

CAMPUS SAFETY AND SECURITY PROCEDURES

Department of Public Safety and Campus Security

The Department of Public Safety (DPS) officers are non-sworn, they do not carry weapons and do not possess powers of arrest. DPS is under the auspices of the Director of Public Safety who is the campus liaison to the East Greenwich and Warwick Police Departments and works in close relation with all including state and federal law enforcement agencies. DPS members also act as first responders to campus emergencies. DPS does not have any written agreements with local police agencies at this time. Criminal activities including murder, robbery, aggravated assault, burglary and motor vehicle theft require immediate notice to local authorities.

Public Safety Officers (PSOs) have the authority to ask persons for identification and to determine whether individuals have lawful business at NEIT. Their presence on campus is intended to be a deterrent to criminal activity. Any PSO may call local authorities to make an arrest on campus after consulting with his or her supervisor or, at his or her own discretion, if the supervisor cannot be reached.

With the exception of incidences of sexual violence, violations of the law can be reported to local law enforcement agencies, and when appropriate to the Office of Student Support Services for disciplinary review. NEIT has no formal agreement but will coordinate with state and local police in the investigation of alleged criminal offenses occurring on campus. Incidences of sexual violence will only be reported to local law enforcement agencies with the consent of the victim.

With the exception of sexual violence involving a student, NEIT does not provide procedures that allow victims, witnesses or counselors to report crimes on a voluntary, confidential basis.

Reporting Procedures

Any time an immediate response is needed on campus, call 911. After calling 911, call NEIT Public Safety at 401- 234-5555 or at extension 5555 for additional response.

Members of the NEIT community, as well as our visitors, are encouraged to accurately and promptly report suspicious behavior, hazardous conditions, criminal activities, or an emergency situation to the NEIT Department of Public Safety (DPS):

Phones to use:

NEIT Phone: Dial 5555

Non-NEIT Phone: Dial 401-234-5555

Or by location:

Post Road Campus 401-780-4706

East Greenwich Campus 401-780-4705

Access Road Campus 401-780-4707

Any criminal action should be reported to NEIT DPS immediately. If a criminal action is witnessed and the victim of the crime elects or is unable to make such a report, any witnesses should report the criminal action to DPS.

Emergency Response and Evacuation Procedures

Emergency Notification

In the event that a situation arises on campus that in the judgment of NEIT constitutes an ongoing or continuing threat to the health or safety

of students and/or employees, the institution will, taking into account the safety of the community, determine the content of the notification and initiate a campus wide "emergency notification " through NEIT's Emergency Notification System (ENS), unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

NEIT's Emergency Notification System (ENS) notifies all participating students, faculty and administrative employees of the threat. Notification through ENS is made via NEIT e-mail, and/or text message, and/or telephone/voice mail.

All students are enrolled in the ENS system through contact information maintained by the Registrar's Office. Students who want to receive notifications on their cell phones must have a current cell phone number on file with NEIT. It is the students' responsibility to always have their most current contact information on file with NEIT. Students must notify the university immediately in the event of change of residence, mailing address, or telephone number. (See "Change of Address or Telephone Number" procedures in the Additional Information section of this Student Handbook.) Students may update their contact information on Web for Students by clicking Personal Information, and then Update Addresses and Phones. Forms are also available in the Registrar's Office or via email at registrarsoffice@neit.edu.

Anyone with information warranting an emergency notification should immediately report the circumstances to NEIT's Department of Public Safety.

Timely Warning Reports

NEIT will make timely reports to the campus community on potentially dangerous criminal activity NEIT will make timely reports to the campus community on potentially dangerous criminal activity on or near campus which represents a serious or continuing threat to students and employees on campus or in the immediate area. Names of victims in such reports shall be withheld as confidential.

In addition to notification through ENS, NEIT, as appropriate, will issue timely warnings via the university e-mail system, in-class announcements, or other appropriate means (Reports). Any such Reports shall be provided to students and employees in a timely manner.

Fire Safety Procedures and Emergency Action Plan

All students must leave any facility where a fire alarm is activated as promptly as possible via the nearest available exit. No one is expected to endanger him/herself in order to assist with evacuation of others, but everyone has a duty to ensure that other occupants are aware of an emergency. It is expected that individuals, as long as they are not endangering themselves, will aid anyone requiring assistance to safely evacuate the building.

NEIT tests its emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

Procedures Prior to an Emergency Situation: Every student should familiarize him/herself with the emergency exits and evacuation routes from their respective area.

When Alarm Sounds:

When a fire alarm sounds, do the following:

- a. Evacuate the building quickly. Do not use elevators. An interlock between the fire alarm and elevator control will automatically return the car to the ground floor.
- b. Report to your building's Assembly Point and maintain a safe distance from the evacuated building. Assembly Points follow in this Handbook and are posted in classrooms. All assembly points are marked with a sign bearing the appropriate letter.
- c. Do not re-enter the building. Keep clear of evacuated areas until authorized by the Fire Officer or University Official. Stopping of fire alarm bells does not mean that re-entry is permissible.

Emergency Guidelines for Students Requiring Mobility Assistance

Students requiring mobility assistance or access needs should take extra proactive steps to protect themselves during evacuations. Be prepared to tell persons attempting to assist how they can best help you.

