

# Bryant University

## **Emergency Management Plan**

Bryant University  
**Emergency Management Plan**

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## Scope

This emergency management plan will cover the “who, what, when, where, how and why” of Bryant University’s emergency management plan. This includes the following topics:

- Purpose
  - Why we are writing the plan
  - How we envision using the plan
- Key definitions, such as
  - Emergency
  - Critical Infrastructure
  - Alert levels
- Emergency Management Team
  - Members
  - Contact information
- Principles
  - For dealing with emergency
  - For balancing flexibility with specifics in this plan
- General Procedure
  - Process to be followed in the event of an emergency
- Detailed Procedure. Includes:
  - Declaration
  - Command Post
  - Emergency Notification
  - Evacuation and Relocation
  - Damage Assessment and Recovery
  - Debrief
  - Departmental Plans
- Critical Incidents and Response Strategies
  - For critical incidents

This document is intended for internal Bryant University use. It may be shared with other members of the Smithfield, Rhode Island, and U.S. public safety community, at the discretion of the Bryant University Director of Public Safety.

## Purpose

The basic emergency procedures outlined in this guide are designed to protect life and property through effective use of University resources, and to protect the physical and emotional well being of the members of our campus community during and immediately following an emergency.

The operation of a University campus involves thousands of students, hundreds of faculty, staff, and administrators, and numerous facilities. By its nature, campus operations involve the careful handling of situations that may become difficult. In most cases these are handled by routine measures, through managers and staff in the Department of Public Safety, Physical Plant, Student Affairs, University Relations, and Vice Presidents of the University as needed.

Whenever an emergency affecting the University reaches proportions that cannot be handled by routine measures, the President, or his designee, may declare a state of emergency and implement the Emergency Management Plan. It is recognized that the specific actions implemented will be dependent upon the nature and severity of the situation.

### PRINCIPLES

For dealing with an emergency:

- Protect life
- Protect property
- Remain student-centered
- Identify affected constituents
- Resolve rapidly
- Communicate internally through chain of command
- Communicate externally only through University Relations

For the Emergency Management Plan:

- Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes
- Balance flexibility, with specific scenario planning. Scenarios are intended to define any resources needed or surface any investments that will be required
- Emphasize communication and decision rights, over depth of specific detail responses to every possible scenario
- Identify expected roles of various constituents on campus
- Put plan into practice at least one time per academic year (conduct drill, if necessary)
- Review and revise plan on an annual basis

## General Procedures

When any university staff member becomes aware of an emergency situation, he/she contacts the Department of Public Safety (DPS) to make notice of the situation. The Director of Public Safety or his designee is notified. All safety steps as identified by DPS emergency plan will be followed for a personal injury and/or facilities issue. The director immediately contacts the department head that oversees the area where the emergency situation is happening and also contacts the vice president in charge of that area.

The DPS director and the vice president decide if the president should be notified, who should notify him, and when. Decisions to notify additional persons are made at this step.

If the situation has a potential for media coverage, the director of DPS then contacts the executive director and/or the director of university relations. All relevant parties (emergency management team) immediately report to the incident command post to receive a full report on the situation and determine next steps. They assess the breadth of the impact of the situation and the level of the threat. The emergency management team will determine the communication strategy that will be used in each situation based on the University Relations emergency plan.

### Emergency Management Team

- Director of DPS
- Vice President (in charge of affected area)
- University Relations staff
- Ad hoc members
  - President
  - Director of affected area

# Definitions

## **Emergency**

An emergency is an unforeseen combination of circumstances or the resulting state that calls for immediate action. Such circumstances may threaten life, potentially inflict serious bodily injury, cause environmental damage, or damage parts of the critical infrastructure to a degree that render it inoperable.

## **Critical Infrastructure**

Systems and assets, whether physical or virtual, so vital to the University that the incapacity or destruction of such systems and assets would have a debilitating impact on security, public health or safety, economic stability, or any combination thereof.

## **Alert**

Being alert is the vigilant stance taken by the University to prevent an emergency situation from occurring. In the event of an emergency, it is the rapid and efficient response of the University and all of its departments and agents in addressing the situation. The emergency management plan would then be enacted.

## **Declaration of an Emergency**

With any crisis situation it is understood that a state of emergency may need to be declared. The authority to declare a campus state of emergency rests with the President or designee. Until the President makes such a declaration, the Department of Public Safety will place into immediate effect the procedures necessary to meet the emergency, safeguard persons and property, and secure University facilities.

