

SALVE REGINA UNIVERSITY



Emergency Response Plan

Office of Safety & Security

Original: January 2002

Updated & Revised: February 2006

Updated & Revised: March 2010

Updated & Revised: March 2015

Updated & Revised: November 2020

I - Overview

The Emergency Response Plan is designed to be a guide for University administrators in order to plan for campus emergencies. While the plan does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with many campus emergencies.

This Emergency Response Plan is based on the “all-hazards” approach. The plan is flexible, in that part of the plan or the entire plan may be activated based on a specific emergency and decision by the University senior leadership.

The plan contains the recommended action steps to be followed during the occurrence of specific emergencies. These include – Active Intruder/Active Shooter, Fire or Explosion, Medical, Suicide Attempt, Suspicious Person/Automobile, Bomb Threat, Suspicious Packages/Envelopes, Hazardous Materials Spills and Earthquake or Structural Collapse. It also includes ‘Other Helpful Emergency Information’ regarding the location of campus emergency telephones, the ‘FBI School Shooter Reference Guide,’ ‘Salve-ENS Alert’ and ‘Personal Safety Practices in the Workplace.’

Scope

This plan and its contents apply to the entire Salve Regina University community: Faculty, staff, students, visitors, and auxiliary enterprises. When applicable, Salve Regina University takes a “whole community” approach to emergency management, meaning that it is everyone’s responsibility to prevent, prepare for, respond to, and mitigate the effects of emergencies.

This plan is applicable to incidents occurring, or with the potential to occur, on any Salve Regina University campus or property. It is also possible that events occurring outside the University will nonetheless impact members of the University community. During such situations, the University will make all reasonable efforts to assist in the response so as to ensure the safety and welfare of the University Community.

This plan provides an operational framework for emergency response but does not establish specific tactics to be used by the departments responsible for the functions described in this plan.

Assumptions

The Salve Regina University Emergency Response Plan is predicated on a realistic approach to the problems likely encountered on a campus during an emergency. Emergencies will be managed at the lowest possible geographic, organizational, and jurisdictional level using incident management strategies. Hence, the following general guidelines:

- An emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.
- Involve single or multiple geographic areas;

- Involve multiple varied hazards or threats on a local, regional, state, or national level.
- Require significant personnel and extended resources from the university to support response missions;
- Impact critical infrastructure;
- Overwhelm the capabilities of local government;
- Require short-notice asset coordination and response timeliness;
- Require prolonged, sustained incident management operations and support activities;
- Require rapid emergency purchasing of supplies and assets.

The degree to which Salve responds to an emergency will depend largely upon the extent to which the University is impacted and the extent to which the University jurisdictional authority is applicable to the incident. Other factors that also affect the degree of Salve Regina involvement include:

- Requests for assistance from other agencies;
- The type or location of the incident;
- The severity or magnitude of the incident;
- Salve Regina capability to respond to the incident;
- The need to protect the health and welfare of the Salve community;
- The succession of events in an emergency is not predictable. Thus, this plan will serve only as a guide and checklist and may require field modification in order to meet the requirements of the emergency.

National Incident Management System (NIMS)

According to the Department of Homeland Security Presidential Directive 5 and the U.S. Department of Education, Institutions of Higher Education are among local agencies that must adopt NIMS if they receive Federal grant funds.

The National Incident Management System (NIMS) is a set of principles adopted by Salve Regina University. NIMS provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in an incident response/recovery understand what their roles are and have the tools they need to be effective.

Salve has adopted NIMS and the use of the Incident Command System (ICS) and in accordance with the U.S. Department of Education (ED) guidance, has identified “key personnel” such as Executive Leaders, General Personnel, Command Staff, and Incident Managers to complete specific courses in order for individuals to meet the organizational NIMS compliance.

Salve Regina participates in local governments’ NIMS preparedness programs. Identified University personnel participate in training and exercising the ERP’s

procedures. The University is charged with ensuring that the training and equipment necessary for an appropriate response will be available.

In a major emergency or disaster, Salve Regina facilities may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. The Incident Command System (ICS), a component of NIMS, will be used to manage all incidents and major planned events.

Planning

Every emergency incident or event is unique, and no plan can provide for all situations. This Emergency Response Plan provides an initial framework for incident response activities, with the understanding that assistance may be required from external agencies. As an incident unfolds, new strategies and tactics may be required beyond those provided in this plan.

The following reflect Salve Regina's role and general expectations for emergency operations at the university or within the state.

