterrorism
- Chemical Emergencies
- Nuclear Emergencies
- Natural Disasters and Severe Weather
- Recent Disease Outbreaks such as avian flu or mumps

Workplace Safety and Health: <http://www.cdc.gov/node.do/id/0900f3ec8000ec09>

RHODE ISLAND DEPARTMENT OF HEALTH

The Rhode Island Department of Health's mission is to prevent disease and to protect and promote the health and safety of the people of Rhode Island. It provides information on a wide range of topics. Some of them include:

- Air Quality
- Immunizations
- AIDS/HIV
- Lead Poisoning
- Asbestos
- Obesity
- Avian Flu (Bird Flu)
- Radon
- Communicable Diseases
- Smoking (Tobacco)
- Domestic Violence Prevention
- Worksite Wellness Programs
- Drinking Water

For more information see: <http://www.health.state.ri.us/topics/topics.php>

INTERNET RESOURCES

UNIVERSITY OF RHODE ISLAND	
Campus Police	http://www.uri.edu/admin/uripd/
Department of Safety & Risk Management	http://www.uri.edu/safety
Facilities Services Control Center	http://www.uri.edu/facilities/controlcenter2.shtml
	http://www.uri.edu/facilities/

STATE OF RHODE ISLAND	
Rhode Island Emergency Management Agency	http://www.riema.ri.gov
Rhode Island Department of Environmental Management	http://www.dem.ri.gov
Rhode Island Department of Health	http://www.health.ri.gov

UNITED STATES	
U.S. Department of Homeland Security	http://www.dhs.gov/dhspublic/
U.S. Centers for Disease Control	http://www.cdc.gov
U.S. Environmental Protection Agency	http://www.epa.gov
U.S. Federal Emergency Management Agency (FEMA)	http://www.fema.gov
American Red Cross	http://www.redcross.org/

ALL EMERGENCIES CALL CAMPUS POLICE 874-2121

HOMELAND SECURITY

The U. S. Department of Homeland Security, <http://www.dhs.gov/dhspublic/> provides information and guidance on a variety of topics including:

- Emergencies and Disasters,
- Travel and Transportation,
- Immigration and Borders, and
- Threats & Protection

The U. S. Department of Homeland Security has published on its web site a guide developed by the Red Cross titled “Citizen Guidance on the Homeland Security Advisory System” which explains the Homeland Security Threat Assessment System.

<http://www.dhs.gov/interweb/assetlibrary/CitizenGuidanceHSAS2.pdf>

HOMELAND SECURITY ADVISORY SYSTEM		
RED	Risk of Attack: Severe	Severe Risk of Terrorist Attack
ORANGE	Risk of Attack: High	High Risk of Terrorist Attack
YELLOW	Risk of Attack: Elevated	Significant Risk of Terrorist Attack
BLUE	Risk of Attack: Guarded	General Risk of Terrorist Attack
GREEN	Risk of Attack: Low	Low Risk of Terrorist Attack

The possibility of terrorist incidents in the United States concerns many people. To help, the American Red Cross and the Centers for Disease Control and Prevention (CDC) have teamed up to answer common questions and provide guidance on steps you can take now to protect yourself and your loved ones. For more information consult the website listed below:

http://www.redcross.org/preparedness/cdc_english/home.asp

More information on being informed and being prepared is available at <http://www.ready.gov/america/index.html>

Information is provided on:

- Emergency supply kits,
- Planning for disasters, and
- Information on various types of threats: biological threats, chemical threats, explosions, nuclear blasts, radiation threats, and natural disasters