In the absence of the President, the succession of authority for directing an emergency situation is the Vice President for Student Affairs, Business Affairs, Academic Affairs, Institutional Advancement, Enrollment, and Information Systems.

Once the President or designee has declared a state of emergency the President will assume control of all policy matters dealing with the emergency.

In the absence of the President or his designee control of the emergency or disaster is the responsibility of the on-duty Department of Public Safety supervisor until relieved.

Direct operational control of the campus emergency rests with the Director of Public Safety who will consult with other departments responding to the incident.

Once a campus state of emergency has been declared the Entry Control Station should assume a one-lane entry operation and only vehicles and personnel needed to support the emergency should be allowed to enter the campus. This posture will be maintained until the President declares that the state of emergency can be lifted or downgraded.

## Critical Incident Management Team

The Critical Incident Management Team (CIMT) will be comprised of members from the University administration and selected persons who will be assembled to address the immediate crisis and disband when the crisis has ended and normal operating systems are in place. When an event occurs which reaches crisis proportions the Director of Public Safety is normally the first person notified. It then becomes the Director's responsibility to notify others. Notification of such occurrences will be made as follows:

1. Director of Public Safety
2. The Director notifies the appropriate vice president having jurisdiction over the incident. The Director also notifies a member of the University Relations staff.
3. The Director and vice president decide whether the President should be notified and who should notify and when. Decisions to notify additional persons are made at this step. Those persons will comprise the Critical Incident Management Team for that crisis. An internal list of personal phone numbers for vice presidents and other department heads is maintained by the Director of Public Safety.

The CIMT's role is to support the emergency operations from the Incident Command Post. The CIMT will not respond to the scene nor will they manage the initial response to an incident. It is the responsibility of emergency responders at the scene to isolate, contain and neutralize the incident.

The CIMT will be responsible for managing and directing the activities of the various departments that will be involved in crisis response and recovery. During the initial stages of the crisis, the CIMT will be responsible for providing resources for field operations when requested. It is the responsibility of the person(s) in charge of the scene to communicate with the CIMT to provide status reports and to inform the team as to what resources are needed.

Critical incidents are defined as those situations which have the potential to cause injury or loss of life, major campus disruptions and property damage or loss. The following are examples of events which may be designated as a critical incident which would activate the CIMT. These are merely examples and do not constitute a comprehensive list of possible crisis events.

- Fire, explosion, hazardous substance spill or other damage to campus property which may require closing the site temporarily or permanently.
- Failure of utility system to the extent that one or more buildings are without service.
- An incident resulting in or with the potential for fatality or major injuries.

The Critical Incident Management Team will prioritize their actions with the following criteria in mind:

- Protect human life.
- Prevent or minimize personal injury.
- Prevent or minimize damage to physical assets including structures and facilities.
- Restore normal operations.

# Incident Command Post

In the event of a campus wide emergency or on orders from the President or designee an Incident Command Post (ICP) will be established. The ICP will be staffed by the President and the Vice President(s) having jurisdiction for the emergency and will be used as a marshaling area for operations of the Emergency Management Team and any non-University representatives assisting with the emergency.

The Incident Command Post may group primary policy makers and the Emergency Management Team together for a coordinated effort during a major campus emergency. The policy group and the Emergency Management Team will control operations during disaster situations.

In general, the major functions performed by the primary policy makers and the Emergency Management Team includes:

- Direction and control – The ICP is a single point where all information is received and analyzed, decisions made, priorities established and resources allocated.
- Information collection, evaluation – From information gathered at the ICP the entire situation could be reviewed and evaluated. Here the key question raised by an emergency can best be answered, “What is the impact of what has happened based upon factual, coordinated data?” Information gathered should be used to make assessments from which decisions can be made and priorities established. Also rumors may be counteracted.
- Coordination – Facilities coordination among responding personnel, departments, and off-campus agencies. This is especially important in the area of communications.
- Establishment of priorities – Determining the order those problems should be addressed.
- Resource management – Facilitates the acquisition, distribution, and use of personnel and materials needed in an emergency.

## Location

Flexibility must be kept in mind when determining the location for the Incident Command Post. The location of the ICP will be directed by the nature of the emergency and its location. However, the ICP should be close enough to the emergency site as to facilitate accurate information and verification but removed in distance as to not emerge as part of the emergency.