- Coordinated internal and external communication is essential during all types and sizes of emergencies in order to avoid confusion and / or duplication, and to ensure consistent messaging.
- In the event of an emergency requiring activation of the State EOC and / or implementation of Unified Command, Salve will coordinate emergency response activities in its scope within the ICS structure established.
- Salve will use the Incident Command System (ICS) as a basis for supporting, responding to, and managing large-scale response activities, smaller scale or department specific response activities, as well as for managing routine operations with large scopes requiring additional resources; and
- The Office of Safety and Security (Tobin Hall) will serve as the Emergency Operations Center (EOC) for the initial response. This is pre-designated for conducting emergency response coordination.

The University Emergency Response Plan also reflects additional assumptions and considerations below:

- The highest priorities of any response are always life safety for responders and the public, incident stabilization, and property preservation.
- Salve will support local police, fire and EMS response and planning efforts; and
- Salve personnel and/or resources may be assigned to assist other agencies under the direction of the respective agencies incident management system or may be assigned to various roles or tasks within the regional, state or federal level incident management systems.

Salve may have to make provisions to sustain response operations for an extended period of time during a major incident or event. Salve may be affected in the following ways:

- If normal university facilities (including all campuses and properties) remain viable as operating locations, the university will function primarily from these locations.
- If Salve's facilities are not viable, other appropriate sites will be identified and activated.
- All personnel and departments at Salve may be called upon to assist in an emergency response; and
- Some emergencies may require reduction or temporary suspension of certain normal university functions. The President or designee may suspend routine activities as deemed necessary to meet the scope of the incident and the need to continue essential functions.

Concept of Operations

Operations and Priorities

The following objectives are integrated into this Emergency Response Plan to assist in remaining focused and task-driven during a response to a large-scale emergency.

- Focus on the safety and health of all response personnel, members of the Salve community, and the general public.
- Communicate effectively and efficiently with all partners during a crisis and/or emergency;
- Keep the University community informed and calm in an emergency by providing the most accurate and up to date response information and ensuring accessible communication in accordance with the event response structure;
- Continue to perform essential functions as determined by the executive leadership during an emergency; and
- Utilize Incident Command System (ICS) and National Incident Management System (NIMS) doctrine to effectively respond to every emergency event.

The priorities for all incident response will be, in order;

1. Life safety
2. Property protection
3. Incident stabilization

Notification and Activation

This plan will be activated upon notification of a potential or actual emergency, or when a pertinent training opportunity is identified. As previously described,

the Director of Safety and Security or designee will make the decision to activate the Emergency Response Plan based on the criteria described herein, in consultation with the University's executive leadership as needed.

Any potential emergent situation, as well as scheduled events, will be evaluated by the Director of Safety and Security, in consultation with the University's executive leadership, using the following criteria:

- Whether the potential exists for the event to affect multiple members of the University Community;
- Whether the potential exists for the event to require coordination of additional Salve Regina or external resources; and /or
- Whether the potential exists for significant media interest.

Plan Implementation

The Office of Safety and Security maintains an Emergency Calls Procedure List used to notify key individuals who may be asked to assist in the response to an emergency. In general, non-first responders will be asked to report to the Emergency Operations Center (EOC) or remain at their usual work locations. At no time should individuals report directly to the scene of the incident unless specifically requested to do so.

The following information should be conveyed to those who may be called upon to assist in a response:

- A brief description of the situation.
- Notification level determined for ICS and the EOC.
- Instructions for action, if any, including where to report to; and
- Information regarding further briefings or updates.

During most incidents, personnel will be asked or required to perform functions consistent with their existing day-to-day roles and responsibilities. However, priority shall be given to those tasks directly affecting the outcome of the incident. Supervisors should refrain from directing personnel to perform tasks with which they are uncomfortable or have not been adequately trained. Because some personnel may be unavailable during a given incident, every effort should be made in advance to ensure that multiple people are trained for key positions.

The following personnel/Offices will support implementation of the Emergency Response Plan.

President

As the chief executive of Salve Regina University, the President Delegates operational decision-making authority to the Incident Command/Unified Command and / or the EOC Manager as described in Authority. The President

of the University has the following responsibility upon activation of the Emergency Response Plan:

- Approve overall Salve Regina response and recovery goals.
- Liaise with Board of Trustees, the Governor and the Board of Governor's for Higher Education, if necessary;
- Act as the chief spokesperson for Salve Regina University, unless otherwise delegated to the University Relations office (PIO)

Director of Safety and Security

The Director of Safety and Security provides overall leadership in setting direction for and the performance of all university emergency preparedness, response, and recovery efforts. The Director of Safety and Security or his/her designee has the following responsibilities upon activation of the Emergency Response Plan.

