

SALVE REGINA UNIVERSITY

# Emergency Response Plan



Office of Safety & Security

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# 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.

A secondary publication entitled Emergency Reference Guide is available electronically to all faculty and staff who would not normally receive a copy of this plan (*see Appendix B*). The guide 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,’ ‘SRU-ENS Alert’ and ‘Personal Safety Practices in the Workplace.’

## Scope

These procedures apply to all personnel, buildings and grounds owned or operated by Salve Regina University.

## 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. Hence, the following two general guidelines:

- An emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.
- 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.

## 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. Authority for declaring a major emergency rest with the Salve Regina University President or designee.
  - 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.

- Crisis Management Team – defined as the University’s management response team that is called together to develop and manage the institution’s response to an emergency.
- Crisis Management 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 telephone 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
- On-Site Crisis Command Post – defined as an on-site location from which a primary Crisis Management Team directs the emergency response.
- 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.

### **Crisis Management Team**

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

- President
- Vice President(s)
- AVP University Relations
- AVP Information Technology
- AVP Human Resources
- AVP Finance
- Director of Facilities (Superintendent of Trades & Superintendent of Grounds)
- Director of Safety & Security (Security Administrative Coordinator, Shift Supervisor)
- Director of Residence Life (Associate Director of Residential Life, Area Coordinator)
- Director of Mercy Center
- Director of Counseling
- Director of Health Services
- Director of Dining Services
- Director of Purchasing
- Director of Athletics

- Chair of the Chemistry/Biology Department (Science Safety Officer)
- Dean of Students
- Dean of Undergraduate Studies
- Dean of Graduate Studies

### **Responsibilities of the Crisis Management Team**

The assembled crisis team 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 SRU 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 Crisis Management Team**

The University's goals when a crisis occurs are six fold:

- 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 situation 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 / Reefe (residence hall)
- Tobin Hall (security building)
- Munroe Center (administration building)
- Miley Hall (residence hall)
- New Residence (residence hall)
- New Residence Administration Building (administration building)
- Watts-Sherman (residence hall)
- McKillop Library (academic building)
- Rodgers Recreation Center

### **Campus Evacuation Center**

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.

### **Policy Review**

The Emergency Response Plan shall be reviewed in the fall of each year in its entirety. Each member of the Crisis Management Team 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 responders 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-Cardiac. 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 plan book 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 Crisis Management Team would be responsible to assess the situation, establish what level the University would be at for the specific event and determine priorities.

- **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 - Classes cancelled - Residence closed
- **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 this instance, the event was 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. See Section VI – SRU Emergency Template Guide.