

EMERGENCY PROCEDURES REFERENCE GUIDE

PREPARED BY SALVE REGINA UNIVERSITY'S OFFICE OF SAFETY AND SECURITY



**For all campus emergencies call Campus Security
(401) 341-2325 or x5500**

Or Dial 911 For Newport Police and Fire Departments

HOSTAGE OR BARRICADE

If a hostage or barricade situation occurs on the campus property, **DO NOT** attempt to negotiate. Establish a line of communication for informational purposes only. If there is communication regarding the hostage/barricade over the telephone, attempt to maintain communication with the caller to gain additional information until authorities arrive.

1. Call Campus Security immediately at (401) 341-2325 or ext. 5500.
2. Campus Security will notify the police.
3. Campus Security will meet the police at the entrance of the University property and escort them to the scene. At this time, law enforcement is responsible for the resolution, investigation and processing of the scene, with assistance from Campus Security.
4. **DO NOT APPROACH/CONFRONT A PERSON SUSPECTED OF HAVING A WEAPON.** Make every effort to keep your eyes on the suspect until help arrives so that you can point them out to the police.
5. It is best to have a police officer confront the suspect and conduct the search. The police should take possession of the firearm, weapon or explosive.
6. Campus Security will ask the police officer to photograph the weapon.
7. Treat all firearms, weapons or explosives as if they were loaded. If one is found, do not pick it up but report the location to Campus Security immediately at ext. 5500 or (401) 341-2325.

HOSTAGE OR BARRICADE

AED (AUTOMATIC EXTERNAL DEFIBULATOR) LOCATIONS

An AED is a lightweight, portable device that delivers an electric shock through the chest to the heart. The shock can potentially stop an irregular heartbeat (arrhythmia) and allow a normal rhythm to resume following sudden cardiac arrest (SCA). SCA occurs when the heart malfunctions and stops beating unexpectedly.

NEWPORT CAMPUS:

Rodgers Recreation Center

- Weight room, garden level
- Fitness Center, second floor
- Trainers' room, garden level

SRU Security Vehicle: S-4 Ambulance

Miley Hall: Health Services, garden level

WARWICK CAMPUS: SECURITY OFFICE

AED (AUTOMATIC EXTERNAL DEFIBULATOR) LOCATIONS

SEXUAL ASSAULT OR RAPE

1. When confronted with the possibility that a sexual assault or rape has occurred, attend to the needs of the victim and ask how the victim would like to proceed.

2. Encourage the victim to seek medical attention.

3. The following procedures should be followed to preserve evidence:

■ Do not clean up the location where the act was committed, e.g. room, car, etc.

■ The victim should not bathe, shower or douche prior to the medical examination. The doctor will give instruction on appropriate hygiene and medications to protect health.

■ Do not discard any clothing worn during the assault; put it in a paper bag (do not use a plastic bag).

4. Call Campus Security at (401) 341-2325 or ext. 5500. Inform the victim that a report can be filed and ask the victim if they would like the Newport Police Department to be contacted.

Pursuant to the Clery Act, Title IX, Salve Regina employees are required to report all allegations of sexual assault to Campus Security or the Office of Human Resources. Salve Regina University defines all employees, including faculty and staff, as mandatory reporters. As a mandatory reporter, you must carry out your responsibilities to report all violations including sexual violence and child abuse and report all campus crimes.

5. Campus Security, Residence Life professional staff and/or the Title IX coordinator will inform the victim of resources and explain procedures.

SEXUAL ASSAULT OR RAPE

MEDICAL EMERGENCIES

In the event of a medical emergency, call 911 or Campus Security at (401) 341-2325 or ext. 5500 or request another person to do so.

■ Do not move the individual unless his/her location could cause further harm.

If 911 is needed, report to the 911 operator the emergency, the specific location, and the campus entrance to be used. Please also contact Campus Security at 401-341-2325 or x5500.

Campus Security will notify the Office of Human Resources if the medical emergency involves faculty or staff. For students, Campus Security will coordinate with Student Affairs and Health Services. Student Affairs, along with Counseling Services, will coordinate notification of the family member if necessary.

In the event of a contagious condition, Health Services will contact Newport Hospital and the R.I. Department of Health for instructions and intervention.

MAINTENANCE EMERGENCIES

Maintenance emergencies include issues or events such as loss of electrical power, rushing water from broken pipes, complete lack of water or lack of heat.

