Hurricane / Disaster Planning - Facilities Department    July 2000 (revised 10/2014)

This portion of RISD’s emergency response plan is designed to be an outline for handling a variety of events. No plan is capable of addressing every possible emergency situation. However, this outline will address some of the emergencies that Facilities and RISD are likely to experience.

Preparation in advance of any event is vital. Facilities perform certain activities on a regular basis. Generators and sump pumps are tested monthly. Gutters, flat roofs and window wells are checked and cleaned periodically. Mandatory (emergency) supplies should always be in stock.

The essential part of any plan is having a work force to follow it through. Commitments by staff should be made prior to an event. When advanced notice of an event is available, employees should be allowed to leave RISD, (in shifts) attend to personal business than return to work.

Facilities activities before, during and after any event.

Before: Refer to “Facilities - Hurricane Preparedness Procedure”.

During: Respond to only emergency situations if possible. Support other areas of the college. Determine who and where Facilities personnel are located. If it is not possible for everyone to be in one location, periodic contact should be made with each employee or group of employees. If it is necessary for staff to be outdoors, they should work in pairs and carry two-way radios or cell phones. During a severe event it is recommended that all staff remain indoors. Riverfront buildings,-If conditions allow, inspect basements on regular basis. If flooding occurs such that pumps can’t keep up, the power to the building should be shut off.

After the event
Facilities conduct damage evaluation of buildings.
Report any electrical and gas outages to utility companies.
Work with contractors to repair damage and return buildings to service.

After the Facilities staff has completed their role they will be available, if circumstances allow, to support other areas of the college. I.e. Medical transports, pick up and delivery of supplies etc.

Event occurring after normal working hours
Public Safety will contact the on-call Facilities supervisor. Based on the severity of the emergency condition, the Facilities supervisor will determine which staff member(s) should be contacted and when the Facilities Director should be called. In the case of a forecasted emergency event, Facilities will implement the Inclement Weather /Emergency Condition-Essential Personnel Policy.
Facilities emergency planning items/procedures

Fire
Evacuate building.
Close doors, but do not lock.
Do not use elevators to evacuate.
Go to the designated rally point of the building.
If fire involves a residence hall, check with Residence Life Office. They may require help to relocate students and their belongings.
Contact utility companies to shut off supplies.
Receive authorization from city and state building officials to re-enter the buildings.
Contact utility companies. Have them reactivated services, if possible.
Facilities will perform a building/structural audit. If conditions are severe, professionals will be brought in to evaluate buildings.

Severe winter event/Hurricane (prior to events)
Establish a workforce.
Charge cell phones and radios.
Ensure adequate supply of emergency equipment is in stock.
Test generators and sump pumps.
Fuel all vehicles.
Loose items should be brought indoors.
Remove or cover open dumpsters.
Close windows.
Shut down elevators.
Remove banners & flags.
Bottom file drawers should be put on top of cabinets in lower campus buildings.
Remove as many cars as possible from parking lots.

Flood
Refer to RISD’s Flood Space Entry Procedure and Flooded Space Checklist.
Shut power supply to buildings.
Relocate items to upper floors.

City wide event
Stabilize buildings.
If possible, have a skeleton crew stay on campus.
Refer to: Inclement Weather/Emergency Conditions/Essential Personnel policy
Supplies
Flashlights
Buckets for leaks
Plywood sheets
Rope
Extra batteries
Chain saws, oil, extra chains
Plastic rolls (6 mil)
Blue plastic tarps
Two-way radios
Duct tape
Sand bags and sand
Emergency generators ready to go
Non-perishable foods
Rain suits
Cell phones
Battery operated radios
Motorola portable radios
Submersible pumps & hoses
Extensions cords
Small rubber raft
Shovels

Snow Removal Equipment:
Salt
Shovels
Plows
Sanders
ACTION ITEMS
• Pay special attention to flat roofs – Chace Center, Colonial Apts, 20 Washington Place, 15 Westminster, Mason, Fletcher, Metcalf and SOMA. - CARPENTERS, BUILDING TECH, PROPERTY MANAGER, MAINTENANCE TECH
• Metcalf window pits. - GROUNDS
• Clean window wells and storm drains – east side of Nickerson, window well at Nickerson RM. 101 - GROUNDS
• Clear storm drain cover- south west corner – Market House - GROUNDS
• Have a pump on standby for 55 Angell entrance - PLUMBERS
• Emergency lighting (battery powered) usually lasts approximately 90 minutes.
  • Check Soma storm drains - PROPERTY MANAGER
  • Close Bank Building Hurricane Doors- CARPENTERS
  • Extend 3rd diesel tank vent pipe 15 West - MECHANIC, BUILDING TECH
  • Cover circular vents- exterior 15 West. MECHANIC, BUILDING TECH
  • Survey trees- trim branches near windows. - GROUNDS
  • Extend downspouts at SOMA (Concept Link area) - PROPERTY MANAGER

