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**Emergency Action Plan**

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### 1 PURPOSE

The Emergency Action Plan has been developed to ensure the safety of Brown Students, Faculty, Staff and Guests in the event of a fire or other emergency situation. The plan provides a written document that details the actions and procedures to be followed in an emergency, and assigns responsibility for certain actions to designated individuals.

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### 2 SCOPE

In accordance with the requirements of the U.S. Occupational Safety and Health Administration and the Brown University Office of Environmental Health and Safety, the following guidelines have been developed to inform and train our Students, Faculty, Staff and Guests regarding:

- Emergency evacuation and shelter-in-place procedures
- Personnel accountability
- Fire prevention
- Fire extinguisher use
- Medical emergency procedures
- Response to other hazardous situations

Students, Faculty, Staff and Guests are expected to know how to respond to emergency situations. Appropriate responses may be as simple as evacuating the area, summoning additional assistance, mitigating the hazard, or assisting another member of the Brown University community in cases of accident, fire, illness, or injury.

The Emergency Action Plan shall be made available to all Students, Faculty, Staff and Guests upon request and is available on the Department of Public Safety web site:

<https://dps.brown.edu/emergency-action-plan-0>

Additional printed copies may be obtained from the Fire Safety Office at (401) 863-3462.

E-mail the Fire Safety Officer at: [fire\\_safety@brown.edu](mailto:fire_safety@brown.edu)

### 3 ACTION PLAN COMMUNICATION COMPONENTS

#### 3.1 Emergency Communications

In any emergency it is critical that information be communicated clearly, quickly and to the appropriate person(s). On the Brown University campus, emergency information should be communicated to the Brown University Department of Public Safety at their emergency number: (401) 863-4111. Brown Public Safety will summons outside help (police, fire, EMS and others) as needed and communicate emergency information to appropriate members of the Brown community.

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### 3.2

#### Blue Light Emergency Phones

There are over 130 Blue Light Emergency Phones located across campus. There are also phones in many elevators on campus to provide communications in an emergency. Press the red button to prompt an emergency response from Brown Public Safety.

Remember: **Yellow Box** - **Blue Light** - **Red Button** and Help is on the way.



### 3.3 Reporting an Emergency by Phone – Dial (401) 863-4111

Although 9-1-1 is the most common number to call when you are off campus, directing emergency calls directly to Brown Public Safety provides a **more rapid and coordinated response** to an emergency on campus. When calling **3-4111** from a Brown University phone, officers will know your location (through caller id) and will respond quickly to help.

When 9-1-1 is called from a cell phone there can be a delay in determining your exact location since the call must be processed through the Rhode Island 911 call center. If there is ever any problem reaching Brown Public Safety at (401) 863-4111 call 9-1-1 and describe your location and the situation to the dispatcher.

### 3.4 BrownAlert System

- Brown University has implemented an emergency campus alert system that can contact thousands of individuals within minutes if there is an urgent situation or crisis.
- During critical events, Brown University will use the BrownAlert System to deliver advisories and instructions to students, faculty, staff and others via cell phones, land lines, email and other communication devices.
- All student, faculty and staff Brown email addresses have been loaded on the system, as have phone numbers for all Brown-owned phones.
- Brown students, faculty and staff can use their personal cell phone number to enable Brown to reach them in the event of an emergency. Personal cell phone numbers will only be used by authorized personnel for emergencies or official business.
- Students: enter your cell phone number in Banner at the following URL:

<https://selfservice.brown.edu/>

Faculty and staff: enter your cell phone number in Workday at the following URL:

<http://www.brown.edu/about/administration/workday/workday-log>

### 3.5

#### ***BrownSiren*** Warning System



Brown University has installed an outdoor emergency siren system on its main campus. The system consists of three (3) strategically placed sirens that will be used to warn the University community in the event of a life-threatening emergency with no advanced warning.

If a life-threatening emergency is identified where a campus wide **BrownSiren** activation is necessary, the Department of Public Safety will activate the system. The activation will consist of an alert tone and a voice message regarding the nature of the emergency. Additionally, the University will utilize Brown's web-based notification system (**BrownAlert**) to provide further information via telephone, email, or text messaging and information.

**Students, faculty, staff, and visitors who hear the**

**siren should seek shelter by immediately going inside of a nearby building.** The system will be used to alert people to go indoors to shelter-in-place and seek additional information by doing the following:

- Listen to the voice message following the siren alert tone
- Carefully read and listen to all incoming messages via email, text message or telephone voice mail
- Check the Brown Emergency website: <http://emergency.brown.edu/> for updates
- Limit non-emergency outgoing communications so as not to overburden the phone system

Once an emergency has been resolved the **BrownSiren** or other communication methods will be utilized to inform people that the emergency is over. Examples of emergencies where the **BrownSiren** would likely be activated include:

- Weather emergency (tornado)
- Large Chemical Release near Campus
- Hostile Intruder (Active Shooter)

### 3.6 Additional Information

**BrownSiren** system tests will be announced in advance. When the system is activated for a test, no action is necessary and there is no need to seek shelter. Although the sirens will be loudest within the limits of campus, close proximity neighbors will be able to hear the warning system. If you are indoors when the siren is activated, it is not expected that

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you will hear the sirens or the voice message that follows. The use of the **BrownSiren** during emergencies will typically be unannounced.

