

RHODE ISLAND SCHOOL OF DESIGN

Emergency Operations Command Team

Policies & Procedures

Shelter-in-Place Policy

Evacuation and Shelter

When an emergency occurs there are typically two immediate strategies that are used to protect people. One is called Shelter in Place and the other is Evacuation.

Shelter in Place means to go inside or to stay inside when a situation occurs outdoors that may be a hazard to health or is life-threatening. Generally you are instructed to:

- Go indoors
- Lock doors/windows
- Shut off fans and air conditioners
- Turn off all cell phone ringers
- Stay away from doors and windows
- Remain in place until you have been told it is safe to leave

In emergency situations where the risk is outside (e.g., severe weather, airborne toxin, shooter on campus) it will be important to minimize exposure to the risk and to deliver information to the College community quickly and efficiently. In these circumstances Shelter-in-Place may be required.

Shelter-in-Place will be signaled by RISD Alert! to the campus community. Upon Shelter in Place alert, students, faculty and staff who are not already indoors should immediately enter the nearest building.

If you are indoors already, remain in place and follow instructions listed above until directed by RISD Public Safety or other emergency personnel.

RISD has made preparations to provide food and water during a prolonged Shelter in Place emergency.

The College will disseminate all-clear information as soon as it is available through RISD Alerts!, broadcast email, voice mail, and via the emergency website.

Evacuation

In case of a fire or other emergency that requires all occupants to immediately leave a building or area, evacuation will be signaled by the internal building alarm or by the direction of emergency personnel. In an evacuation situation everyone on campus should:

- Immediately leave a hazard locations (i.e. building, area of campus, etc.) due to an immediate health or life-threatening hazard
- Evacuation is REQUIRED when the alarm is sounding for every individual in the building
- Do not use elevators during an evacuation
- Exit in an orderly fashion (running and pushing can lead to falls and injuries)
- Gather at a designated meeting place or at a safe distance from the building or area
- Do not block entrances or exits (emergency personnel will need access to the building/area)
- Stay together, assess who is present
- Faculty members who were leading classes should gather names of students; supervisors should gather names of staff, RAs should gather names of residents and their guests
- Report the position and condition of any persons unable to leave the building or area or who need assistance
- Wait for the all-clear from emergency personnel before attempting to re-enter the building or area

If a fire or other incident makes a building or area unsafe to enter for a significant period of time, students, faculty, staff and/or visitors will be directed to a temporary shelter for support (food, information, shelter, medical attention, etc.) Generally these sites are locations (such as the Met or the Auditorium). Specific details will be provided at the time of the emergency by College Administration and staff.

Building evacuation plans have been developed for all facilities at RISD in the event of a fire or other emergency. Maps showing a means of egress can be found on the exit doors leading from each residential space and in hallways of other buildings. You should become familiar with these exit routes for any building you frequent.

Students living off campus should develop and practice their own evacuation plans as part of a comprehensive fire safety plan. For assistance or more information contact the Office of Student Life.

Students with Disabilities:

The Disability Support Services Office, located in Thompson House offers a range of resources for undergraduate and graduate students with physical, cognitive or psychiatric disabilities.

(Employees with disabilities should contact Human Resources on the 3rd floor of 20 Washington Place.)

Students with physical disabilities living in residence halls who may require special assistance to respond to emergency situations can contact the Disability Support Services Office for steps to follow should their building need to be evacuated.

Students should understand that they will have some personal responsibility for implementing their plan, and discussion with the Coordinator of Disability Support Services is designed to ensure that students understand their own responsibilities in the event of an emergency.

Students with disabilities living off campus should develop and practice their own evacuation plans as part of a comprehensive fire safety plans. The Coordinator of Disability Support Services can assist with home and fire safety advice.

During an evacuation, follow the same protocol outlined above. If you need assistance leaving a building or area, notify a co-worker, friend, roommate, etc. that you will wait by the nearest stairwell. Do not use an elevator during an evacuation. Also call Public Safety xt. 6666 from your cell phone and let the operator know of your exact location. Stay calm until help arrives. In the event of an evacuation from a campus building that is not your residence, you should proceed to the nearest stairwell and wait for an officer to help you get out of the building.

Prior to an emergency, all persons with disabilities should register with the Coordinator of Disability Support Services.