

# RHODE ISLAND SCHOOL OF DESIGN EVACUATION PLAN

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## **Purpose:**

The purpose of this plan is to assist RISD's Emergency Operations Command Team and employees in the event it is necessary to evacuate all or part of our campus. This plan encompasses a spectrum of responses to hazards including, but not limited to, major winter storms, or hurricanes, chemical spills, fires, power outages and acts of violence or terrorism. While this plan is intended to provide guidance, actual events may prompt variations in the implementation process. While the emergency team is working to coordinate the evacuation, other departments will need to work in tandem to respond to the initial incident.

Each incident type requires particular response activities, however, for the purposes of this plan, it is the consequences of that event that matter the most. Time will be a major factor in the decision process; it will be imperative that the person (or team) be empowered to make the best decision possible with the information available. **In the event of any incident that impacts the safety of our campus buildings Public Safety Officers, on-call supervisors and deans must be prepared to make a decision to evacuate a building and execute this plan.**

This plan is intended to be flexible and scalable so it can be utilized in all types of evacuation scenarios from a small number of residential rooms to a full evacuation of the campus. This plan is also designed to cover a rapidly evolving emergency which will offer little or no warning (such a power outage or fire), as well as a developing threat with preparation time (such as a hurricane or pandemic.)

Whether we have some warning and time to prepare, or no warning at all an incident that requires evacuation could affect anywhere from a small number of community members to our entire campus and could last anywhere from a few hours to multiple weeks or months. This plan will address each of these scenarios.

**For emergencies such as a fire, where immediate evacuation is required,** occupants will be expected to evacuate upon notice and then follow the directions of the onsite emergency personnel. The EOCT will convene as soon as they are made aware of the situation. Public Safety and Residence Life staff will lead the process of:

- Evacuating and tracking students
- Finding a temporary alternative location for students, as necessary
- Notifying the Director of Public Safety to convene the EOCT

This portion of the plan will address a partial campus evacuation with little to no warning (flood, power outage, other emergency) the Emergency Operations Command Team will convene to assist in evacuating and relocating our students, however, decisions to evacuate a building should not hinge on approval from the EOCT. **On site employees including Public Safety Officers and on-call supervisors must be prepared to assess the situation and evacuate a building prior to the EOCT meeting when life safety is being threatened.**

## PHASE I - EOCT MEETING & MESSAGING

Whoever has been notified of the event will contact Public Safety. The Public Safety dispatcher will notify the Director of Public Safety, or the designee who will send a RISD!Alert message via LiveSafe to the entire EOCT (all members **and** backups) to convene.

### Message should include:

- Overview of the situation
- What time the meeting will take place
- Where the meeting will take place (zoom? In person location?)
- A reminder to let others know as needed

At the EOCT meeting the specifics of the event will be discussed and if it is determined that any portion of the campus needs to be evacuated then the team will discuss the plan, and begin notification to the campus.

Notifications should be sent via LiveSafe (email and text notifications) to the entire campus for any full or partial evacuation. **\*if the emergency is life threatening a RISD!Alert to the campus needs to be sent first**

During the meeting the Roles and Responsibilities will be as follows:

### EOCT Chairs and Emergency Manager

- Chairs of the committee (or designated backup) will set the priorities
- Emergency Manager will ensure that PEMA has been notified of the event
- Check for proper representation of all necessary departments, and reach out to backups as necessary
- Receive updates and share them with the group, from the on site Incident Commander
- Emergency Manager will send a follow up listserv message to all EOCT members, backups and Cabinet members once the meeting has finished

## On Site Incident Commander

Giving updates on the situation (power outage, gas leak, etc.)

## Residence Life

- Gathering all necessary information
  - How many students are affected
  - Contact info for the RAs
  - Details for any students with disabilities who are affected
  - Do any of the affected students have an emotional support animal
- Recommend the best relocation site for students to be moved to (see appendix A for location options)

## WHO ELSE NEEDS TO KNOW:

Every member of the EOCT needs to send a message to whoever else on their team or outside their team needs to know.