### 3.7 CONTACT TELEPHONE NUMBERS

#### **Emergency Contacts**

<b>Brown Public Safety – Emergency</b>	<b>863-4111</b>
<b>Medical Emergency</b>	<b>863-4111</b>

#### **Non-Emergency Contacts**

<b>Facilities Management - Service Response</b>	<b>863-7800</b>
<b>Brown Public Safety – Business</b>	<b>863-3322</b>

**Brown Employee Emergency Info Line (Snow Line) 863-3111**

<b>Environmental Health and Safety</b>	<b>863-3353</b>
<b>Fire Safety Staff (DPS)</b>	<b>863-3462</b>
<b>Facilities Management Service Response</b>	<b>863-7800</b>

### 3.8 Fire Alarms

Fire alarm systems provide occupant notification in case of fire. In addition to horns and strobes, a fire alarm activation will also capture the elevator to a pre-determined floor, release fire doors and shut down some building heat and air conditioning systems.

#### 3.8.1 Alarm Initiation

- University buildings are equipped with fire alarm and many with fire suppression systems to detect and control fires while providing building occupants with an early warning evacuation signal. In most buildings, an alarm signal is simultaneously sent to

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both the Brown Department of Public Safety and the Providence Fire Department so that first responders can be quickly dispatched to the emergency

- Early warning fire alarm systems may be activated automatically or manually. Smoke detectors, heat detectors and sprinkler flow switches are all examples of devices that will activate a fire alarm system automatically. A fire alarm pull station can be operated manually to initiate an alarm.
- You will find fire alarm pull stations located at the entrances to stairwells and at building exits.

### 3.8.2 How to Activate a Fire Alarm Pull Station

To activate a fire alarm pull station, follow the directions printed on the device. Pull stations require two actions to initiate an alarm.



To activate this type of fire alarm pull station, lift up the flap, grasp the top of the device and pull towards you. You will hear a click, and the device will lock into position.



This newer style fire alarm pull station requires that you push in and then pull down. Please note - the "**Activated**" sign will appear when the device has been triggered.



### 4 TYPES OF EMERGENCIES (EVACUATE OR SHELTER-IN-PLACE)

Emergencies can generally be grouped into one of two categories: Events that require building evacuation or events that require building occupants to shelter-in-place.

#### 4.1 Evacuation

##### 4.1.1 Reasons to Evacuate

Although fire in the building is a primary reason to leave the building, other reasons may force the evacuation of occupants. Evacuate the building **every time** the fire alarm is activated:

- Fire alarm or active fire
- Large chemical spill requiring building evacuation. Smaller spills may only require leaving a room or a floor of a building
- Significant Gas leak
- Prolonged power or other utility outage

##### 4.1.2 Emergency Exit Requirements

- In addition to OSHA requirements, Rhode Island building and fire safety regulations dictate how exits are to be constructed and maintained. These regulations apply to exit doors, the exit access (corridors and stairwells that lead to the exit) and the exit discharge (the area past the exit doors which may include exterior ramps, steps, fire escapes and sidewalks.)
- Exits are permanent, unobstructed means of egress that must lead to a street, walkway, or other open space outside the building. They can, under certain circumstances lead directly into another building or area of refuge provided that they then lead directly to the outside. Exits must be adequate in number and shall be clearly visible to all occupants in the building. An illuminated sign, readily visible from any direction of exit access, shall mark each exit.

##### 4.1.3 Egress Maintenance

Exit accesses and discharges must be maintained and remain unobstructed at all times. Exits provide a safe and easily identifiable route out of a building in cases of emergency and allow swift and unhampered ingress for firefighters or other emergency personnel in the event of a fire or rescue. Designated exits must meet the following criteria:

- All corridor smoke and fire doors must be kept closed to prevent smoke migration to other parts of the building. Fire doors may be held open by magnetic door-holders

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connected to the building's fire alarm system. These doors will close automatically in the event of a fire. Door chocks and stops must never be used.

- Corridors and stairwells cannot be obstructed or used for storage. Prohibited items include but are not limited to: recycling and trash containers, boxes and paper, combustible decorations, stuffed chairs, couches and other furnishings.
- Exit doors may **never** be chained or locked to prevent travel out of the building.
- Any door located within the means of egress that may be mistaken to be a part of the means of egress shall be labeled "Not an Exit".
- All exits and exit signage must be maintained at all times. During construction, demolition or repair of a building, any alternate means of egress must be approved by the Fire Safety Officer if the exit is to be blocked during construction or altered in any way.