Contact Campus Security at (401) 341-2325 or ext. 5500 to provide pertinent information including your name, telephone number, location, the location of the maintenance emergency and the nature of the emergency.

MEDICAL EMERGENCIES & MAINTENANCE EMERGENCIES

HATE CRIMES

1. Any University office receiving notification from a student or employee who has experienced a hate crime or a bias-related incident, whether by another student or an anonymous source, should immediately report the incident to the Dean of Students, the Office of Safety and Security or the Office of Human Resources (for employees).
2. Campus Security will investigate the incident.
3. Campus Security will gather all evidence by speaking to witnesses and the victim. Depending on the outcome of the investigation, Campus Security may or may not involve the local police department.
4. Campus Security will report the results of the investigation to the vice president of student affairs (students) or the Office of Human Resources (employees).

ATTEMPTED SUICIDE

1. In the event that a faculty or staff member encounters an individual who indicates a desire or INTENTION to harm themselves, Campus Security should be called immediately at (401) 341-2325 or ext. 5500. In the event of a suicide ATTEMPT, call 911 and/or Campus Security.
2. Stay with the individual until Campus Security can respond.
3. If a weapon is involved, leave the area immediately and call Campus Security.
4. Campus Security and Residence Life staff will consult with medical professionals on scene or on call to determine if a student requires transport to the hospital.
5. Campus Security will coordinate with Residence Life staff and the Dean of Students office regarding notification of family members.

HATE CRIMES & ATTEMPTED SUICIDE

DEATH ON CAMPUS

1. Upon discovery, call Campus Security immediately at (401) 341-2325 or ext. 5500. Campus Security will notify the police.
2. Keep everyone away from the deceased.
3. Wait at the location until Campus Security and/or the police arrive.
4. Campus Security will secure the area.
5. Campus Security will be posted at the entrance to escort police to the specific area.
6. Campus Security will notify the Office of Human Resources and the President's Office if the death involves a faculty or staff member. These offices will coordinate notification of family members.
7. Campus Security will notify the vice president for student affairs if the death involves a student. The Dean of Students Office will coordinate notification of family members.
8. Counseling Services will be utilized and additional resources will be brought into the University if necessary.

FINDING A SUSPICIOUS OBJECT/PACKAGE

1. **IN THE EVENT THAT A SUSPICIOUS OBJECT IS FOUND, IT SHOULD NOT BE TOUCHED OR MOVED.**
2. Make a note of what it looks like, smells like, sounds like and then clear the area.
3. Do not use a cell phone or two-way radio device. This may trigger an explosion of the item. Go, or send someone else, to the closest landline telephone to contact Campus Security and report the location of the suspicious object.
4. Warn others to stay away from the suspicious object and maintain at least a 1000-foot clearance area.
5. When the police arrive, they are in command and their orders are to be followed.
6. Follow police and/or Campus Security instructions regarding where to go on or off campus for safety.
7. All personnel should be restricted from entering the building until the police approve access.

DEATH ON CAMPUS & FINDING A SUSPICIOUS OBJECT/PACKAGE

HAZARDOUS MATERIALS

The procedures described below shall be followed in order to allow for proper clean-up and protection of University faculty, staff, students and environment in the event of a hazardous material spill.

IF OUTSIDE:

1. Move upwind away from spilled material.
2. Contact Campus Security at (401) 341-2325 or ext. 5500. Be prepared to report the location and the identity or nature of the spilled material, if known.
3. Campus Security will contact the Facilities Department, the Chemical Hygiene Officer and the Newport Fire Department.
4. Be sure to specify if anyone is injured so that 911 can be contacted.
5. Campus Security and other emergency personnel (if needed) will provide direction and determine when it is safe to return to the area.

IF INSIDE:

1. Avoid direct or indirect contact with the spilled material. If an individual is exposed by direct contact to a hazardous material, they should proceed to the nearest water source to flush the exposed skin. All contaminated clothing should be removed and put into a plastic bag.
2. Contact Campus Security at (401) 341-2325 or ext. 5500. Be prepared to report the location and the identity or nature of the spilled material, if known.
3. Campus Security will contact the Facilities Department, the Chemical Hygiene Officer and the Newport Fire Department.
4. All individuals should be removed from the spill area until clean-up is complete and Campus Security has given permission to re-enter the space. It is recommended that all individuals move outside or to an alternate location that does not have a common ventilation system.
5. If the substance is airborne, cover your nose and mouth with layers of fabric (such as a cotton T-shirt, towel or several layers of paper towels).
6. Campus Security will determine whether medical observation or treatment is necessary so that 911 can be contacted.