Use the following steps to make a plan ahead of time:

- a. Notify instructors and/or supervisors regarding the assistance you will need in the event of an emergency that requires evacuation.
- b. Locate stairwells, elevators, Areas of Refuge or Evacuation Assistance Locations, fire-fighting equipment, fire alarms and telephones in areas you spend time.
- c. Practice your planned evacuation method. Establish a buddy system if there are problems (door locks, small stair landings, etc.) that may require you to have immediate assistance.
- d. Have a communications plan, including ways to communicate with first responders.
- e. Plan for the needs of your service animal (if applicable).

In case of an emergency in your building, there are several options;

- a. **EVACUATE: Use building exits, stairs, or unaffected wings of adjacent multi-building complexes. If you cannot evacuate for any reason, then:**
- b. **GO TO AN EVACUATION LOCATION:** Move to an Area of Refuge or Evacuation Assistance Location. If a stairway experiences heavy traffic, wait until the area has cleared before entering the stairway. Make sure someone reports your location to first responders. For help in identifying evacuation locations/ areas of refuge in buildings, call Environmental Health & Safety at extension 3706. If you cannot evacuate or reach an evacuation location then:
- c. **STAY IN PLACE:** Remain in a room with an exterior window and a solid or fire-resistant door. Call Public Safety at (401) 234-5555 or 911 to relay your location. Then move to the window and signal for assistance.

Evacuation Locations

- a. Areas of Refuge: A location with two-way communication technology designed to temporarily hold occupants during a fire or other emergency when evacuation may not be safe

- or possible. Areas of Refuge are usually located in enclosed stairwells.
- b. Evacuation Assistance Locations: A location similar to an area of refuge but lacking in two-way communication technology. Evacuation Assistance Locations in a building are designed to temporarily hold occupants during a fire or other emergency when evacuation may not be safe or possible. Evacuation Assistance Locations are usually enclosed stairwells.

Evacuation Diagrams

Evacuation Diagrams are posted in all classrooms and residence hall bedrooms. Designated areas of refuge are noted on evacuation diagrams. If for any reason there is no evacuation diagram in your area, immediately notify the Office of Auxiliary Services. Note: In the East Greenwich Gouse Bldg. ONLY, the Areas of Refuge have 2-way communication systems.

Assembly Points

In an emergency, occupants should report to the following designated assembly points. Access Road Campus has two assembly points along Access Road: one near the Automotive Building entrance and one in the grass area in front of the Auto Body Building. The East Greenwich Campus has five assembly points generally located on the far side of each parking lot. All assembly points are marked with a blue and white sign.

CT Building - Rear parking lot - Assembly Point A, South side near student patio - Assembly Point B

Gouse Building - CT Building student patio - Assembly Point B

Automotive Building - North side of parking lot - Assembly Point A

Criminal Justice - North side of parking lot - Assembly Point A

Electrical/Marine - North side of parking lot - Assembly Point B

Auto Body - North side of parking lot - Assembly Point B

East Greenwich

Door #1 Walkway on Quad – Assembly Point A

Door #2 Walkway on Quad – Assembly Point A

Door #3 West side – Assembly Point B

Door #5 West side – Assembly Point B

Door #6 North side of employee parking lot – Assembly Point C

Door #7 Walkway on Quad – Assembly Point A

Door #8 West side – Assembly Point B

Door #9 West side – Assembly Point B

Front/Academic Skills Center East side, along
entrance road – Assembly Point

Residence Hall

Front Entrance Walkway on Quad
– Assembly Point A

All other exits Rear of building
near road – Assembly Point E

Instructors and department heads are responsible for accounting for their students or employees. If anyone is unaccounted for, that information should be passed to Public Safety or a police/fire officer.

Fire Alarms & Extinguishers

All students should familiarize themselves with the location of fire alarms and fire extinguishers in the areas they occupy.

In case of fire: If you observe a fire, do the following:

- a. Activate nearest wall-mounted fire alarm.
- b. Attempt to extinguish the fire using a fire extinguisher only if you are trained in the use of hand-held fire extinguishers and can do so without endangering your safety. Public safety and auxiliary services are to be notified of all small fires which have been extinguished by campus personnel and any extinguisher used. Do not re-hang fire extinguishers.
- c. If one portable extinguisher does not put the fire out, you should leave the area and close doors.
- d. Evacuate the building (see evacuation procedures above). Do not use elevators and keep clear of the exits.
- e. Call 911 and state your location (building and address).
Note: all calls will show the building address but will not show the individual office.
- f. To contact public safety from an NEIT extension, dial 5555; from an outside phone, dial 401-234-5555.
- g. Report if anyone is suspected of being in the building after the general evacuation to public safety, police, or fire department.

Fire Alarms

Fire alarms are located near exits in all NEIT buildings. Signs labeled “exit” are posted above the doors in all areas of the building where the exit way is not immediately visible to occupants and point to the exit to be used. If the fire alarm has been activated, if smoke or fire is evident, if you smell irritating chemical odors, or if any conditions threaten your safety, evacuate the building. If you are disabled, let others know if you will need assistance).

A fire alarm will not only disrupt the activities of the university but will also result in dispatch of emergency equipment to the university by the fire department. Anyone witnessing the initiation of a false alarm should notify public safety immediately. The operation of a fire alarm in the absence of a fire is a criminal offense.