### 4.1.4 Know Your Building

Members of the Brown community are responsible for familiarizing themselves with the layout of the building in which they may be working, studying, living or visiting.

You should be familiar with:

- The location of corridors and exterior doors in your building.
- The locations of stairways. Be familiar with at least two ways out of the building.
- The location of fire alarm pull stations
- Exterior Evacuation Locations (also known as Rally Points)
- The location of fire extinguishers

At appropriate times, under the direction of the Brown University Fire Safety Officer, evacuation drills may be carried out in any University owned building. Four (4) evacuation drills are required in every University residence hall annually. The drills are conducted to familiarize staff and occupants of the building with the sound of the fire alarm and to initiate the appropriate, desired response during an alarm. Appendix B of this plan will describe how you may access specific fire safety and evacuation information about every Brown-owned building.



### 4.1.5 Responding to a Fire Alarm in Your Building

When you hear the fire alarm, evacuate the building quickly and calmly. It is state law and University policy that you evacuate when the fire alarm is activated. Failure to do so may result in disciplinary action.

**If a door to the hallway is closed, check the doorknob.**

**If it is hot, don't open it!**

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### **If the door is cool, open it slowly and check the hallway for smoke.**

- Remember that smoke rises, so the best visibility will be near the floor.
  - If smoke or heat blocks your way, look for an alternate exit. There should be at least two ways out of the building.
  - An elevator is not an exit. Never use an elevator during a fire or fire alarm.
  - Close doors behind you as you leave. This will help prevent the spread of smoke and fire. On your way out, notify others that they should immediately evacuate from the building.
  - Go to the exit and proceed directly to the evacuation location outside of the building. Meet with your supervisor and other members of your department for a head count.
  - Do not re-enter the building until the fire department grants permission.
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### **If you are unable to evacuate the building because of fire or smoke in the corridor:**

- Remain calm.
- Close the door to the room and call Brown Public Safety at (401) 863-4111 and describe your location.
- If smoke begins to come in around the door frame, place tape, blankets, towels or clothing around the door. Wet the fabric with water if possible.
- Wave a brightly colored article of clothing or similar material in the window to attract attention, but do **not** break the window.

#### **4.1.6 Evacuation Procedures for Persons with Disabilities**

Persons with disabilities should utilize a “buddy system” in the event of an emergency evacuation from the building. This “buddy” will evacuate, seek help and communicate the location and other information about the disabled person to emergency personnel.

In the event of an evacuation within a building, the elevator will not operate when the fire alarm is activated. If you need to use the elevator to evacuate the building, proceed to an “area of rescue” in a stairwell or office with a fire door. Communicate with DPS your location and other information (401) 863-4111, and wait until firefighters arrive.

If it is necessary for you to evacuate the building, the fire personnel may choose to carry you. Be prepared to explain the quickest way to disengage any equipment to facilitate the evacuation and give them any other necessary instructions. In some cases, you may be asked to shelter-in-place inside your room if firefighters determine that your room will remain safe while the situation is brought under control.

#### **4.1.7 When the fire alarm sounds:**

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- If you can access an exit without the use of the elevator, proceed to the assigned evacuation location outside of the building. Once you have safely left the building, make sure that Brown Public Safety is aware that you have exited the building safely.
- If you require the use of the elevator, you will need to shelter-in-place until firefighters can respond to assist you. A stairwell or an office with a thick wooden or metal door will provide an “area of rescue” where you can await the arrival of firefighters who will help evacuate you from the building.
- If you are unable to evacuate the building for any reason, call Brown Public Safety at **(401) 863-4111**. Give the dispatcher the following information:
  - There is an emergency in your building.
  - You have a disability and need assistance.
  - Provide the name of the building and your exact location.
- If you are in a room, wait by the window. If possible, use a brightly colored article of clothing or similar material to attract the attention of emergency responders.

### 4.1.8 DEEP: Disability Emergency Evacuation Program

The office of **Student Accessibility Services (SAS)** coordinates and facilitates services for all Students with physical, psychological, and learning disabilities.

- 4.1.8.1** During an emergency evacuation, the primary responsibility of every member of the Brown University community is to exit the building as quickly and calmly as possible. This may be more difficult for some individuals with disabilities.
- 4.1.8.2** As an individual without a disability, one of the best ways to help a person with a disability is to evacuate the building and contact Brown Public Safety once safely outside. Provide emergency responders with information concerning the location of the disabled person and the nature of the disability. Emergency responders will take appropriate steps to ensure the safety of the individual.
- 4.1.8.3** Students requesting an accommodation due to a qualifying disability should register with Student and Employee Accessibility Services. The Director will conduct a review and analysis prior to making a decision about the provision of reasonable accommodations. Accommodation requests are evaluated individually, based on documentation and completion of the registration process. Faculty or staff requesting an accommodation should contact Human Resources.