- What happened
- How we are responding
- What might be needed of them - and to be ready
- When they'll hear from us again

## Move to phase II once we have:

- Determined that we are going to be evacuation all or part of the campus
- Identified the location we are moving people to
- Messaging has gone out to all those affected
  - Who is impacted
  - What does everyone need to do
  - Where are they going
  - Why are we doing this
  - When will they hear from us again
  - How will they check in with us so we can account for everyone

## PHASE II - RELOCATION

Once it has been determined that the students will be moved, a location has been identified and messaging has gone out we will organize the movement of the students who will remain on campus.

Notifications can also be sent via StarRez for students living on campus - StarRez will send an email message only, but these messages can be targeted to a specific group of students.

If any systems are down and LiveSafe cannot be used to communicate we will employ on campus staff, including RAs, to knock on doors, make phone calls, and post signs to notify affected students.

## Roles and Responsibilities During the Relocation Phase

### Onsite Incident Commander

- Continue to update the EOCT and Chairs of the situation on the ground

### Emergency Manager / EOCT Chairs

- Continue to set priorities and inform the EOCT group of changes in the situation
- Hold regular update meetings as necessary
- Update senior leadership and the President's Office
  - Who is responding
  - What are they doing
  - Where are people going
  - When will they hear from us again
  - Why did we make these decisions (high level)
- Organize a smaller/operations group to handle logistics

### Residence Life

- Draft a communication for the students, this should include:
  - A brief overview of the situation
  - Who to contact if they have a life safety emergency
  - When the students will need to leave
  - What they should bring with them
  - Information for any students with an ESA or disability
  - A reminder to check in through StarRez with their plans

- Organize RAs to knock on doors, if necessary
- Send email via StarRez, if necessary
- Determine who will be onsite with the students at the temporary location - ensure that they are easily identifiable
- Assist with the movement of students, and have someone at the location ready to assist with their transition
  - If students are relocating to other rooms on campus, Residence Life will coordinate with Card Services to ensure that they have proper card access
  - If students will need to room with existing residence life students, Residence Life staff will coordinate with those students to ensure a smooth move in process

## Public Safety

The first priorities for Public Safety are always the safety and security of the campus. They will send RISD!Alert messages as necessary (back up for sending RISD!Alerts is the Media Group) and be on scene to provide security and respond to the incident. During this first phase Public Safety will likely be the ones on site reporting updates to the EOCT.

- Assist with communications to students who are moving
- Provide security for the area students will be moving to - keep students on scene informed of what to do and where to go
- Provide assistance with transporting students with mobility challenges

## Facilities

The first priority for facilities staff will be responding to the incident that has displaced our students, as necessary. These incidents could include: fire, flood, power outage, chemical spill or other interruption. As part of the evacuation of students

- The on-call supervisor will be checking in with the EOCT Chairs to find out where their support is needed. They may be asked to:
  - Retrieve and deliver cots to the location where students will be staying

**NOTE: Cots are stored at the North Hall Mechanical Room 104,** and can be accessed by using an AA Mechanical Room Key, and all Facilities and Public Safety personnel have keys to these locations.

- Assist with setting up cots and moving any furniture to allow students to space out

## Dining/Auxiliary

- Thinking about the students who are impacted and what they will need
  - Food

- Water
- Other comforts that they may not be able to bring with them
- If it is determined that students will move the Met, Dining will ensure that the manager has been notified so that any operational changes can be made in advance
- If it is determined that students will be displaced for more than one night, Auxiliary Services will work on a plan for meal and mail delivery

## Media / Communications

- Review communications going out to the community
- Update the emergency.risd.edu site and main risd.edu page as necessary
- Assist in sending RISD!Alert messages as necessary
- Monitor social media (if needed)
- Connect directly with external media (if needed)

## Other areas to call in as needed

Depending on the severity of the incident our Health Services and CAPS offices need to be prepared to assist and support our students in need.