- Requests opening of the university EOC, if necessary
- Appoint an Incident Commander or Unified Command and/or EOC Manager, as needed
- Participate as the university representative in the Unified Command, as needed
- Ensure that ICS is functioning properly by assigning Public Safety staff, utilizing necessary partnership, and/or enacting agreements for the response
- Serve as an advisor to Salve Regina leadership during plan activation.
- Act as a liaison with local Police, Fire and EMS.

Emergency Management Team (EMT)

The Emergency Management Team is comprised of the VP for Student Affairs, VP of Facilities, VP of Residence Life, VP for Finance and Administration or their designee. The Emergency Management Team will work with other community leaders to provide guidance and direction during an incident in coordination with the EOC Manager.

University Positions Roles and Expected Actions

Upon learning of an incident occurring on or around university property, the following position roles and actions should guide implementation of the ERP:

- The Director of Safety and Security shall:
 - Serve as the university Emergency Management Director and is responsible for directing all emergency measures within the university.
 - If the situation warrants activation of the EOC, the university Emergency Management Director (Director of Safety & Security) may assume the role of the EOC Manager, unless otherwise delegated. The EOC Manager is responsible for coordination and collaboration with the City of Newport, the Police Department and the Fire Department.

- The Office of Safety and Security shall:
 - Provide support and resources to the Incident Commander (IC) as requested.
 - Assist with EOC readiness if activated.
 - Staff positions in the EOC as needed until relieved by assigned staff.
- University Departments shall:
 - Maintain the integrity of normal work crews whenever possible.
- Department Heads shall:
 - Support the activation of the ERP accordingly from the onset of notification of an incident.
 - Retain administrative and policy control over their employees and equipment during emergency operations. However, personnel and equipment may be re-deployed and otherwise distributed to support the mission assignments directed by the Incident Commander or the EOC.
 - Should begin to formulate a plan to provide adequate time for personnel and crew rest while maintaining continuous relief efforts. *Initial reaction to a major incident may require extended operations with work crews operating in shifts.*
 - Upon EOC activation Department Heads and other cognizant managers, as assigned, will direct the efforts of their departments or organizations from the EOC, unless advised otherwise, according to their respective guidelines for Emergency Operations or Standard Operating Procedures (If applicable) or send a liaison to the EOC if managing their efforts from a department operations center.
- Supervisors:
 - At all levels must repeatedly emphasize safety of students, faculty, staff, visitors and the public.
- Requests for additional resources, including equipment and staffing, and coordination with other jurisdictions/agencies:
 - If the EOC is not activated, requests for additional support may be made to the Office of Safety and Security.
 - In the event of the EOC activation, requests will be made in accordance with the EOC Guidelines.

Notification and Warning

Timely warnings of emergency conditions are essential to preserve the safety and security of the university community and critical to an effective response and recovery.

Emergency Communications

Reliable and interoperable communications systems are essential to obtain the most complete information on emergency situations and to direct and control

the resources responding to those incidents, ie: interoperability and emergency communication with the Newport Police on 800mhz radios.

Emergency Public Information

Salve Regina's Office of University Relations has primary responsibility for communications efforts during an emergency; however, the Office of Safety and Security as well as local PIO groups may also provide support during a large incident.

Non-Emergency External Communications

- During an incident, the university expects to receive a high volume of calls seeking information as to the welfare of students, staff and faculty from concerned parents, relatives, spouses, friends and loved ones. The surge in the volume of calls to the university's main number may quickly exceed the systems capabilities.
- It is essential that call centers are activated and staffed as soon as possible to handle anticipated volume of non-emergency calls related to the incident.
- Call centers may also be a resource in helping to control rumors.
- In coordination with EOC, University Relations may establish a website to disseminate real time and accurate information pertaining to the crisis on campus.
- Call centers will only release information that has been approved by the Incident Commander and University Relations staff.

Direction, Control and Coordination

A. Emergency Operations Center (EOC) and Incident Command Post (ICP) Interface

A clear division of rolls and responsibilities between the ICP and the EOC (if activated) during an emergency situation is critical to an effective and timely operation. A general division of responsibilities is outlined below. A division of responsibilities may be modified based upon unique specific incidents and operations.