In any emergency situation, if you are unable to evacuate a building without assistance, the Brown Department of Public Safety will need to know your location. Contact them by phone at (401) 863-4111. They will direct police officers or firefighters to assist you. SAS provides a **Disability Emergency Evacuation Program (DEEP)**. The names of students only, who have registered with DEEP are provided to the Brown Department of Public Safety. When a fire alarm occurs in a University building, police officers and firefighters are notified to check the room or office of any students on the DEEP registration list.

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For more information about Student Accessibility Services (SAS) or the DEEP program, please contact:

### **Student Accessibility Services (SAS)**

Phone: (401) 863-9588 (v/TTY)

E-mail: [SAS@brown.edu](mailto:SAS@brown.edu) or

Web: <https://www.brown.edu/campus-life/support/accessibility-services/>

## **4.2 Shelter in Place**

### **What Does “Shelter-in-Place” Mean?**

During certain emergency situations, particularly weather emergencies or major chemical releases, you may be advised to “Shelter in Place” rather than evacuate the building. In such a case it will be safer for people to remain indoors rather than go outside. As in any type of emergency, it is most important that people remain calm.

Types of emergencies that will typically require occupants to **Shelter-in-Place**:

- Severe weather (such as hurricane, lightning, tornado, etc.)
- Large scale chemical release near campus
- Hostile intruder(s)

### **4.2.1 How to prepare to “Shelter-in-Place”**

People should choose a room in their office or home to serve as their shelter. A room with the fewest number of doors and windows will make the best shelter. Choose a large room with a water supply, if one is available.

- For chemical events, this room should be as high in the structure as possible to avoid vapors or gases that may sink and accumulate in low areas.
- For natural disasters such as tornados or other severe weather, the shelter should be in the lowest room available.

It will be useful to have a “Go Bag” available if the need ever arises to shelter in place. It is best to store these items where you spend the most time, so they may be retrieved quickly.

- First Aid Kit
- Food and bottled water
- Flashlight, battery powered radio and extra batteries for both.
- Duct tape and scissors
- Spare phone charger

### **4.2.2 How will people know when to “Shelter-in-Place”?**

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People may receive information directly from the University (**BrownAlert** or **BrownSiren**), local police, emergency coordinators or government agencies (on radio or television) about the need to shelter-in-place. If there is an imminent or elevated national threat, people should be especially alert for emergency messages on the radio or television regarding the need to shelter-in-place in the local area.

When persons find themselves in an unprotected location when an event occurs they should follow the instructions of emergency coordinators and seek shelter in the nearest available location. If children are at school, they will be sheltered there. Unless specifically instructed to do so, parents should not respond to the school to bring their children home.

### 4.2.3 Take Action

**Seek shelter in a building as quickly as possible.**

- Retrieve your “Go Bag” if it is in the same building and won’t pose a safety risk.
- Do not use elevators.
- If there is time, shut and lock all outside doors and windows in the room. Locking them may provide a tighter seal against the outside hazard. Turn off the heating and ventilation system, if controls are available, to limit the movement of air.
- Go to the shelter-in-place room and shut the door.
- Turn on the radio. Keep a telephone close at hand, but don’t use it unless you are experiencing a serious emergency. If possible, monitor the University’s main web page <http://www.brown.edu> for additional information. On the radio, tune to 92.3 FM, 105.1 FM, 630 AM, 1480 AM or 1400 AM (Portuguese).
- On television, tune to WJAR, Channel 10, for emergency information on the television.
- If the incident involves a hostile intruder, maintain complete silence until first responders arrive at your building

Sheltering in this way should keep people safer than if they remained outdoors. In most cases, sheltering in place should not last more than a few hours. Monitor the radio or television to determine when it is safe to leave your shelter.

### 4.3 Hostile Intruder

Besides natural weather emergencies and large-scale chemical releases, you may need to “shelter-in-place” if there is a report of an armed person threatening harm to people on campus. We generally refer to this type of situation as a “Hostile Intruder” or an “Active Shooter”. The University has developed guidance to assist in responding to Hostile Intruder(s) on campus. A Hostile Intruder may be described as an Active Shooter by law enforcement when a firearm is involved. In the event that a hostile intruder threatens the personal safety of members of the Brown University community, people should refer to the **Hostile Intruder(s) Emergency Response Guidance**.

This Hostile Intruder Response Guidance cannot cover every possible situation that might occur. Nevertheless, it is a training tool that can reduce the number of injuries or death if

put into action as soon as a situation develops. A link to **The Hostile Intruder(s) Emergency Response Guidance** is included in Section 12 of this document.

