



RHODE ISLAND COLLEGE

CAMPUS VIOLENCE/ACTIVE SHOOTER

If you are a victim or witness seek cover or safety. Call 911 and/or activate an emergency campus call box immediately!

Advise the dispatcher of the following:

- Your name, location and type of incident/violence.
- Be prepared to answer questions related to injuries, weapons and information about the attacker.

If the incident is in your location, hide:

- **HIDE** in an area out of the attacker(s) view and remain quiet.
- **BLOCK** entry to your hiding place, lock doors, if possible, **turn off** lights and ringers on mobile devices.
- When an opportunity occurs to leave your location—seek cover or safety.

If the incident is away from you, evacuate:

- Have an escape route and plan in mind.
- Leave your belongings behind. Keep your hands visible.

If confronted by a threatening person:

- Stay at a safe distance, if possible.
- Try and get the attention of students and co-workers so they can call 911.
- Distract and evade.

Take action:

- **AS A LAST RESORT** and only when your life or the lives of others are in **imminent danger**.

What to do when law enforcement arrives:

- Remain calm and follow officers' instructions.
- Immediately raise your hands and spread your fingers.
- Keep hands visible at all times.
- Avoid making quick movements towards officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming and/or yelling.
- **DO NOT** stop to ask officers for help or directions when evacuating, just proceed in direction from which officers are entering the premises.

MEDICAL EMERGENCY

Immediately call 911 and notify the RIC Campus Police at x8888.

- Send someone to the building entrance to guide first responders.
- Comfort the victim.
- Avoid moving victims.

BOMB THREAT/EXPLOSIONS

If you receive a telephone threat:

- Keep the caller on the line.
- Listen carefully. Note the time of the call and the telephone number calling.
- Write down pertinent information such as background noises, gender of the caller and voice pitches and patterns.
- Ask the following questions:
 1. Where is the bomb located?
 2. When will it go off?
 3. What does it look like?
 4. What kind of bomb is it?
 5. What will make it explode?
 6. Did you place the bomb?
 7. Why?
 8. Name.
- Immediately call **911** and **RIC Campus Police at x8888**.
- Always err on the side of safety and evacuate the area.

If you locate or find a suspicious item or package, call 911 and RIC Campus Police at x8888.

- Stay away from the item or package.
- **DO NOT** allow anyone to handle or go near the package.
- Direct individuals to evacuate or move to a safer location and take personal items with you.
- Follow the room/office evacuation plan.
- If a suspicious package is handled, avoid dropping or any other abrupt movement; gently set the package down.
- **AVOID** the use of cell phones, radios or other wireless devices. **DO NOT** turn light switches on or off, activate electrical devices or switches around the package.
- If **explosion** occurs **inside**—evacuate or move to safer location.
- If **explosion** occurs **outside**—remain inside.

CAMPUS POLICE CAN ALWAYS BE REACHED AT x8888 OR (401) 456-8888.



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HAZARDOUS MATERIALS

All chemical fires and spills (no matter how small) should be reported to the RIC Police Department at x8888 or (401) 456-8888.

If a chemical spill occurs:

- Follow the posted instructions on the Material Data Sheets (MDS).
- Evacuate the area if needed and call 911.

Blood-borne Pathogens Contamination:

- If you come into contact with a suspected Blood-borne Pathogen, immediately wash area to avoid spreading.

TORNADO/SEVERE WEATHER

If a tornado warning is issued:

- Proceed to an interior room or corridor and crouch near the floor, covering your head.
- Stay away from windows, mirrors, glass and large unsecured objects, such as desks or filing cabinets.
- **DO NOT use elevators.**
- If requested assist persons with disabilities to shelter areas on the same floor.
- Remain in shelter areas until the college issues an "All Clear".

FIRE

Rescue - Remove anyone from danger, close doors to confine smoke and fire after ensuring rooms are empty.

Alarm—Call 911 or activate nearest pull station.

- Notify the RIC Police Department at x8888 or (401) 456-8888.

Evacuation—Proceed immediately to a safe exit and begin to evacuate **UNLESS** told otherwise by emergency personnel.

- **DO NOT** open any door that appears or feels hot.
- **DO NOT** return to your area for personal belongings.
- **IF SMOKE is PRESENT**—"Stay low & Go." The best air quality is near the floor.
- **DO NOT** enter/use elevators in fires.
- If you are in an elevator when the alarm sounds, **DO NOT** push the Emergency Stop Button.

If trapped in your office or classroom:

- Notify 911 and make yourself visible to responding emergency personnel.
- Wedge cloth material along the bottom of the door.
- Close as many doors as possible between you and the fire.

If you catch fire:

- **DO NOT RUN.**
- **STOP** where you are, **DROP** to the ground and **ROLL** over to smother the flames.

POWER OUTAGE/GAS LEAK

If a power outage occurs:

- If possible, call the RIC Police Department at x8888 or (401) 456-8888.
- Provide assistance to others in your area that may not be familiar with the building/work space.
- Turn off equipment such as computers and monitors to avoid potential damage from surges once the power is restored.
- If you are in a dark area proceed to an area with emergency lights or natural lighting.
- **REMEMBER**—many mobile devices are equipped with flashlight features.
- If you are in an elevator, stay calm. Use the emergency button or contact Public Safety.

If you suspect a gas leak:

- Immediately evacuate the area.
- Call 911 and Public Safety.
- **DO NOT** turn on or ignite any electronic device or electrical equipment.

EARTHQUAKE

- Call 911.
- **Pick a Safe Place**—under sturdy furniture away from windows and items that may fall.
- **Wait in Place** until shaking stops. **The shorter the distance to safety, the less likely you will be injured.**
- **Be ready for aftershocks.** Move carefully. Watch for debris and fires.
- When evacuating **Use Stairs, NOT elevators.**
- If you are outside during an earthquake **STAY** outside. Crouch down and cover your head.

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