If an incident warrants additional resources, the Director of Safety and Security or the Incident Commander would initiate activation of the EOC. Upon activation of the EOC for a critical incident, the Director of Safety and Security or designee, may serve as the EOC Manager as outlined by the EOC operating procedures.

- Salve Regina has the primary responsibility for emergency disaster operations within its university boundaries, however other local government agencies responding to a request for assistance will

normally be under the authorities granted by their jurisdiction; however, they will be under the direction of the incident commander.

- If the Newport Fire or Police Departments are on scene, they shall assume control as the Incident Commander. Salve Regina Security will then move to a support roll and support during critical operations.

B. Incident Command Post (ICP)

Incident Command Post is located within safe proximity of the emergency site and is generally responsible for incident response management as follows:

- Serves as a temporary location for a tactical level response, on scene incident command and management.
- Serves as the on-site headquarters for the Incident Commander, Command Staff and General Staff.
- Serves as a field collection point for tactical intelligence and analysis.
- Conducts all operations using the Incident Command System (ICS)
- Is typically established prior to activation of the EOC.
- Provides the initial securing of the perimeter of the area, coordinates the actions of the operating units and remains operational during the field action (rescue, response, recovery etc) phases as required.

Incident Command or Unified Command shall:

- Coordinate the actions of Salve Security, Fire, Police, EMS and all other responding community units to the scene through a Unified Command System.
 - The Office of Safety and Security will always assume first Incident Command/Unified Command in all campus civil disturbances, bomb incidents and terrorist activity operations until the arrival of NPD or NFD. (Local and State Police will coordinate with arriving FBI at a suspected terrorist event)
 - The Office of Safety and Security will always assume first Incident Command/Unified Command in all emergencies until relieved by Newport Police Department or Fire Department (depending on the incident). Security will then assist the local agencies with needed resources.
- Command all field activities and has the authority to direct all on site incident activities within the university's jurisdiction.
- Establish an ICP and provide an assessment of the situation to the university EOC Manager or other officials, identify incident management resources required and direct the on-scene incident management activities from the command post.
- The first emergency trained responder on-scene will assume the role of Incident Commander until a more qualified individual can assume command.

The Incident Commander will also ensure the following, when applicable:

- Isolate the incident site and maintain control of the inner and outer perimeter.
- Establish tactical communications and designate a primary radio channel.
- Facilitate tactical planning and contingency planning.
- Brief first responder personnel.
- Designate a staging area for supporting agencies.
- Ensure documentation of tactical decisions and activities.
- Provide situational updates to the EOC at regular intervals, if activated.
- Approve requests for additional resources or for the release of resources (Demobilization) through Dispatch or the EOC, if activated.
- Approve additional alerts as needed.
- Establish immediate priorities.
- Coordinate any specific transportation issues (such as helicopter landing zones, EMS locations, morgue locations etc.)
- Determine security boundaries.
- Notifies Dispatch or EOC (if activated) of needs, including personnel recall from other departments as required.
- Perform other duties as required by the situation.
- Approve emergency public information messaging prior to release by PIO.
- Participate in After Action Review Process.

Emergency Operations Center (EOC)

Upon activation, the EOC becomes the centralized communication and coordination facility for university emergency response. The EOC is the key to successful coordination efforts and responsible for supporting the Incident Commander and consequential management actions. The EOC if applicable:

- Serves as the central meeting and gathering locations for critical management and support personnel and serves as the incident support operations and resource center.
- Facilitates the flow of communication and coordination between the different operating agencies, different levels of government and the public.
- Supports the Incident Commander by effectively mobilizing and deploying resources as requested.
- Assembles accurate information about the incident and provides situational analysis.
- Issue community-wide warnings and alerts.
- Provide public information services and coordinate activities with the on-scene Public information Officer (PIO) and the Joint Information Center, if established.
- Communicates and implements policy level decisions from the Executive Policy Group.
- Organizes and implements evacuations.
- Coordinates traffic control beyond the incident scene.
- Obtains local, state and federal assistance as needed.

Emergency Operations Center (EOC) Locations

- The Primary EOC:
 - McKillop Library Rm #109
- The Alternate EOC:
 - Miley Executive Dining Room
- The Second Alternate EOC
 - O'Hare Rm # 127

Administration, Finance and Logistics

Financial Management:

The Salve Regina Department of Finance will have to assign a tracking number to the incident in order to keep track of billing from each department during an incident. This tracking number will assist the University in documenting all response and recovery costs associated with any disaster or emergency that requires a substantial response effort.