## 5 FIRE PREVENTION

### 5.1 Housekeeping

To limit the risk of fires, all employees shall take the following precautions:

- Minimize the storage of combustible materials.
- Storage of any kind is prohibited in all building stairwells and enclosures.
- Storage of any kind is prohibited in all residential occupancy corridors.
- Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
- Dispose of combustible waste in appropriate containers.
- Keep work areas free of dust, lint, sawdust, scraps, and similar material.
- Use and store flammable materials in well-ventilated areas away from ignition sources.
- Keep electrical equipment in good working order. Inspect electrical wiring and appliances regularly.
- Cook in designated areas only. Never leave cooking appliances unattended.

### 5.2 Maintenance

The Department of Facilities Management will ensure that equipment is maintained according to manufacturers' specifications. Brown University also complies with requirements of the Rhode Island Uniform Fire Code and applicable National Fire Protection Association (NFPA) standards for specific equipment. Only properly trained and licensed persons shall perform maintenance work.

The following equipment is subject to the maintenance, inspection, and testing procedures:

- Equipment installed to detect fuel leaks, control heating, and control pressurized systems;
- Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems;
- Detection systems for smoke, heat, or flame;
- Fire alarm systems; and
- Emergency backup systems and the equipment they support.

### 5.3

#### Recognizing Hazards and Prohibited Items

The following sections address the major building fire hazards encountered at Brown University and the procedures designed for controlling these hazards. Here is a short list of prohibited items in all buildings:

- Candles
- Incense
- Smoking of any substance
- Explosives
- Weapons
- Fireworks
- Space heaters (unless specifically permitted by Facilities Management)

Additional prohibited items in residence halls can be viewed at:

<https://reslife.brown.edu/living-us/residential-life-policies-and-rules/restricted-items>

### 5.4 Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. To prevent electrical fires:

- Do not overload electrical outlets and limit the use of extension cords.
- Never use extension cords as substitutes for permanent wiring.
- Grounded, 15-ampere rated surge protectors are the only type of extension cord allowed in residence halls.
- Make sure that worn power cords are replaced or taken out of service and discarded.
- If an extension cord must be used temporarily, be sure that it carries an Underwriters Laboratory (UL) label and is the proper size (ampere rating) for the intended use.
- Inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
- Check wiring in hazardous locations where the risk of fire is especially high.
- Check electrical equipment to ensure that it is properly grounded or double insulated.
- Any electrical equipment that is used outdoors, or in a wet environment indoors, shall be equipped with GFCI (Ground Fault Circuit Interruption) protection.

### 5.5 Portable Heaters

The use of portable space heaters is generally prohibited in University buildings due to energy conservation and fire safety concerns. Only the Department of Facilities Management may approve the temporary use of a portable heater if they cannot adjust the temperature in a cold area. Any portable electric heater used on campus must be approved by Facilities Management, and must include built-in safety devices to provide overheat and



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tip-over protection. Provide adequate clearance between the heater and combustible furnishings or other materials at all times. **Open element space heaters are strictly prohibited and will be removed.**

### 5.6 Office Fire Hazards

Fire risks are not limited to industrial facilities or laboratories. Fires in offices have become more likely because of the increased use of electrical equipment, such as computers, printers and fax machines. To prevent office fires:

- Avoid overloading circuits with office equipment.
- Turn off nonessential electrical equipment at the end of each workday.
- Keep storage areas clear of trash.
- Ensure that extension cords are never placed under carpets or coiled. Extension cords are intended for short-term use only. Contact Facilities Management to install additional electrical outlets as needed.
- Ensure that trash and paper set aside for recycling is not allowed to accumulate.
- Limit the use of toasters and similar equipment to appropriately designated locations.

### 5.7 Flammable and Combustible Materials

To help minimize the hazards posed by the storage of flammable and combustible materials:

- Report gas leaks immediately. Facilities Management Plumbing Division (Division 2) shall ensure that all gas leaks are repaired immediately upon notification. National Grid shall be called by Facilities Management for outdoor problems or major leaks.
- Report flammable spills to the Office of Environmental Health and Safety at 863-3353 or the Brown Department of Public Safety at 863-4111.
- Keep combustibles away from accidental ignition sources such as hot plates, soldering irons, or other heat or spark producing devices.
- Store paper stock in metal cabinets.
- Store used rags in metal bins with self-closing lids.
- Use care when handling Class B flammable liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols. Use equipment and procedures specifically designed for the purpose whenever Class B materials are stored, transported or transferred from container to container.

#### 5.7.1 Smoking

Smoking of any substance is prohibited in all University buildings. This includes vapor pens and similar items that produce vapor or smoke. Smoking is permitted outside, but not

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closer than 35 feet to a building entrance to prevent the migration of smoke into the building. Always use care when disposing of smoking materials. Mulch fires, started by discarded smoking materials, occur regularly on campus threatening to extend to nearby buildings. Be certain that all smoldering ashes have been extinguished before the ashes are discarded.

