

This portion of RISD's emergency response plan is designed to be an outline for handling a variety of events. No plan is capable of addressing every possible emergency situation. However, this outline will address some of the emergencies that Facilities and RISD are likely to experience.

Preparation in advance of any event is vital. Facilities perform certain activities on a regular basis. Generators and sump pumps are tested monthly. Gutters, flat roofs and window wells are checked and cleaned periodically. Mandatory (emergency) supplies should always be in stock.

The essential part of any plan is having a work force to follow it through. Commitments by staff should be made prior to an event. When advanced notice of an event is available, employees should be allowed to leave RISD, (in shifts) attend to personal business than return to work.

Facilities activities before, during and after any event.

**Before: Refer to "Facilities - Hurricane Preparedness Procedure" (below).**

**During:** Respond to only emergency situations if possible. Support other areas of the college.

Determine who and where Facilities personnel are located. If it is not possible for everyone to be in one location, periodic contact should be made with each employee or group of employees. If it is necessary for staff to be outdoors, they should work in pairs and carry two-way radios or cell phones.

During a severe event it is recommended that all staff remain indoors.

Riverfront buildings,-If conditions allow, inspect basements on regular basis. If flooding occurs such that pumps can't keep up, the power to the building should be shut off.

#### **After the event**

Facilities conduct damage evaluation of buildings.

Report any electrical and gas outages to utility companies.

Work with contractors to repair damage and return buildings to service.

After the Facilities staff has completed their role they will be available, if circumstances allow, to support other areas of the college. I.e. Medical transports, pick up and delivery of supplies etc.

#### **Event occurring after normal working hours**

Public Safety will contact the on-call Facilities supervisor.

Based on the severity of the emergency condition, the Facilities supervisor will determine which staff member(s) should be contacted and when the Facilities Director should be called. In the case of a forecasted emergency event, Facilities will implement the Inclement Weather /Emergency Condition-Essential Personnel Policy.

## **Facilities emergency planning items/procedures**

### **Fire**

Evacuate building.

Close doors, but do not lock.

Do not use elevators to evacuate.

Go to the designated rally point of the building.

If fire involves a residence hall, check with Residence Life Office. They may require help to relocate students and their belongings.

Contact utility companies to shut off supplies.

Receive authorization from city and state building officials to re-enter the buildings.

Contact utility companies. Have them reactivate services, if possible.

Facilities will perform a building/structural audit. If conditions are severe, professionals will be brought in to evaluate buildings.

### **Severe winter event/Hurricane (prior to events)**

Establish a workforce.

Charge cell phones and radios.

Ensure adequate supply of emergency equipment is in stock.

Test generators and sump pumps.

Fuel all vehicles.

Loose items should be brought indoors.

Remove or cover open dumpsters.

Close windows.

Shut down elevators.

Remove banners & flags.

Bottom file drawers should be put on top of cabinets in lower campus buildings.

Remove as many cars as possible from parking lots.

### **Flood**

Refer to RISD's Flood Space Entry Procedure and Flooded Space Checklist.

Shut power supply to buildings.

Relocate items to upper floors.

### **City wide event**

Stabilize buildings.

If possible, have a skeleton crew stay on campus.

Refer to: Inclement Weather/Emergency Conditions/Essential Personnel policy

**Supplies**

Flashlights  
Buckets for leaks  
Plywood sheets  
Rope  
Extra batteries  
Chain saws, oil, extra chains  
Plastic rolls (6 mil)  
Blue plastic tarps  
Two-way radios  
Duct tape  
Sand bags and sand  
Emergency generators ready to go  
Non-perishable foods  
Rain suits  
Cell phones  
Battery operated radios  
Motorola portable radios  
Submersible pumps & hoses  
Extensions cords  
Small rubber raft  
Shovels