HAZARDOUS MATERIALS

VIOLENT INTRUDER/ACTIVE SHOOTER

1. If you are near a phone and can safely do so, dial 911. If the shooter is near, silence your cell phone.

2. Practice the protocol of Run, Hide, Fight and A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate)

■ **RUN** starts with your state of mind.

Pay attention to your surroundings.

Have an exit plan.

Move away from the source of the threat as quickly as possible.

The more distance and barriers between you and the threat, the better.

■ **HIDE** when getting away is difficult or maybe even impossible.

Keep distance between you and the source.

Lock doors and turn off the lights.

Barricade the door or doors.

Once the barricade is completed, drop to the floor, remain out of sight and quiet by hiding behind large objects or away from the door and windows.

Silence your phone completely.

■ **FIGHT** because you have the right to protect yourself.

If you cannot run or hide, be prepared to defend yourself.

Be aggressive and committed to your actions. Do not fight fairly. **THIS IS ABOUT SURVIVAL.**

Every situation is different: Remain calm. If safe to do so, leave area or take cover immediately and barricade if appropriate. If unable to escape or barricade, then FIGHT.

SHELTER IN PLACE

In the event that you are directed to shelter in place by the Salve Alert Emergency Notification System (ENS) via email, text message or telephone call, follow these procedures immediately.

1. Stop what you are doing and shelter in your current location or immediately seek a room to shelter in.

2. Shut and lock doors and windows. Pull blinds down and barricade the door.

3. Await further instructions from the Salve Alert ENS message or until contacted by law enforcement or Campus Security.

VIOLENT INTRUDER/ACTIVE SHOOTER & SHELTER IN PLACE

WEATHER EMERGENCIES

TORNADO/HURRICANE

Should a tornado or hurricane warning be issued, seek shelter immediately. Most injuries associated with high winds are from flying debris, so remember to protect your head.

IF YOU ARE IN A STRUCTURE (e.g. residence hall, small building, academic building or gymnasium):

- Go to a pre-designated area such as a safe room, basement, storm cellar or the lowest building level. If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.

- In a high-rise building, go to a small interior room or hallway on the lowest floor possible.

- Put on sturdy shoes.

IF YOU ARE OUTSIDE WITH NO SHELTER:

If you are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision.

POSSIBLE ACTIONS INCLUDE:

- Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park.
- Take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat or other cushion if possible.
- Lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat or other cushion if possible.

IN ALL SITUATIONS:

- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

SNOWSTORM

Storm updates will be provided through salve.edu, email, Facebook and Twitter. If necessary, the University will activate the Salve Alert Emergency Notification System to provide severe weather information, including closures and cancellations.

EVACUATION

COMMUNICATION

The University will communicate with local authorities and monitor the news at all times for all potential threats and attacks. If the University is aware of a credible threat or attack, the Crisis Management Team will immediately convene to take action. Everyone will be notified through the Salve Alert System (ENS) via telephone call, text message and email as well as Salve social media sites. Quickly and calmly follow directions and advice of the Campus Security staff and members of law enforcement or the fire department.

EVACUATING THE CAMPUS

If the campus is ordered to evacuate, everyone will be instructed to leave in an orderly fashion. Campus Security, along with Residence Life and University Relations staff, will provide directions during an evacuation. Other arrangements will be made for those who are unable to leave the campus or do not have a place to go. These individuals should contact the Office of Residence Life.

EVACUATION STAGING AREAS

Should the University receive news that advises people to seek cover indoors, everyone will be advised by the methods outlined in paragraph one above to report to the nearest designated location (see below) in an expedient but controlled manner to wait for additional information:

Miley Hall: For incidents occurring on the south side of campus, people can evacuate to Miley for assistance.

O'Hare Academic Center: For incidents that occur on the north side of campus.

PERSONS WITH DISABILITIES

Please make an effort to safely assist those who are having difficulty. If someone still needs assistance evacuating, please contact Campus Security and identify their location in the building. Stair towers can be used if necessary and when appropriate to await transport by emergency personnel.