### 5.8 Report Vandalism

- Fire Doors - should close automatically and completely.
- Exit Signs - Two exit signs should be visible from all public areas.
- Fire Alarm Equipment - Note damage to smoke detectors, sprinklers, pull stations, horn strobes and report to Service Response at 863-7800.
- Fire Extinguishers – Report extinguishers that have been discharged or have lost pressure to the Fire Safety Office at 863-3462.

## 6 FIRE EXTINGUISHERS



**No member of the Brown Community  
is ever required to use a fire extinguisher!**

**If you see a fire, we advise that you close the door to the room, activate the nearest fire alarm pull station and calmly evacuate the building.**

You may attempt to extinguish a fire only if:

- You have been trained in the use of fire extinguishers
- You have sent another person to report the fire or the fire alarm has already been activated
- The fire is small, and you believe it can be controlled in 10 seconds or less.

### 6.1 Fire Extinguisher Instructions

**If you plan to use a Fire Extinguisher in a building you must follow these procedures:**

- Ensure that the fire alarm has been activated
- Choose proper type and size of fire extinguisher
- Have a clear path between you and the exit (your back oriented towards the exit)
- Utilize the **PASS** procedure to extinguish the flames.
- Empty the entire contents of the extinguisher on fire

6.2

PASS Procedure













- Pull the pin.
- Aim the extinguisher nozzle or hose at the base of the fire.
- Squeeze the handle to activate the agent.
- Sweep the stream across the base of the fire.
- Always position yourself with a clear escape route that will not be blocked by fire.
- Try to keep your back pointed toward an open exit door.
- Stand six to eight feet from the fire.
- Use the PASS procedure.
- Never assume the fire has been fully extinguished!
- The fire department should always inspect the scene.

Notify Brown University Fire Safety Office of any fire extinguisher that has been discharged. Vandalized fire extinguishers or extinguishers that appeared to have leaked may also be reported to Fire Safety or Facilities Management.

## 6.3

## Types of Extinguishers

Fire Class & Symbol	Pictogram	Types of Fires
		Ordinary solid combustibles (paper, wood, cardboard and most plastics)
		Flammable liquids and gases (gasoline, kerosene, grease or oil)
		Energized electrical equipment (appliances, wiring, circuit breakers or outlets)
	Not Commonly Used 	Combustible metals found in labs (magnesium, titanium, potassium or sodium)
		Oils and fats (cooking oils, trans-fats, or fats in cooking appliances)

Class K fires involve cooking media (grease, fats and oils) in commercial cooking appliances. These extinguishers may be found in large kitchens on campus. Always activate the fixed suppression systems that protect commercial cooking applications first, before attempting to use a K type extinguisher.

7

## MEDICAL EMERGENCIES

Emergency Medical Services on campus are provided by Brown University Health Services. If a student, an employee or any other member of the campus community becomes ill or suffers an injury and is in need of assistance:

**Contact the Brown Department of Public Safety at (401) 863-4111 for Medical Assistance**

Notify the Brown Public Safety dispatcher of:

- Nature of the injury
- Location of the patient
- Age of the patient

**Do Not Move Patient** unless patient is going to suffer further injury, (fire, crushing, etc.).

Stay with the person until trained medical personnel arrive and take control. Trained medical personnel may include Brown University Emergency Medical Service personnel or members of the Providence Fire Department.

**Avoid bodily fluids.** An employee trained in handling blood-borne pathogens should be called to clean up any blood or body fluids. Call Facilities Management at (401) 863-7800.

**Always Remain Calm!**

**Call Brown University Public Safety at (401) 863-4111 whenever a person:**

- Is unconscious or unresponsive
- Has trouble breathing or is breathing in a strange way
- Has chest pain or pressure
- Is bleeding severely
- Has pain or pressure in the abdomen that does not go away
- Is vomiting or passing blood
- Is having or has had a seizure
- Has a severe headache, slurred speech, tingling fingers, and/or dizziness
- Has ingested poison or suspected poison
- Is having a reaction to drugs or alcohol
- Has sustained injuries to the head, neck, or back
- Suffers an injury involving broken bones, sprains, or dislocations
- Has experienced an electrical shock

### 8 HOT WORK (CUTTING, WELDING AND OTHER WORK INVOLVING HEAT OR OPEN FLAMES)

Brown Facilities Management supervisors, Project Managers, and any other University employee authorizing work on university owned property shall maintain Hot Work vigilance by:

- Exploring alternate methods to complete task without Hot Work?
- Ensuring a Hot Work permit has been obtained from the Brown University Fire Safety Office prior to the start of any work that uses or generates heat or sparks. Included are: cutting, welding, soldering, grinding, and the use of heat guns.
- Ensuring cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
- Ensuring adequate ventilation is provided.
- Adhering to the University's "Hot Work Program" which can be found on the DPS website at: <https://dps.brown.edu/hot-work-program>