**Snow Removal Equipment:**

Salt  
Shovels  
Plows  
Sanders

## **ACTION ITEMS**

- **Pay special attention to flat roofs** –Chace Center, Colonial Apts, 20 Washington Place, 15 Westminster, Mason, Fletcher, Metcalf, Cable Car, Baccaro, Museum Addition, Waterman, 187 Garage, Benson, What Cheer Garage, 189 Canal, Bank ,2 College entrance roof -CARPENTERS, BUILDING TECH, PROPERTY MANAGER, MAINTENANCE TECH.
- Open by-pass valves on sump pump discharge- ISB and BEB
- Metcalf window pits. -GROUNDS
- Clean window wells and storm drains –east side of Nickerson, window well at Nickerson RM. 101 -GROUNDS
- Clear storm drain cover-south west corner – Market House -GROUNDS
- Have a pump on standby for 55 Angell entrance -PLUMBERS
- Emergency lighting (battery powered) usually lasts approximately 90 minutes.
- Check Soma storm drains -PROPERTY MANAGER
- Close Bank Building Hurricane Doors- CARPENTERS
- Survey trees-trim branches near windows. -GROUNDS
- Extend downspouts at SOMA (Project Open Door) -PROPERTY MANAGER

### **Sand Bags (Estimated Total - 945) GROUNDS**

- 35 bags – Museum (we deliver, they position)
- 100 bags – 55 Angell St. (lower entrance)
- 100 bags – Metcalf Refectory (Waterman St. Side)
- 65 bags – Carr House (front windows)
- 30 bags – Colonial Apts. (rear alley way)
- 15 bags – Market House (side door, College St. side)
- 45 bags – Design Center (bookstore)
- 50 bags – Metcalf (rear)
- 20 bags – 20 Washington Place (rear basement entrance)
- 60 bags – What Cheer Garage (Grounds entrance)
- 6 bags - Benson Hall (rear door)
- 15 bags- Public Safety (Directors side) Waterman St.
- 10 bags- Bank Building front
- 10 bags – BEB parking lot doors
- 45 bags – Auditorium doors
- 40 bags – 15 West basement, Library area
- 100 -200 bags- SOMA (Project Open Door and ground level entrances).
- 10 bags- 189 Canal, parking lot side
- 50-60 bags- 123 Dyer several doors and HVAC openings
- 20 bags- Central Power Plant
- 10 Bags- Point St basement

### **Check:**

Roof Drains, Window Wells, Sump Pumps, Generators, Emergency Lighting  
Fuel for generators (gas & diesel), Remove or cover open dumpsters,  
Close windows, Oil in tanks

## Emergency Generators

**55 Angell** – Powers-all the life safety and fire alarm for Homer and Nickerson, the OIT telephone and server room in the Nickerson basement. All the Refectory kitchen cooking equipment including the main exhaust hood and cooler and freezer units. All the lights in the kitchen and Refectory dining areas and the heat for the Refectory areas. (no cooling) Conference rooms A&B.

Runs on Diesel. Tank size 500 gallons. At full load consumes 4.5-5 gallons per hour. Approximate run time on full tank is 100 hours ( 4.17 days)

**Design Center-** 30 North Main St. – Powers emergency lighting, elevator and storm pumps; runs on diesel.  
30 gallon day tank, 275 gallon main tank.

**30 Waterman-** South Hall – Powers emergency lighting in South & East Halls, card access, fire alarm backup and some outlets in Quad Control; runs on diesel. 275 gallon tank.

**20 Washington Pl.** – Onan – Powers some emergency lighting; runs on diesel. 275 gallon tank

**Carr House Court Yard-**13 Waterman St. – Powers the entire building including phone and internet equipment card access; runs on diesel. 112.5 gallon tank.

**15 Westminster St** - Two G.M. Delco powers emergency lighting, card access and some elevators. Both run on diesel. Main 400 gallon tank supplies fuel to both generators. 1-40 gallon day tank.  
There is a separate 300 gallon tank for the fire pump system.

**Chace Center** -20 North Main St.- Lighting & emergency circuits- Diesel. Day tank in Chace -284 gallons.  
Main tank- in Mem Hall (226 Benefit St.) – 280 gallons.