Sand Bags (Estimated Total - 711) GROUNDS
35 bags – Museum (we deliver, they position)
100 bags – 55 Angell St. (lower entrance)
100 bags – Metcalf Refectory (Waterman St. Side)
65 bags – Carr House (front windows)
30 bags – Colonial Apts. (rear alley way)
15 bags – Market House (side door, College St. side)
45 bags – Design Center (bookstore)
50 bags – Metcalf (rear)
20 bags – 20 Washington Place (rear basement entrance)
60 bags – What Cheer Garage (Grounds entrance)
6 bags - Benson Hall (rear door)
15 bags- Public Safety (Directors side) Waterman St.
10 bags- Bank Building front
10 bags – BEB parking lot doors
30 bags – Auditorium doors
20 bags – 15 West basement, Library area
100 bags- SOMA (Ransom House, Artisans Café, Concept Link).

Check:
Roof Drains
Window Wells
Sump Pumps
Generators
Emergency Lighting
Fuel for generators (gas & diesel)
Remove or cover open dumpsters
Close windows
Oil in tanks

NOTES

Emergency Generators

55 Angell – Powers all the life safety and fire alarm for Homer and Nickerson, the OIT telephone and server room in the Nickerson basement. All the Refectory kitchen cooking equipment including the main exhaust hood and cooler and freezer units. All the lights in the kitchen and Refectory dining areas and the heat for the Refectory areas. (no cooling) Conference rooms A&B.

Runs on Diesel. Tank size 500 gallons. At full load consumes 4.5-5 gallons per hour. Approximate run time on full tank is 100 hours (4.17 days)

Design Center – Powers emergency lighting, elevators and storm pumps; runs on diesel. 30 gallon day tank, 275 gallon main tank.

30 Waterman – South Hall – Powers emergency lighting in South & East Halls, card access, fire alarm backup and some outlets in Quad Control; runs on diesel. 275 gallon tank.

20 Washington Pl. – Onan – Powers some emergency lighting & elevators; runs on diesel. 275 gallon tank

Carr House Court Yard – Powers phone and internet equipment card access; runs on diesel. 112.5 gallon tank.

15 Westminster St - Two G.M. Delco powers emergency lighting, card access and some elevators. Both run on diesel. Main 400 gallon tank supplies fuel to both generators. 1-40 gallon day tank. There is a separate 300 gallon tank for the fire pump system.

Mason Building- Powers sump pumps in basement and a few emergency lights; runs on natural gas.

Chace Center- Lighting- Diesel. Day tank in Chace -284 gallons, Main tank- in Mem Hall – 280 gallons.

Buildings with Transfer Switches –
Dexter House, Dunnell House, Congdon House, Carpenter House, Pardon Miller, Larned House, Barstow House, Nightingale House, What Cheer Garage Conference Room.
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We don’t have enough generators to connect all houses.

Verizon phone line number in conference room is 274-2147.
96 Hours before Hurricane.
- Pre Hurricane meeting
- Test run all diesel generators, check fuel supply, order as needed
- Test run sump pumps.
- Test run portable pumps and generators, fill with gas

72 Hours before Hurricane.
- Check flat roof drains.
- Check drains in window pits.
- Re –Check emergency supply room. Check batteries in spare radios.
- Test transfer switch in Facilities conference room.

48 Hours before Hurricane.
- Notify contractors working on campus to secure their staging/equipment.
- Fill sand bags
- Survey buildings, identify and close all open windows. Loose items, exterior furniture should be secured or brought indoors.
- Charge extra radio batteries
- Identify staff that will stay during the storm. Release staff in shifts to attend to personal business. Each staff member should have a designated time to return to RISD. They should bring an extra change of clothes and any prescribed medication.
- Extend the 3rd fuel tank vent pipe (directly below window) -15 Westminster
- Remove awning -4th floor 20 Washington Place

30 Hours before Hurricane.
- Assist Residence Life to relocate students from 15 West and Moshassuck Square if necessary
- Send informational e mail to campus regarding chemical and material storage in basements
- Print copies of all contact phone numbers.

24 Hours Before Hurricane
- Cover or remove open dumpsters.
- Remove flags and banners.
- Fuel all vehicles and fill all gas cans
- Shut off natural gas in non essential buildings
- Check all heating oil levels and order oil if needed.
- Distribute supplies to various buildings.
- Distribute sand bags.

12 Hours Before Hurricane.
- When directed by Dinning/Catering staff, shut off gas supply to all cooking equipment in the Refectory
- Assist other departments to relocate equipment/supplies in basements to upper floors –River walk buildings.