Funding and Tracking of Resources and Expenditures:

- Emergency operations may require significant resources. Tracking those resources is vital for several reasons:
 - Knowing what resources are on hand and available.
 - Anticipating what will be needed.
 - Tracking resources and returning resources at the end of the operations.
 - Tracking costs as necessary for reimbursements.
- FEMA reimbursable expenditures should be tracked using FEMA forms, which can be found via the FEMA website at <http://www/fema.gov>.

Plan Development and Maintenance

The ERP utilizes existing, proven program expertise and personnel to provide prevention, protection, mitigation, preparedness, response and recovery efforts of post event consequences. Following the principles of the National Incident Management System (NIMS) the ERP addresses response, training, exercise, equipment, evaluation and corrective action practices.

The Salve Regina Office of Safety and Security shall oversee and/or coordinate with applicable partners following ERP actions:

- The ERP shall be reviewed biennially and modified as necessary by the staff of the Office of Safety and Security. Final results of the reviews and any changes to the ERP shall be presented to the Director of Safety and Security for approval before being submitted to the President through the administrative channels.

- ERP training opportunities shall be incorporated into the annual training schedule.
- Each university unit or department identified as having a role in this ERP is responsible for communicating the content of the ERP to their staff and ensuring key staff have the opportunity to attend ERP training and exercise activities.
- The organization and upkeep of the ERP includes process such as an ERP review and update schedule. The review cycle includes basic updates by the Office of Safety and Security staff and the generation of a draft document that will be sent to the relevant partners for review and recommendations. After a review period and consideration of stakeholders' comments, the document will be finalized, and signatures obtained. Substantive changes between review periods such as changes in roles or responsibilities will prompt notification to listed stakeholders. Minor edits such as grammar or spelling changes will require no notification.
- Ensure that the ERP is consistent and compatible with the City of Newport Emergency Management Plan.

After Action Reviews (AAR)

After action reviews of emergency response can yield valuable feedback to the emergency planning process and enable the University to improve our future emergency response. The scope of the after-action reviews may range from small to large depending upon the complexity of the response and the number of departments and outside entities involved.

Criteria for Conducting an After-Action Review:

- Activation of the Emergency Operations Center (EOC)
- Death of an employee, student or advisor on campus
- Significant release of a hazardous substance. E.g. natural gas release in occupied space, laboratory fire or explosion and environmental release of hazardous material.
- At the discretion of the Director of Safety & Security.

Definitions

For the purpose of this document, a brief description is given for the following:

- Emergency – defined as an incident posing a risk to human life, health or to the property owned or operated by Salve Regina University which requires immediate action by the university and/or outside responders.
 - A major emergency is defined as an incident posing a major risk to the Salve Regina University community which has caused, or has the potential for causing, injuries or fatalities and/or major damage. The authority for declaring a major emergency rests with the Salve Regina University Emergency Management Team and the University President.

- A limited emergency is defined as an incident limited in scope, typically contained within a single building or area. In most cases, the limited emergency is small enough to be effectively handled by Salve Regina University personnel.
- Incident Command System – An integral tool for managing a critical incident is the Incident Command System (ICS). The Incident Command System is designed to control personnel, equipment, supplies and communications at the scene of a critical incident involving one or more agencies. The ICS allows emergency service agencies to effectively communicate and can be utilized for an emergency, regardless of the type or size.
- Incident Commander – The Incident Commander (IC) has the overall responsibility for management of the incident scene. The initial Incident Commander is normally the first officer who arrives on scene. That officer will establish command and begin operations. The ICS will clearly identify who is in overall command throughout the duration of the incident. The ICS will provide for transfer of command, one or more times, during the course of an incident.
- Emergency Management Team – is the University's critical response team that is called together to develop and manage the institution's response to an emergency.
- Command Post – The coordination point of all the field activities related to the emergency situation. The Command Post (CP) may be mobile or in a fixed position based upon the duration of the incident. Other designated locations to be considered, include staging areas for equipment and personnel.
- Staging area – the primary collection point for personnel and equipment within a close proximity of, yet unaffected by, an unusual occurrence where the Incident Command officer keeps personnel and resources prior to their command.
- EOC (Emergency Operations Center) – defined as the central location from which the crisis management operations are directed. In most instances, the Salve Regina Office of Safety & Security will serve as the command post for the following reasons:
 - Equipped with an auxiliary power unit
 - Primary center for campus radio and phone communications
 - Secure telephone lines to local police and fire departments
 - Capacity to monitor local and national news
 - Ability to monitor local police and fire radio communications
 - Capability to monitor campus fire, intrusion and emergency telephones alarms
 - Ability to control residence hall card access system
- ICP (Incident Command Post) – defined as an on-site location.
- ENS (Emergency Notification System) – a notification system devised to inform students, faculty and staff of an incident or potential incident (natural or man-made) that has, or could occur on or near the Salve

Regina University campus. Appropriate, relevant information will be posted as often as necessary; however, access and information may be limited depending on the situation at hand. The Offices of Safety and Security and University Relations have plans in place to ensure timely notifications.