COMMUNICATION WITH OFFICIALS

The Crisis Management Team will continuously monitor the situation and communicate with county and state officials to determine when the danger has passed.

UPDATES

Campus Security and the Crisis Management Team will provide updates as often as possible through the Salve Alert ENS via telephone call, text message and email. Social media will also provide updates.

FIRE

IN THE EVENT OF A FIRE ON CAMPUS:

1. If you discover a fire or smoke, call 911 and Campus Security at (401) 341-2325 or ext. 5500 immediately. You may also use one of the emergency telephones located throughout the campus. Use the RAVE mobile app to contact Campus Security as well.
2. When a fire alarm sounds, everyone must vacate the building immediately. Do not use the elevators. Be mindful of staying out of the way of emergency responders.
3. Report all fires, even if the fire has already been extinguished.
4. **Persons with disabilities:** Please make an effort to safely assist those who are having difficulty. If someone still needs assistance evacuating, be sure to let emergency personnel know of their location in the building. Stair towers can be used if necessary and when appropriate to await transport by emergency personnel.
5. Campus Security and other staff will check to see that everyone is evacuated.
6. The last person leaving an office, classroom, residence hall room or apartment/suite should leave the door closed. Do not lock doors in labs. Gas must be turned off.
7. Do not stop to pick up personal belongings.
8. Walk to safe areas as far away from the building as possible. Avoid roadways or driveways used by emergency vehicles. Do not try to drive off of the property as this may impede emergency vehicles from coming onto the property.
9. Campus Security will give the “all clear” signal to return to the building after all areas have been reported safe.

IF YOU ARE CAUGHT IN A FIRE:

1. Crawl low under any smoke to your exit—heavy smoke and poisonous gases collect first along the ceiling.
2. When the smoke alarm sounds, get out fast. You may have only seconds to escape.
3. If there is smoke blocking your door or first way out, use your second way out.
4. Smoke is toxic. If you must escape through smoke, get low and go under the smoke to your exit.
5. Before opening a door, feel the doorknob and door. If either is hot, leave the door closed and use your second way out.
6. If there is smoke coming around the door, leave the door closed and use your second way out.
7. If you open a door, open it slowly. Be ready to shut it quickly if heavy smoke or fire is present.
8. If you can't get out, close the door and cover vents and cracks around doors with cloth or tape to keep smoke out. Call 911 or the Newport Fire Department at (401) 846-2211. Stay where you are and signal for help at the window with a light-colored cloth or a flashlight.
9. **If your clothes catch fire, stop, drop and roll.** Stop immediately, drop to the ground and cover your face with your hands. Roll over and over or back and forth until the fire is out. If you or someone else cannot stop, drop and roll, smother the flames with a blanket or towel. Use cool water to treat the burn immediately for three to five minutes. Cover with a clean, dry cloth. Get medical help right away by calling 911 or the Newport Fire Department at (401) 846-2211.

BOMB THREAT

IF YOU RECEIVE A BOMB THREAT BY TELEPHONE:

Use the telephone checklist below to obtain as much information from and about the caller as possible:

- Listen carefully—do not interrupt.
- Do not hang up—get a message to someone nearby to call Campus Security.
- If displayed, write down the telephone number from which the call originates.
- Record:
 - Date
 - Time
 - Caller's exact words
 - Listen for background noises
 - Note any accent or unusual voice characteristics
 - Caller's gender and age (male/female, adult/child)
- Do not use the same telephone again until Campus Security gives the okay.
- Write down the exact wording of the threat.
- Do not talk on any radio or cell phone within 100 yards of the suspected bomb as this might cause detonation. Turn these devices off.
- Do not touch light switches.

If possible, ask the caller the following questions:

- Can you tell me when the bomb is set to explode?
- What will make it detonate?
- Where is the bomb now?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- What type of explosive is it?
- Is the caller the person who actually placed the device?

IF THE BOMB THREAT IS RECEIVED VIA VOICE MAIL:

- Save the voice mail and call 911 and Campus Security at (401) 341-2325 or ext. 5500.

IF THE BOMB THREAT IS RECEIVED VIA EMAIL:

- Do not delete the email. Make a hard copy and call 911 and Campus Security.

If it is determined that an EVACUATION is necessary, calmly leave the building and remain at least 1000 feet away. Do not go back inside until advised by Campus Security that it is safe to do so.