### 9 OTHER EMERGENCIES

#### 9.1 Weather Emergencies

- Hurricane,
- Blizzard,
- Ice Storm, freezing rain
- Flood
- Difficult travel (walking, driving, etc.)
- Extreme heat or cold

When a weather emergency threatens to close the University, Students, Faculty, Staff and Guests are instructed to monitor local radio and television stations. If the emergency impacts to operations of the campus and requires a delayed opening or cancellation, information will be recorded on a message for employees at (401) 863-3111. Voice mail and e-mail messages will be sent to supervisors and department coordinators who will instruct their subordinates.

#### 9.2 Hazardous Material Leak

- Alert all personnel to evacuate the area and close the door behind you.
- Contact Brown University Public Safety at (401) 863-4111, and report the nature of the emergency with as much detail as possible.
- Move a safe distance away and tend to injured or contaminated personnel.
- When an emergency response team calls or arrives on scene, make yourself available to answer any questions (i.e., type of chemical, size of spill, etc.).

**9.3****Natural Gas Leak**

Any natural gas leak should be immediately reported to Facilities Management at 8637800. If the leak is large enough to pose an immediate hazard to people in the area, close doors and move away from the area. Notify other occupants of the building in your path as you leave the building by voice to evacuate. Do not activate the fire alarm, light switched or electrical devices. First responders including Brown Public Safety and the Providence Fire Department will help evacuate the building if it is necessary. Limit sources of ignition such as open flames, heating equipment and electrical appliances. Make yourself available to describe the location and extent of the leak to emergency responders.

**9.4 Mechanical Emergencies**

Water leaks, steam leaks, electrical outages, heating failures and any other utility issues should be reported to the Service Response Center at 863-7800.

**9.5 Animal or Insect problems**

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences (rabies). Any animal that is wandering loose on campus should be reported to Public Safety (401)863-4111. If a wild animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing the doors behind it and keeping people away. Do not attempt to handle any dead wild animals. In the case of a bite or other injury caused by an animal or venomous insect (bee, etc.) or a severe allergic reaction to an insect or other animal, call Public Safety immediately for emergency medical assistance. Be prepared to give your name, location, and, if possible, the species or type of animal involved.

Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby. Help the victim immobilize the bite area and make the victim as comfortable as possible until medical or other assistance arrives.

**9.6 Bomb Threat**

A bomb threat should be reported immediately to Brown Public Safety at 863-4111. Officers will respond and make and assess the situation before initiating any evacuation of the building. A person who has received a bomb threat by telephone should try to gather as much information as possible while the call is in progress. Try to note the following:

- Sex of the caller
- Approximate age
- Sound of the caller's voice (calm, angry, accent, etc.)
- Background noises (music, machinery, voices, etc.)
- Threat language (foul, irrational, well spoken, taped, read, etc.)

## **EMERGENCY ACTION PLAN**

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If possible, ask questions like the following:

- Where is the bomb?
- When is it set to explode?
- What kind of bomb is it, and what does it look like?
- What will cause the bomb to explode?

## **10 RESPONSIBILITIES FOR BROWN EMPLOYEES**

### **10.1 Department Heads**

- Help ensure that everyone in the department is familiar with the Emergency Action Plan and their respective building evacuation location. The Fire Safety staff in EHS may be consulted to resolve questions.

### **10.2 Department Managers**

- Help ensure that all new employees have completed training on this plan.
- Following a building evacuation to the pre-determined location and help take a head count of members of their department for accountability.
- Report missing persons and those in need of assistance to emergency responders.
- Contact the University Fire Safety Officer to request Emergency Action Plan training, fire extinguisher training, to schedule fire drills or for any fire safety questions.

### **10.3 Students, Faculty & Staff**

- Attend Emergency Action Plan training and follow the provisions of the plan.
- Know the location of fire alarm pull stations, at least 2 emergency exits and fire extinguishers in their work area.
- Know procedures for reporting fires and other emergencies.
- Know the pre-determined evacuation location for their building and proceed to that location in the event of a fire alarm.
- Notify a supervisor of any condition that poses a risk during an emergency.
- In an emergency try to remain calm. Don't panic.
- Never re-enter a building after evacuation until authorities give permission.
- Notify emergency responders of the location of anyone unable to evacuate the building.
- Following an evacuation, assist with determining that everyone has evacuated safely.
- Take personal responsibility for correcting minor problems involving storage or general housekeeping.