## **Emergency Notification**

The University's Emergency Notification System will be used to transmit critical information to a large segment of our campus as quickly as possible. This will be accomplished by utilizing one or several methods:

1. Voice Over Internet Protocol (VOIP) – All resident hall rooms and several administrative offices have the VOIP phone system which can blast a message uniformly.
2. Public Address System – the campus public address system is located in the Department of Public Safety and will allow real time emergency messages to be broadcast in the Unistructure. The Bello and Wellness Centers also have public address systems.
3. Telephone voice mail system – will allow emergency messages to be placed in telephone voice mailboxes to those phones equipped with electronic voice mail.
4. Campus wide email system – will allow electronic emergency messages to be sent to all computers on the campus computer system.

### **Internal Systems Operation**

When it is determined that an emergency message is necessary the President or designee will authorize the use of one or all of the systems listed above. Department heads or designees are responsible for making certain that individuals under their supervision are aware of emergency messages.

In addition to the systems listed above the Emergency Management Team may also employ other methods for notifying those within the University community including the telephone calling lists, cell phones, two-way radios, flyers, and by word-of-mouth using staff members such as public safety officers as well as other University personnel. The University Information Line, X-6002, also may be used extensively to update on-going situations.

The Office of Residence Life should take the lead when notifying resident students of emergency messages.

### **External Systems Operation**

The Office of University Relations serves as the authorized spokesperson for the University. All requests for information should be directed to the executive director or director of that office. All public information must be coordinated and disseminated by their staff with assistance from other departments.

## **Evacuation and Relocation**

- Both on and off campus relocation sites will be sought (e.g. home, motel, MAC, etc.).
- Affected students will be notified of pending relocation and evacuation.
- Transportation companies will be contacted as needed.
- A communication plan will be implemented to apprise students of the current situation.
- Appropriate measure will be taken to provide meals in collaboration with food services or alternative measures as appropriate.
- The Emergency Management Team and other pertinent staff members will be consulted throughout the evacuation and relocation efforts.

## **Damage Assessment and Recovery**

The Department of Public Safety will be responsible for securing the incident site. The Critical Incident Management Team will be responsible for notifying designated representatives from the appropriate departments affected.

Individuals so notified will be required to immediately respond and meet for the purpose of determining the extent of the damages, recovery activities, relocation needs, and public information needs that are immediately required.

If the extent of the damage is minimal and relocation of activities is not required, Facilities Management will be responsible for site clean-up, debris removal, and emergency or minor repairs.

Facilities Management should provide preliminary reports regarding the extent of the damage, the cause of the loss, and the plans for recovery and relocation to the Critical Incident Management Team within 24 hours.

All losses will be reported to the University's Risk Manager who will determine whether casualty loss claims are applicable.

## **Debriefing**

Stress debriefing is an area of specialization within the professional mental health community that focuses on the after effects of exposure to traumatic situations. Debriefers serve both victims and caregivers through a counseling type of activity that attempts to alleviate future problems.

In the event of an emergency stress debriefing may be offered on campus by an established network of off campus professionals invited by the Director of Public Safety or the Director of Counseling. Utilization of such services would be voluntary but strongly encouraged.

## **Critical Incidents and Response Strategies**

- Bomb Threat
- Civil Protest
- Explosion
- Fire
- Hurricane
- Infectious Disease

## **Bomb Threat**

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please **DO NOT** attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to the Department of Public Safety. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions will be provided with that assumption.

### **Immediate Action**

- Remain calm and immediately refer to the attached bomb threat checklist. If applicable, pay attention to your telephone display and record the information shown in the display window.
- The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
- While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
- Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
- Attempt to obtain information on the location of a device (building, floor, room, etc.).
- Attempt to obtain information on the time of detonation and type of detonator.
- Immediately after the caller has ended the call, notify the Department of Public Safety at X-6911.
- If the threat was left on your voice mail, do not erase.
- Notify the immediate supervisor within your work area.
- If an evacuation occurs all persons outside of the building should keep away from windows and other glass areas. If the Unistructure is affected persons should seek shelter in another building or in an area directed.

## **Decision**

The decision to evacuate a University facility should be made after a thorough evaluation of the information available, including but not limited to:

- the nature of the threat
- the specificity of location and time of detonation
- circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.)
- discovery of a device or unusual package, luggage, etc.