## PARALLEL PLANNING PHASE II.5

[Other departments will need to be responding to the incident while the EOCT members and on the ground responders assist students with their relocation.]

## PHASE III – At the temporary location

### Chairs of the EOCT / Emergency Manager

- Looping in others as needed
- Helping to fill any open needs
- Contact the city or other schools as necessary

### Residence Life

- Ensure that students are accounted for
- Check in all students who will be staying in the temporary location
- Make sure students know who to come to with questions/ needs
- Make sure students have the toiletries and other necessities they'll need
- Inform Public Safety who the Res Life staff are that will be onsite for the night
- Inform Public Safety if any students have a disability that they should be aware of

## Public Safety

- Security of the location where students will be staying
- Medical attention as needed
- Coordinate with local law enforcement
- Initiate the Incident Action Plan

## Facilities

- Respond to any maintenance requests where the students will be staying, safety issues to be addressed first
- Assist with room and cot set up
- Address any power or other utility issues

## Dining/Auxiliary

- Communicate the dining plan with all students including info about:
  - Will meals be delivered? Picked up?
  - What will the meal times be?
  - Who will collect allergy/food restriction information?
- Communicate with EOCT chairs about any needs to implement your plan

## Media

- Continue to send RISD!Alerts as needed with updates
- Work with Res Life and Dining to send communications to the students
- Update social media feeds - send updates to the communicators network

## IT Services

- Available to address any connectivity issues

## All other EOCT Members

- Thinking about how this event has impacted their operations
- Communications to their constituents
- For major interruptions focus on essential functions and business continuity

## Phase IV – Long Term Response

**If it is determined that students will be displaced from their residence hall for more than 2 nights (note: up to 5 days) the EOCT will convene to assist with finding a long term solution.**

### Roles and Responsibilities

#### Chairs of the EOCT/Emergency Manager

- If a location has been identified and a contract needs to be reviewed/signed the Chairs of the EOCT will do this
- The risk manager can obtain any required certificates of insurance
- If a location has not been identified the Risk Manager will reach out to the Providence Emergency Management Agency for assistance (note: utilizing shelters within the city would be reserved for campus evacuations during a city wide emergency)
- Communication to the President's Office and Trustees

#### Residence Life

- Organize transportation for the students with the help of RISD Rides and Procurement Services
- Communicate the movement plan with the students
  - What to bring and not bring
  - Behavior expectations
  - Special needs of the students
  - What to do if there's an alarm sound at the hotel
- Onsite management - who is staying with the students ? Who is in charge ?

#### Public Safety

Reminder: Public Safety presence may still be required on scene where the incident occurred. There may also be a requirement for additional security on campus.  
(time to dust off the contract with the 3rd party security company to fill in as needed here)

- Work with the location to ensure that security and transportation issues have been coordinated
- Communicate to students what to do / who to call if there's a medical emergency (location dependent)
- Ask hotel to notify you in the event of an emergency or alarm



## Facilities

Facilities will need to understand the responsibilities of the school vs. what the hotel will be doing:

- Trash removal
- Cleaning / linens / other

## Dining/Auxiliary

- Coordinate with the hotel regarding meals / meal plans
- Mail and package delivery ? (remember prescriptions are sometimes delivered)
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## ITS

- Do students have what they need for laptops/connectivity
- Communicate to the EOCT Chairs what the IT service needs/ requests are

## Academic Affairs

- What accommodations / adjustments will be made for students getting to/from the campus
- Thinking about supply needs for the students living off campus
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## Health and Counseling Services

## Media

- Help draft and coordinate communication to:
  - Students
  - Staff/faculty
  - Parents
  - Social media updates
  - Emergency.risd.edu updates

## President's Office

- Keep cabinet members and trustees informed

## Phase V – Recovery and Moving Back to Campus

This phase will be very dependent on the reason for the evacuation. Special attention may need to be given to the sense of safety and security on campus. There may be drastic changes to the physical infrastructure due to a catastrophic event. There are many things that will need to be done to help ensure a smooth transition back to campus for all students affected.

