



WHAT TO DO IN CASE OF:

Fires

- Activate the nearest fire alarm pull station.
- **Call 911** and Campus Police at 401-825-2000
- Notify other building occupants.
- Help those needing assistance to leave the area.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit.
- Go to your rally point and stay with your class.
- **DO NOT** re-enter the building until authorized to do so by emergency personnel.

Building Evacuation Procedures

- When the fire alarm is activated, evacuation is **MANDATORY**.
- Do not use elevators.
- Take personal belongings with you.
- Shut off any lab equipment.
- Close doors as you exit.
- Move away from the building to your rally point or a safe area.
- Designated assembly areas: far end of all three parking lots.

Shelter-in-Place

- Suspend all activities.
- Proceed immediately to an interior room or if available, a designated shelter-in-place location for the building.
- Do not use elevators.
- Close all windows and doors.
- Remain calm.
- Stay in the shelter area until otherwise instructed by college personnel or the authorities.
- Areas of shelter: the theater, interior hallways and offices.

Active Shooter/Lockdown

- If possible, exit the building and **call 911** and Campus Police at 825-2000. (**AVOID**)
- If you cannot exit, leave the hallway immediately and/or remain behind closed doors in a locked or barricaded room. (**DENY**)
- Silence your cellphone.
- Stay away from windows, shut off lights and close blinds/shades.
- Remain calm, quietly **call 911** and Campus Police at 825-2000.
- Leave the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see what is happening.
- If faced with no other option and harm is imminent, make use of nearby items to incapacitate the attacker. (**DEFEND**)

Suspicious Behavior/Persons of Concern

- Do not physically confront the person.
- Do not let anyone into a locked room or building.
- Do not block a person's access to an exit.
- Call Campus Police at 401-825-2000.

Suspicious Packages

- Do not touch or disturb the object or package.
- Evacuate the area immediately.
- Call Campus Police at 401-825-2000.
- Notify your professor, or other college administrator.

Weather Emergencies

- Call the Special Information Line at 401-825-2344 or check

www.ccri.edu/emergency/closings

Medical

Cardiac Arrest or Heart Attack

- Assess the scene for danger.
- Check the victim.
- Call or instruct someone to **call 911** and Campus Police at 825-2000.
- Locate an Automatic External Defibrillator (AED), if one is available.
- Perform CPR if trained and willing to do so.

Bleeding

- Apply firm but gentle pressure to the wound with a clean cloth or tissue.
- Have the person lie down.
- **Call 911** and Campus Police at 401-825-2000.

Burns

- Remove the cause of the burn.
- Flush the area with water.
- Do not apply a dressing, creams or lotions.
- **Call 911** and Campus Police at 401-825-2000

Hazardous Materials Spills

If the incident is indoors, close all doors in order to isolate the area, if it is safe to do so.

- From a safe area call Campus Police at 401-825-2000.
- Be prepared to provide the following information:
 - Name and quantity of the material
 - Time and location of the incident
 - If anyone is injured or exposed to the material
 - If fire or explosion is involved
 - Your name, phone number and location
- Evacuate if necessary.

Bomb Threat

- Remain Calm and listen to call details.
- Get as much as information as possible.
- Write down details of call immediately.
- Call Campus Police at 401-825-2000.

Gas Leaks, Fumes & Vapors

If you smell natural gas

- Do not pull the fire alarms.
- Do not touch light switches or electrical equipment.
- Remain calm, and call Campus Police at 825-2000.
- Clear the area immediately if instructed to do so.
- Provide your name, phone number and location along with the location of the odor.
- Provide as many details as possible.

All Media Inquires

Direct **ALL** media inquiries to Marketing & Communications at 401-825-2028.