The Director of Public Safety may make a decision to evacuate a building without consultation. The Department of Public Safety will notify the Smithfield Police and Fire Departments who will organize a search team and direct the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Persons leaving the building should report to a specified location for further instructions.

## **Additional Information**

Staff can be of assistance to the Department of Public Safety in several ways. Staff will be more familiar with their work area than the DPS officers. As the search is conducted, staff may be asked to identify boxes or objects in their work area. The importance of good housekeeping will be very apparent at this time. Throughout the year, it is important to keep areas free of unnecessary debris. If an evacuation is necessary, classes will be dismissed. If a device, package, bag, etc. is discovered, the Department of Public Safety will notify the Rhode Island State Police Bomb Squad for assistance. The decision to resume normal activities in the building will be made jointly by the Director of Public Safety or a designee in consultation with the President and/or appropriate individuals in the University administration. The Department of Public Safety Department and police will interview the person who received the threat.

## Telephone Bomb Threat Checklist

**KEEP CALM:** Do not get excited or excite others.

**TIME:** Call received \_\_\_\_\_ am/pm Terminated \_\_\_\_\_ am/pm

**EXACT WORDS OF CALLER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DELAY: ASK CALLER TO REPEAT.**

**Questions you should ask:**

- A. Time bomb is set to explode? \_\_\_\_\_
- B. Where located? Floor \_\_\_\_\_ Area \_\_\_\_\_
- C. Kind of bomb? \_\_\_\_\_
- D. Description? \_\_\_\_\_
- E. Reason for the bomb? \_\_\_\_\_

**Voice description:**

\_\_\_ Male \_\_\_ Female \_\_\_ Young \_\_\_ Old \_\_\_ Middle Aged

\_\_\_ Educated \_\_\_ Nervous \_\_\_ Calm \_\_\_ Accent

**Other Descriptors:**

Accent \_\_\_ Yes \_\_\_ No Describe \_\_\_\_\_  
Speech Impediment \_\_\_ Yes \_\_\_ No Describe \_\_\_\_\_  
Unusual Phrases \_\_\_\_\_  
Recognize Voice? If so, who do you think it was? \_\_\_\_\_

**Background noise:**

\_\_\_ Music \_\_\_ Running Motor (Type) \_\_\_\_\_  
\_\_\_ Traffic \_\_\_ Whistles \_\_\_ Bells  
\_\_\_ Horns \_\_\_ Aircraft \_\_\_ Tape Recorder  
\_\_\_ Machinery \_\_\_ Other \_\_\_\_\_

**Additional Information:**

A. Did caller indicate knowledge of the facility? If so, how? In what way?  
\_\_\_\_\_

B. What line did the call come in on? \_\_\_\_\_

C. Is number listed? \_\_\_ Yes \_\_\_ No Private Number? Whose? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Civil Protest**

A civil protest may take the form of an organized public demonstration of disapproval or display disagreement with an idea or course of action. It should be noted that civil protest may be peaceful and non-destructive. Civil protest may take the form of marches, meetings, picketing, or rallies. A protest should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Disruption of the normal operations of the University.
- Obstructing access to offices, buildings, or other University facilities.
- Threat of physical harm to persons or damage to University facilities.
- Willful demonstrations within the interior of any University building or structure except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
- Unauthorized entry into or occupation of any University room, building, or area of the campus including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any University property, equipment, or facility.

### **Immediate Action**

If any of the above conditions exist, the Department of Public Safety should be notified and will be responsible for contacting and informing the appropriate person(s) and agencies.

## **Explosion**

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.

### **Immediate Action**

If there is an explosion do the following:

- If items are falling off bookshelves or the ceiling take shelter against your desk or under a sturdy table.
- Exit the building as quickly and calmly possible. Call DPS at X-6911.
- Do not use elevators.
- Check for fire and other hazards.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- Assist others in exiting the building and move to a safe area away from the building, at least 200 feet from the building.

Keep walkways and streets clear for emergency vehicles and crews.

Untrained persons should not attempt to rescue persons who are inside a collapsed or burning building. Wait for emergency personnel to arrive.

The emergency unit or agency in control will decide when to return control of the scene back to the appropriate University entity, e.g. Department of Public Safety, etc. Depending on the nature of the incident, other agencies may be involved in decision or control of the scene, e.g. criminal actions.