**Mason Building-** Powers sump pumps in basement and a few emergency lights; runs on *natural gas*.

### **North Hall -60 Waterman St.**

Caterpillar Model-C9,480BHP, 300kw Diesel generator-Powers entire building. Sub-Base 654 gallon tank. (usable capacity-643)  
Estimated run time 28 hrs. at 100% load.

*Generator/ tank are located at NW exterior corner of Barstow House- 62 Waterman St.*

**Buildings with Transfer Switches –**

Dexter House, Dunnell House, Congdon House, Carpenter House, Pardon Miller, Larned House, Barstow House, Nightingale House, What Cheer Garage Conference Room.

Verizon line phone number in conference room is 274-2147

Building	Heat/Hot Water	Basement Lights	Fire Alarm	Card Access Panel	Emergency Lights Packs
Dexter	y	y	y	n	n
Dunnell	y	y	y	n	n
Congdon	y	y	y	n	n
Carpenter	y	y	y	n	n
Pardon Miller	y	y	y	n	n
Larned House	y	y	y	n	n
Barstow House	y	y	y	n	n
Nightingale	y	y	y	y	n

We don't have enough generators to connect all houses.

**96 Hours (4 days) before Hurricane.**

- Pre Hurricane meeting
- Test run all diesel generators, check fuel supply, order as needed
- Test run sump pumps.
- Test run portable pumps and generators, fill with gas

**72 Hours before Hurricane.**

- Check flat roof drains.
- Check drains in window pits.
- Re –Check emergency supply room. Check batteries in spare radios.
- Test transfer switch in Facilities conference room.

**48 Hours before Hurricane.**

- Notify contractors working on campus to secure their staging/ equipment.
- Restock sand supply
- Fill sand bags
- Survey buildings, identify and close all open windows. Loose items, exterior furniture should be secured or brought indoors.
- Charge extra radio batteries
- Identify staff that will stay during the storm.  
Release staff in shifts to attend to personal business. Each staff member should have a designated time to return to RISD. They should bring an extra change of clothes and any prescribed medication.
- Extend the 3<sup>rd</sup> fuel tank vent pipe (directly below window) -15 Westminster
- Remove awning -4<sup>th</sup> floor 20 Washington Place
- Cap circular vents- 15 Westminster St. 1<sup>st</sup> floor
- Cover (plywood) basement windows- Market House
- Cover louver, West wall- 20 Washington Place

**30 Hours before Hurricane.**

- Assist Residence Life to relocate students from 15 West and Charles Landing if necessary
- Send informational e mail to campus regarding chemical and material storage in basements
- Print copies of all contact phone numbers.

**24 Hours Before Hurricane**

- Cover or remove open dumpsters.
- Remove flags and banners.
- Fuel all vehicles and fill all gas cans
- Shut off natural gas in non essential buildings
- Check all heating oil levels and order oil if needed.
- Distribute supplies to various buildings.
- Distribute sand bags.

**12 Hours Before Hurricane.**

- When directed by Dining /Catering staff, shut off gas supply to all cooking equipment in the Refectory
- Assist other departments to relocate equipment /supplies in basements to upper floors –River walk buildings.

