

**Building / Department
Emergency Action Plan**

EMERGENCY ACTION PLAN

for

Building Name: _____

Department Name: _____

DATE PREPARED: _____ / _____ / _____

EMERGENCY PHONE NUMBERS

Public Safety 1-401-254-3333
Emergency 911 or 9-911 from a campus phone

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

MEDICAL

FIRE

SEVERE WEATHER

BOMB THREAT

CHEMICAL SPILL

ACTIVE SHOOTER

CALLING IN AN EMERGENCY

Provide the following information:

- a. Nature of medical emergency giving as much information as possible
- b. Location of the emergency (address, building, room number)
- c. Your name and phone number from which you are calling

Department Captains