- Public Information Officer – A member of the Command Post personnel responsible for the gathering and release of information about the incident to the news media and other agencies and organizations. The Public Information Officer (PIO) will report directly to the Incident Commander.
- Liaison Officer – A member for the Command Post who is the point of contact for assisting and cooperating with outside agencies. The Liaison Officer reports directly to the Incident Commander.
- NIMS – National Incident Management System
- ICS – Incident Command System
- EMT – Emergency Management Team
- EMS – Emergency Medical Services
- NPD – Newport Police Department
- NFD – Newport Fire Department
- EOP – Emergency Operations Plan
- SOP – Standard Operating Procedures
- AAR – After Action Review

Emergency Management Team

The Salve Regina University Office of Safety and Security maintains a current home telephone and cell phone list of administrators. In the event of an emergency, Safety & Security would notify the appropriate individuals. Naturally, the specific individual(s) notified is determined by circumstances. Those positions listed below would have Alternate Lead Responsibilities in the absence of, or in addition to, the person listed as having the Lead Responsibilities:

Team	Position	Primary	Alternate
Incident Commander	Director of Campus Safety & Security	Michael Caruolo	Richard J. Piaseczynski
Emergency Management Team – Managers	Director of Campus Safety & Security	Michael Caruolo	Richard J. Piaseczynski
	Director of Emergency Management	Michael Caruolo	Richard J. Piaseczynski

	Executive Director of Facilities Management	Eric Milner	Jared Coleman
	Vice President Student Affairs	Malcolm Smith	Jennifer Jensen
Emergency Management Team (EMT)	Operations (OIC, CSS)	R Piaseczynski	Nick Maltais
	Logistics (Executive Director Facilities)	Eric Milner	Jared Coleman
	Planning (Exec. Dir, Info. Technology)	Irving Bruckstein	Christine Dumont
	Finance & Administration (University Controller)	Michael Grandchamp	Bill Hall
Extended Emergency Management Team (EEMT)	ESF 1 – Transportation: Transportation	Larry Kestler	Richard J. Piaseczynski
	ESF 2 – Communications: University Relations	Kristine Hendrickson	Matt Boxler
	ESF 3 – Public Works /Logistics/Engineering:	Eric Milner	Jared Coleman
	ESF 5 – Emergency Mgmt.	Michael Caruolo	Richard Piaseczynski
	ESF 6 – Mass Care: Student Affairs/Residence Life	Jim Mournigham	Jennifer Rosa
	ESF 8 – Public Health Services: Health Services	Elizabeth Galvin	Laureen Martin
	ESF 10 – Environmental Health and Safety	Bob Barros	Darren Terpening
	ESF 11 – Natural Resources: Dining Services	Mark Rodrigues	Rebecca Webb
	ESF 13 – Public Safety: CSS	Nicholas Maltais	James Motta
EMT Ad-Hoc Members	Academic Affairs	Nancy Schreiber	Donna Cook
	Human Resources (ESF2)	Nancy Escher	Claudia Cavallaro
	Insurance and Property Risk Manager (ESF2)	William Hall	Michael Grandchamp
	Student Academic & Financial Services	Anne McDermott	Rurainy Sirois
	Athletics	Jody Mooradian	William Villareal
	Compliance	Eric Milner	Jared Coleman
	Counseling	Meghan DeCarvalho	Donna DeAscentis
	International Students	Erin Fitzgerald	Aida Neary
	Student Activities	Chiquita Baylor	Ariana Mollers
	Student Conduct	Jennifer Jensen	Emily Diomandes
	Director of Library	Dawn Emsellum	Elizabeth Richter
	Graduate Studies	T. McClanaghan	Laurie Reilly

Responsibilities of the Emergency Management Team

The assembled EMT will:

- Gather and share information about the event
- Separate and clarify issues
- Define terms and identify additional information needed
- Determine overall university response to events
- Construct the Salve Emergency Template
- Identify individuals or groups affected by the event
- Plan appropriate responses for each group
- Assign responsibility for carrying out plans
- Recommend initiation of internal investigation of incident

Goals of the Emergency Management Team

The University's goals when a crisis occurs are:

- Protect human, physical and financial assets of the university
- Respond to the emotional as well as physical impacts of a crisis on victims, family members and the greater university good
- Communicate openly, honestly and proactively with the University's constituents, balancing individual legal rights to privacy with the public's need to know about the situation
- Demonstrate through its management of the crisis that the university is maintaining responsible control of the situation, viewing each crisis as an opportunity to establish trust and build the University's reputation and credibility
- Initiate internal review of the crisis as appropriate
- Ensure appropriate follow through on commitments made during the crisis and after the crisis has subsided evaluate the University's response in order to improve procedures

Uninterrupted Emergency Communications Campus Auxiliary Power Units

Campus Auxiliary Power Units – The following University buildings are equipped with auxiliary power units:

- Ochre Court (administration building)
- O'Hare Academic Center (academic building)
- Hunt / Reeve (residence hall)
- Tobin Hall (security building)
- Munroe Center (administration building)
- Miley Hall (residence hall)
- Walgreen Hall (residence hall)
- Walgreen Administration Building (administration wing)
- Watts-Sherman (residence hall)
- McKillop Library (academic building)
- Rodgers Recreation Center

Campus Evacuation

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 Emergency 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.

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 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.

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 location described below in an expedient but controlled manner and wait for additional information:

Miley Hall

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

O'Hare Academic Center

For incidents that occur on the north side of campus.

If it is determined that a campus wide evacuation is necessary because of pending weather, the Rodgers Recreation Center has been selected to serve as the evacuation center for the following reasons:

- Equipped with an emergency generator
- Size of the building
- Ample restroom facilities
- Ease of coordination and control
- Sprinkler protected
- Sports activities within to occupy students during their stay

The Director of Athletics will be included in all emergency planning where the use of the Rodgers Recreation Center is being considered for campus shelter.

In the event that an active school shooting causes the evacuation, a Safety & Security policy has been prepared, whereby incidents occurring in the south end of campus community members will be evacuated to Miley Hall. Incidents occurring in the north end of campus will evacuate to the O'Hare Academic Center.

Weather Emergencies

Tornado/Hurricane

Should a tornado or hurricane warning be issued, an ENS message will be sent to the community advising all to seek shelter immediately, along with specific instructions, ie:

Inside a shelter

- 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.

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

- 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. [Refer to the University's Severe Weather Policy \(LINK\)](#)

Policy Review

The Emergency Response Plan shall be reviewed in the fall of each year in its entirety. Each member of the EMT will be asked to review the plan and to make suggestions, comments or updates to the current edition. The Director of Safety & Security will review all written recommendations for changes or additions to the Emergency Response Plan and will forward them to the Salve Regina Senior Administration for consideration.

Cooperative Agencies of Public Safety

The Newport Fire Department is a full-time, trained and certified agency that is the primary responder for any toxic waste, hazardous material spills or suspicious mail/packages. The fire department also provides fire fighting and medical response with fully certified EMT-Cardiacs. Of the three city-wide fire stations, the nearest to campus is less than two miles away.

The Newport Police Department is a full-time, trained and certified agency who maintains a ready tactical response team and other special operations units. These units are also trained and outfitted with self contained hazardous material uniforms thereby affording them the capability of responding to any tactical circumstance regardless of hazardous conditions.

Both city police and fire departments maintain a current copy of university owned or leased property floor plans for planning and emergency situations.

SRU Emergency Template

The template is a guide pertaining to the levels of overall operation within the University community. The Emergency Management Team would be responsible to assess the situation, establish what level the University would be at for the specific event and determine priorities. (**Note*** Each emergency/crisis is different, these levels are fluid and can change. Example: Pandemic, Severe Weather)

- **Level I** - University open - Situation present that may affect ability to continue operations
- **Level II** - University open - Residence open - Classes cancelled
- **Level III** - University open - Residence closed - Classes cancelled
- **Level IV** - All operations suspended until further notice - Essential personnel only
- **Level V** - University closed until further notice - Security working

An emergency event occurring on campus may be such that a single determination (emergency level) can be established without further adjustments. In first instance, the event is contained, and no escalation is predicted. In other instances, the emergency situation may be such that the event continues over a period of time (hurricane, communicable illness, terrorist event...etc) where conditions may necessitate adjustments in the University status.