### Roles and Responsibilities

#### Emergency Manager / EOCT

- The EOCT will convene to discuss and organize the return to campus
- Special consideration will be given to:
  - Anyone who was injured or personally impacted by the emergency
  - Residential students who can't return to their rooms
  - Any academic program that was impacted and will need new space to work from
  - Critical functions for administration offices

#### Residence Life

- Communication with students
- Ensuring that the rooms are ready to move into
- Room assignments will be handed out (if there were any changes)
- Coordination with card services to ensure a seamless move-in
- Tracking of students
- Communicate any special needs with Public Safety
- Management of any off campus housing that will be utilized long term as a result of the emergency
  - RA presence
  - Meal plan
  - Mail / medication delivery
  - Security

#### Public Safety

- Assistance for students with mobility issues
- Security of the dorms while doors are open and students are moving back in
- Campus security

## Facilities

- Ensuring that all utilities are functioning
- Coordinating with any contractors who may still be onsite
- Completion of any work in advance of the students moving back in

## Dining/Auxiliary

- Posting any changes to dining hall operations (hours, meal pick up times/locations, etc.)
- Working with residential students who will be living off campus for an extended period

## Media

- Updating social media sites and communicating with the communicator's network any significant changes

## Appendix A

### Evacuation Locations

Once it has been determined that some of our students must evacuate their current residence, the EOCT will work with Res Life to identify the best relocation options. Some locations with capacity are listed below to aid this process. More information on cots and floor plans can be found in the Residence Life Office, and [HERE](#).

<b>Building</b>	<b>Room Number</b>	<b># of cots that can fit here</b>	<b>Will this location require an RA?</b>	<b>Is this location an open space? Or does it have doors ?</b>
The Met	Room A	19	yes	doors
The Met	Room B	19	yes	doors
The Met	Room C	17	yes	doors
Prov/Wash	1st floor auditorium	40	yes	doors
Nickerson Hall	Connector Lounge	8	no	doors
Nickerson Hall	Social Space	9	no	Open space
Homer Hall 3rd floor lounge	Reflection Room	2	no	doors
Homer Hall 3rd floor lounge	Pride Room	4	no	yes
South Hall	Lounge on 2nd floor	5	no	Open space
South Hall	Lounge on 3rd floor	5	no	Open space
Ewing House		19	yes	Open space
Memorial Hall	Tap Room	22	yes	yes

## Appendix B

### Planned Evacuation with Notice from the City of Providence

In the event that we are notified by the city of Providence that all or part of our campus needs to evacuate (for a weather event, pandemic or other emergency) the EOCT will work with faculty, staff and students to evacuate as quickly as possible. We will also coordinate with the city through the Providence Emergency Management Agency, PEMA, to determine if those students who cannot evacuate can/should remain on campus or if they need to leave campus altogether. If the remaining students cannot safely stay on campus we will work with PEMA to determine where the open shelters in the city are located so that we can quickly move our students there .

If the remaining students are able to stay on campus we will need to consider the following:

- If they need to switch which residence hall they're staying in:
  - Determine a safe residence hall for them to stay
  - Determine whether or not we want them housed together
  - Communicate with the students about where to go and when
  - Card services
- Meal delivery (if it's not safe for them to pick up meals)
- How they will continue to get their mail/medications and class materials
- We'll need to keep track of where the students that left went, and which students are remaining on campus

If the remaining students need to evacuate the campus to a nearby shelter we will need to follow the steps outlined in phases II and III above, remembering that staff will need to stay with those students at the shelter and we will need to be able to account for all of our students for the duration of the evacuation.

The emergency manager will coordinate directly with our Residence Life Director (or designee) and the Providence Emergency Management Agency to coordinate which shelter we will send our students to. We must ensure safe transport and proper supervision on site.

The Providence EMA phone number is: 401-680-8000.

Once it is safe for the students to return to campus we will follow the steps outlined in Phase VI to safely move all the students back onto campus.