Stay away from the building until you are advised that it is safe to enter.

## Fire

A fire may include visible flames or strong odors of burning. In the event of an activated fire alarm or an actual fire the fire panel at the Smithfield Fire Department will be activated and the Department of Public Safety notified immediately. Department of Public Safety personnel will evacuate all building occupants and secure the area and await the arrival of the Smithfield Fire Department and any other responding agencies. Upon arrival at the University the fire department will be directed to the specific affected area by Department of Public Safety personnel.

Building occupants should walk not run to the nearest exit. It is not necessary to exit the same way you entered.

Do the following:

- If a fire is in the insipient stage (smoldering or faint or light smoke) and you feel comfortable and have been trained to use a fire extinguisher, do so then call the Department of Public Safety when the fire is out. NEVER attempt to fight a structural fire. If not, follow the steps below.
- Move safely away from the building, approximately 200 feet. Do not block the exits. Leave room for those still in the building to exit safely.
- If you know the location of smoke or fire or you know the cause of the alarm notify the Department of Public Safety at X-6911 or X-6001 once you are safely out of the building.
- If you are not able to leave the building seek refuge. The best area of refuge is a totally enclosed room with a telephone and window. Some survival rules for sheltering in place are to use towels or clothing to block openings around doors or vents where smoke might enter. Put a wet cloth over your mouth or nose. Place a signal in the window. The signal can be anything that will call attention to your location. Wave a light or curtains or anything else that will draw attention. If smoke enters your area stay low to breathe the best air.
- It is important to remain orderly once outside. In the event of inclement weather or a situation that prohibits occupants from returning to the building special instructions will follow to direct people to designated areas.

Instructions will be given when it is safe to return to the building.

# Hurricanes

Hurricanes are common to the Rhode Island area.

A hurricane is a severe tropical storm that forms in the southern Atlantic Ocean, Caribbean Sea, Gulf of Mexico or in the eastern Pacific Ocean. Hurricanes need warm tropical oceans, moisture and light winds above them. If the right conditions last long enough, a hurricane can produce violent winds, incredible waves, torrential rains and floods.

Hurricanes rotate in a counterclockwise direction around an "eye." Hurricanes have winds at least 74 miles per hour. There are on average six Atlantic hurricanes each year; over a 3-year period, approximately five hurricanes strike the United States coastline from Texas to Maine.

When hurricanes move onto land, the heavy rain, strong winds and heavy waves can damage buildings, trees and cars. The heavy waves are called a storm surge. Storm surge is very dangerous and a major reason why you **MUST** stay away from the ocean during a hurricane warning or hurricane.

## *The Saffir-Simpson Hurricane Scale*

The Saffir-Simpson Hurricane Scale is a 1-5 rating based on the hurricane's present intensity. This is used to give an estimate of the potential property damage and flooding expected along the coast from a hurricane landfall. Wind speed is the determining factor in the scale, as storm surge values are highly dependent on the slope of the continental shelf in the landfall region. Note that all winds are using the U.S. 1-minute average.

### **Category One Hurricane**

Winds 74-95 mph (64-82 kt or 119-153 km/hr). Storm surge generally 4-5 ft above normal. No real damage to building structures. Damage primarily to unanchored mobile homes, shrubbery, and trees. Some damage to poorly constructed signs. Also, some coastal road flooding and minor pier damage.

### **Category Two Hurricane**

Winds 96-110 mph (83-95 kt or 154-177 km/hr). Storm surge generally 6-8 feet above normal. Some roofing material, door, and window damage of buildings. Considerable damage to shrubbery and trees with some trees blown down. Considerable damage to mobile homes, poorly constructed signs, and piers. Coastal and low-lying escape routes flood 2-4 hours before arrival of the hurricane center. Small craft in unprotected anchorages break moorings.

### **Category Three Hurricane**

Winds 111-130 mph (96-113 kt or 178-209 km/hr). Storm surge generally 9-12 ft above normal. Some structural damage to small residences and utility buildings with a minor amount of curtainwall failures. Damage to shrubbery and trees with foliage blown off trees and large trees blown down. Mobile homes and poorly constructed signs are destroyed. Low-lying escape routes are cut by rising water 3-5 hours before arrival of the center of the hurricane. Flooding near the coast destroys smaller structures with larger structures damaged by battering from floating debris. Terrain continuously lower than 5 ft above mean sea level may be flooded inland 8 miles (13 km) or more. Evacuation of low-lying residences with several blocks of the shoreline may be required.