### **10.4 The Department of Public Safety**

Brown Department of Public Safety  
Box 1842



## EMERGENCY ACTION PLAN

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Providence, RI 02912

Office is located at 75 Charlesfield Street

Department of Public Safety Emergency 401-863-4111

Department of Public Safety Business Line 401-863-3322

Fire Safety Office 401-863-3462

E-mail: [fire\\_safety@brown.edu](mailto:fire_safety@brown.edu)

- Develop the Emergency Action Plan for the University.
- Review the plan annually and make revisions as necessary.
- Provide training for faculty, staff and students as requested.
- Provide training in the use of fire extinguishers as requested.
- Conduct evacuation drills upon request. (State law mandates drills in residence halls.)
- Assist in determining evacuation locations for departments.
- Perform fire safety inspections and report deficiencies to the appropriate person or department for appropriate corrective action.

### 10.5 Brown Department of Facilities Management

Brown University Department of Facilities Management

Box 1941

295 Lloyd Avenue

Providence, RI 02912

Service Response 401-863-7800

Facilities Management shall:

- Correct any reported fire safety deficiencies.
- Comply with requirements of the Rhode Island Uniform Fire Code and National Fire Protection Association (NFPA) standards for maintenance and testing of all fire safety equipment including, but not limited to: fire alarm systems, sprinkler systems, fire pumps, kitchen hood suppression systems, clean agent suppression systems, fire extinguishers, emergency generators and emergency lighting. Ensure that only properly trained and licensed persons perform maintenance and testing.
- Provide information as needed regarding sprinkler, gas, water, electrical shutoffs etc.
- Provide Emergency Evacuation Maps in residence halls, and other buildings as required or appropriate.
- Maintain a current list of Departmental contact persons, and provide an updated list to the Fire Safety Office on a regular basis.

## 11 TRAINING

### 11.1 Office of Emergency Management

The Office of Emergency Management and Fire Safety provides on-going Emergency Action Plan Training both in the classroom and on-line.

Emergency Action Plan Training is a web-based training which can be completed online through [Workday](#) or [TrainCaster](#). This training will focus on topics related to emergencies both inside and outside of buildings. Classroom training can be requested by contacting the Fire Safety Office at [fire\\_safety@brown.edu](mailto:fire_safety@brown.edu) or 863-3462.

### 11.2 Department of Human Resources

The Human Resources Department shall present basic fire prevention and emergency training to all employees during new employee orientation, and shall maintain documentation of the training, which includes:

- The Emergency Action Plan, including how it can be accessed.
- Good housekeeping practices.
- Recognition of potential fire hazards.
- Proper response and notification in the event of a fire.

### 11.3 Supervisors

Supervisors should train employees about the fire hazards associated with the specific materials and processes to which they are exposed, and maintain documentation of the training. Employees should receive this training:

- At their initial assignment, and
- When work processes change.

## 12 DOCUMENT LINKS & CONTACT INFORMATION

**Department of Public Safety** <https://dps.brown.edu/> Office Phone: 863-3353

**Fire Safety Website** <https://dps.brown.edu/emergency-management/fire-safety>  
Office Phone: 863-3462 / Email: [fire\\_safety@brown.edu](mailto:fire_safety@brown.edu)

**Department of Public Safety Website**

<https://www.brown.edu/about/administration/public-safety/>

Emergency Phone: 863-4111 / Routine Business: 863-3322 / Email: [campus\\_safety@brown.edu](mailto:campus_safety@brown.edu)

**Banner Website**- Self-service for **Students** to sign up for Brown Alert

<https://selfservice.brown.edu/>

## EMERGENCY ACTION PLAN

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**Workday- for Faculty and Staff** to sign up for Brown Alert  
<http://www.brown.edu/about/administration/workday/workday-log>

**Brown Emergency Website** <http://emergency.brown.edu/>

**Brown Employee Emergency Info Line (Snow Line)** 863-3111

**Facilities Management Service Response (Repairs and Building Issues)** 863-7800

**Student Accessibility Services (SAS) manages and oversees the Disability Emergency Evacuation Program (DEEP)**

Website: [http://brown.edu/Student\\_Services/Office\\_of\\_Student\\_Life/dss/](http://brown.edu/Student_Services/Office_of_Student_Life/dss/)

E-mail: [seas@brown.edu](mailto:seas@brown.edu) or [dss@brown.edu](mailto:dss@brown.edu) / Phone: 863-9588 (v/TTY)

**The Hostile Intruder(s) Emergency Response Guidance**

<https://www.brown.edu/emergency/hostile-intruders>

**Prohibited Items in Residential Halls**

<https://reslife.brown.edu/living-us/residential-life-policies-and-rules/restricted-items>

**Hot Work Program** <https://dps.brown.edu/hot-work-program>

**EAP Training (On Line)** <https://www.brown.edu/health-safety/topics/fire-safety/emergency-action-plan>

**Building Specific Emergency Action Plan Information** <https://www.brown.edu/health-safety/topics/fire-safety/emergency-action-plan>