Rhode Island Hurricane Evacuation Maps and Information:

- The Rhode Island Hurricane Evacuation maps were prepared in coordination with the Rhode Island Department of Transportation and local communities. In January 2006, the evacuation routes, traffic control points, and sign locations were finalized by each participating Rhode Island coastal city and town.

For more information see link below:

http://www.riema.ri.gov/preparedness/evacuation/hurricane_evac.php

For a map outlining the evacuation routes from Salve Regina University off Aquidneck Island please refer to the link below:

http://www.riema.ri.gov/preparedness/evacuation/Hevac_Newport.pdf



Along the evacuation routes you will see the round blue Emergency Evacuation Route signs posted throughout coastal communities in Rhode Island. These signs lead people away from low lying and potentially dangerous areas to higher safer ground. These signs DO NOT necessarily lead to shelters or a particular place.

Checklist for the Development of an Individual Department Emergency Response Plan

In addition to this Salve Regina University Emergency Response Manual, individual departments within the university are encouraged to formulate written plans. These plans would be specific to the department that may have unique needs not addressed by this Emergency Response Manual. The following checklist may help you in the planning process. Certain items, of course, will have varying degrees of relevance to different departments.

- Protocol to activate the department emergency plan; who makes decisions under what circumstances.
- Emergency call list and telephone “tree” with names of department personnel, office, home and cellular telephone numbers. Copies should be

maintained at home and on campus and the lists should be updated every 3-6 months.

Plans should account for phases of emergency response:

- Readiness (planning, equipment inventory & training)
 - Damage control, management and assessment
 - Clean-up, debriefing, evaluation and improvement recommendations
-
- Plan to maintain critical functions in the event of a loss of utilities
 - Plan for off-campus emergency (field trip, team trip...etc.)
 - Consider unique needs of your lab or function (confidentiality, disability access, hazardous materials, etc.)
 - Plan for evacuation and emergency relocation. Include all personnel in the planning process.
 - Prioritize the various elements of your plan based on your department's mission and the well being of students and other members of the Salve community.
 - Consult similar departments at other colleges or universities for their ideas on how to build cooperative liaisons in the event of an emergency.
 - Anticipate how problems with personnel (illness, death, and inability to get to work) would affect your department and how you would respond.
 - Anticipate which campus and state agencies and departments you would need support from in the event of an emergency. Make advance arrangements as needed.

Emergency Telephone Numbers and Homeland Security Related Web sites

Public Safety:

- Newport Police Department (emergency 9-911) (routine 847-1212)
- Newport Fire Department (emergency 9-911) (routine 847-6896)
- Newport Hospital 846-6400
- Rhode Island State Police (Scituate Headquarters 444-1000)
- State Fire Marshall 294-0861 (explosives 222-2331)
- State Attorney General (Providence 274-4400), Newport 841- 8310)

Hazardous Materials / Poison

- To report hazardous material spill (statewide/24 hours: 1-800-662-8802)
- Department of Environmental Management (RIDEM) 222-3070
- Poison Control Center 444-5727

Disaster Assistance

- American Red Cross (Providence 24-hours) 831-7700
- Rhode Island Emergency Management Agency 1-800-439-2990 or 946-9996

Crisis Intervention / Victim Assistance

- Community Mental Health Center (CHMC) (Newport - 846-1213)
- Domestic Violence Hotline 1-800-494-8100
- Family Counseling 222-3504

Homeland Security Related Websites

- <http://www.dhs.gov/dhspublic/>
- <http://www.fema.gov/>
- <http://www.ready.gov/citizen-corps>
- <http://ready.gov>
- <http://www.cbp.gov>
- <http://www.hhs.gov>
- <http://fedcirc.gov/>

SRU Emergency Template Guide University Status

<p style="text-align: center;">1</p> <ul style="list-style-type: none"> • University open • Situation present that may affect ability to continue operations 	<p style="text-align: center;">2</p> <ul style="list-style-type: none"> • University open • Residence open • Classes cancelled 	<p style="text-align: center;">3</p> <ul style="list-style-type: none"> • University open • Classes cancelled • Residence closed 	<p style="text-align: center;">4</p> <ul style="list-style-type: none"> • All operations suspended until further notice • Essential personnel only 	<p style="text-align: center;">5</p> <ul style="list-style-type: none"> • University closed until further notice • Security working