**RHODE ISLAND SCHOOL OF DESIGN - ELECTRIC ACCOUNTS**

<b>Acct #</b>	<b>Building address</b>	<b>Building Name</b>	<b>Substation</b>	<b>Circuit</b>
63044-81003	16 Angell St.	Dunnell House	Dyer Street	2J9
64683-88003	22 Angell St.	Congdon House	Dyer Street	2J9
63077-70007	48 Angell St.	Pardon Miller House	Dyer Street	2J9
75512-16004	52 Angell	Alumni	Dyer Street	2J9
00711-93005	63 Angell St.	Thompson House	Dyer Street	2J9
89618-87005	71 Angell St.	Larned House	Dyer Street	2J9
77145-03006	55 Angell St.	Dorm Quad	Dyer Street	2J9
52218-30007	160 Benefit St.	What Cheer	Dyer Street	2J9
64683-84005	173 Benefit St.	Colonial Admiral	Street	9J3
52218-31004	187 Benefit St.	Dexter House/Garage	Dyer Street	2J9
89644-73003	193 Benefit St.	Dwight House	Dyer Street	2J9
89618-81003	235 Benefit St.	Benson	Dyer Street	2J10
12069-83003	296 Benefit St.	Parking Lot	Dyer Street	2J10
63045-16001	132 Bowen St.	President's House	Admiral Street	9J3
76985-54001	31 Canal St.	Aud/DC /Market/ISB		vault 103
64523-66028	189 Canal Street	Clarkson	Street	13F1
75544-03009	2 Congdon St.	Carpenter House	Dyer Street	2J9
53153-44010	14-16 Congdon St.	Farnum	Admiral Street	9J3
01297-89046	123 Dyer St.		network - secondary service	
14719-50009	9 North Main ST	Metcalf Bldg.		
39628-95006	Bank Building	Bank College Mem	South Street	1171
89495-10005	20 North Main St.	Chace Center	South Street	1171
14719-13006	161 South Main St.	ID	Dyer Street	1103
39593-59000	231 S MAIN ST	BEB	Dyer Street	2J10
14688-47020	257 South Main St.	Jolly Roger Deli	Dyer Street	2J10
77145-10001	59 Prospect St.	Nightingale House	Dyer Street	2J9
64683-90003	62 Prospect St.	Woods Gerry	Dyer Street	2J9
88197-30006	212 Union St.	Fletcher Building		network - secondary service
02312-17002	20 Washington Place	Prov Wash	Dyer Street	2J9
49059-34003	29 Waterman St.	Carr Haus	Dyer Street	2J9
13159-39006	41 Waterman St.	Ewing	Dyer Street	2J1
02483-96009	62 Waterman	Barstow House/Fones	Dyer Street	2J1
26207-73008	15 Westminster			vault 119
38680-05004	15 Westminster			vault 119
76084-43006	15 Westminster			vault 4
00919-79001	169 Weybossett CIT - (Mason Building)			vault 118

Mosshassuck Square Complex

02309-40020	- Apt. C 73 Charles Street	Lippitt Hill	79F1
02309-41045	- Apt. F 77 Charles Street	Lippitt Hill	79F1
02309-42060	- Apt. B 81 Charles Street	Lippitt Hill	79F1
14685-70024	- Apt. E 85 Charles Street	Lippitt Hill	79F1
02309-43049	- Apt. C 89 Charles Street	Lippitt Hill	79F1
02309-44028	- Apt. A 93 Charles Street	Lippitt Hill	79F1
02309-45025	- Apt. D 97 Charles Street	Lippitt Hill	79F1
02309-46040	- Apt. E 105 Charles Street	Lippitt Hill	79F1
02309-47047	- Apt. A 111 Charles Street	Lippitt Hill	79F1
02309-48026	- Apt. D 115 Charles Street	Lippitt Hill	79F1
64522-61055	- Apt. F 400 North Main Street	Lippitt Hill	79F1
02309-55012	- Apt. B 408 North Main Street	Lippitt Hill	79F1
14685-81027	- Apt. G 416 North Main Street	Lippitt Hill	79F1
14685-80039	- Apt. G 424 North Main Street	Lippitt Hill	79F1
39592-61032	- Apt. C 432 North Main Street	Lippitt Hill	79F1
39592-60035	- Apt. B 448 North Main Street	Lippitt Hill	79F1
39592-59041	- Apt. F 456 North Main Street	Lippitt Hill	79F1

**NOTES**

1.

**Supply (1)**

Substation and circuit number are based on the best available information as of 12/1/14. Means of supply to the various locations is

subject to change based on system conditions and other needs of the electric distribution system.

network - Vault 119

network - Vault 119

network - Vault 4

network - Vault 118

network - Vault 103

network - secondary service

network - Vault 73

network - secondary service

RISD accounts 2014-12-8.xls



**Other items**

Have an agreement in place with an emergency restoration company.

List phone number on plan.

Elevation of all buildings on river walk / survey penetrations on each to determine which one will flood first.

Develop list showing locations of shut off valves for electrical, gas and water supplies.

Have an arrangement with a portable boiler company should the power plant go down.