### **Category Four Hurricane**

Winds 131-155 mph (114-135 kt or 210-249 km/hr). Storm surge generally 13-18 ft above normal. More extensive curtainwall failures with some complete roof structure failures on small residences. Shrubs, trees, and all signs are blown down. Complete destruction of mobile homes. Extensive damage to doors and windows. Low-lying escape routes may be cut by rising water 3-5 hours before arrival of the center of the hurricane. Major damage to lower floors of structures near the shore. Terrain lower than 10 ft above sea level may be flooded requiring massive evacuation of residential areas as far inland as 6 miles (10 km).

### **Category Five Hurricane**

Winds greater than 155 mph (135 kt or 249 km/hr). Storm surge generally greater than 18 ft above normal. Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. All shrubs, trees, and signs blown down. Complete destruction of mobile homes. Severe and extensive window and door damage. Low-lying escape routes are cut by rising water 3-5 hours before arrival of the center of the hurricane. Major damage to lower floors of all structures located less than 15 ft above sea level and within 500 yards of the shoreline. Massive evacuation of residential areas on low ground within 5-10 miles (8-16 km) of the shoreline may be required.

## *Hurricane Watch vs. a Warning*

### **Hurricane Watch**

A hurricane watch issued for the university area indicates the possibility that the institution could experience hurricane conditions within 36 hours. This watch should trigger the disaster plan, and protective measures should be initiated, especially those actions that require extra time such as securing materials that could become projectiles in strong winds.

### **Hurricane Warning**

A hurricane warning issued for the university area indicates that sustained winds of at least 74 mph are expected within 24 hours or less. Once this warning has been issued, the institution should be in the process of completing protective actions and deciding the safest location to be during the storm.

### **What to Do During a Hurricane Watch**

A hurricane WATCH is issued when there is a threat of hurricane conditions within 24 to 36 hours.

At a minimum a representative from each of the following areas will meet to address the threat of the hurricane:

- Facilities
- Health Services
- University Relations
- Department of Public Safety
- Residence Life
- Food service
- Ministry
- Counseling
- Risk management

Each area will articulate their unit plan to prepare for the eventuality of a hurricane.

## **What to Do During a Hurricane Warning**

A hurricane WARNING is issued when hurricane conditions are expected in 24 hours or less.

An NWS WARNING indicates that a hazardous event is occurring or is imminent in about 30 minutes to an hour. Local NWS forecast offices issue warnings on a county-by-county basis.

At a minimum a representative from each of the following areas will meet to address the threat of the hurricane:

- Facilities
- Health Services
- University Relations
- Department of Public Safety
- Residence Life
- Food service
- Ministry
- Counseling
- Risk Management

Each area will articulate their unit plan to address the imminent threat of the hurricane.

## **During the Hurricane**

Persons who have been moved to a safe location and sheltered should be monitored closely and not allowed to go outside the assigned building. DPS officers should be posted at all entrances allowing only essential personnel to leave. Then their name and the time they left and returned should be recorded. Only when authorization is given that conditions are safe should others be allowed to leave the building.

## **After the Hurricane**

At a minimum a representative from each of the following areas will meet to assess damage created by the hurricane and to estimate a time line for returning to full operational status:

- Facilities
- Health Services
- University Relations
- Department of Public Safety
- Residence Life
- Food service
- Ministry
- Counseling
- Risk management

Each representative should be prepared to give an assessment of damages in their area.

## **Infectious Diseases**

The purpose of this plan is to respond appropriately to infectious diseases.

### **Definitions**

Infectious diseases of concern in this plan are SARS, meningococcal disease, tuberculosis, smallpox, anthrax, and other serious and contagious diseases.

### **Procedure**

Appropriate Bryant University officials will be notified. The Director of Health Services or another Health Services staff member will be immediately contacted. That person will immediately contact the Rhode Island Department of Health (RIDOH) for direction on responding to the infectious disease situation. The phone number for the Department of Health, Disease Control, is 401-222-2577.

### **Management Team**

- Health Services
- Residence Life
- Department of Public Safety
- University Relations
- Other departments as appropriate.

### **Evaluation and Relocation**

If determined necessary by the Rhode Island Department of Health, students and/or staff will be evacuated and relocated.