

Standard Operating Procedure: Emergency Procedures

I. Rationale

MAGIC is dedicated to providing a safe and healthy work environment for students, faculty, staff, residents, clients, and all visitors. The procedures outlined below are to be shared amongst the MAGIC community for preparedness in case of an emergency.

We all have a responsibility to our community and we are each encouraged to take an active role in it. If you feel comfortable addressing a difficult situation that you encounter, you may do so. No member of our team or community is expected to put themselves in harm's way to address a concern. You are however, expected to contact Public Safety to report what you have observed, especially if something appears or feels "off". Please remember, "if you see something, say something".

II. Procedures

What to do in case of an emergency: call Public Safety (available 24/7)

585.475.2853 (general line)

585.475.3333 (emergency line)

585.205-8333 (text line)

Physical office location: Grace Watson lobby

<https://www.rit.edu/publicsafety/>

Tiger Safe app: <https://www.rit.edu/publicsafety/tigersafe>

MAGIC First Aid Kit Locations: all kits are labeled

- Reception/MAGIC lab –at front desk
- Sound stage east- at VP work station on shelf
- Sound stage west-on cleaning cart next to main entrance
- PA office

Any and all physical health or injuries should be reported to Public Safety immediately as they are the designated on-campus first responders. Should 911 be needed, they will be dispatched by Public Safety. The RIT Student Health Center does not treat students for acute injuries.

Emergencies and closures:

RIT Alert: <https://www.rit.edu/emergency-information/rit-alert>

What to do in case of a power outage:

- Notify Public Safety and provide the following information:
 - o Location of site affected
 - o Type of problem (power outage)
 - o Do not hang up until advised to do so by dispatcher
 - o Advise employees/students/residents of the problem and actions to be taken once determined by Public Safety
- There is no need to evacuate immediately unless advised to do so by Public Safety
- During a failure of electricity, gas, water, or other utilities, RIT will remain operational to the extent possible

What to do in case of natural gas odor:

- Evacuate the building immediately
- DO NOT PULL THE FIRE ALARM
- DO NOT light a match, lighter, candle, or anything other source of a flame or spark
- Notify Public Safety with the following information AFTER safely evacuating:
 - o Location of the site affected
 - o Type of problem (natural gas odor)
 - o Do not hang up until advised to do so by dispatcher
- Note: Natural gas is colorless and odorless – a sulfur-like sent is added so leaks can be detected.

What to do in case of severe thunderstorm:

- Remain indoors or move indoors
- If you cannot move indoors, seek shelter in a hard-topped vehicle if possible
- Go to a safe level of the building, generally lower levels
- Stay away from windows or glass exterior doors
- Follow instructions from authorities

What to do in case of tornado:

- RIT will activate the RIT alert system when a tornado warning has been issued for Monroe county. However, act immediately when you learn of a tornado warning, as they form quickly and may move through campus before there's an opportunity to notify the community through the alert system.
- If you are indoors:
 - o Move to the lowest possible level
 - o Do not use elevators. Power may fail and you may be trapped
 - o Move away from windows and glass doorways
 - o Go to the center of an interior room or hallway without glass windows or doors
 - o Put as many walls possible between you and the outside
 - o If possible, get under a sturdy table or desk

- Do not open windows
- Crouch down with your arms covering your head and neck
- If you are outdoors:
 - Never try to outrun a tornado
 - Lie flat in the nearest ditch or depression, away from power lines, buildings, trees, and vehicles
 - Use your arms to over your head and neck
 - Be aware for flying debris
- If you are in a vehicle:
 - Get out immediately and go to the lowest floor of a sturdy building
 - If there are no buildings nearby, lie flat in a ditch or depression away from power lines, buildings, trees, and vehicles
 - Use your arms to cover your head and neck
 - Be aware for flying debris

What to do in case of a medical emergency:

- Notify Public Safety or direct someone to do so, with the following instructions:
 - Building name (also known as building 71)
 - Exact location within the building
 - Your name and phone number
 - Nature of emergency, injury or illness
 - Do not hang up until advised to do so by the dispatcher
- Render first aid if you are trained to do so
- Do not move the injured person unless there is danger of further injury
- Do not give the injured person any food or drink
- Keep the injured person warm with coat or blanket
- If someone is having a seizure, do not put anything in their mouth or prevent their body from moving. Move objects away from them to prevent injury, observe breathing and airway to ensure they are not choking.

What to do in case of fire:

- Evacuate the building using the nearest available stairwell or exit. Do not use elevators.
- If alarm is not sounding, pull the red fire alarm on your way out, if possible.
- Close doors on your way out, if possible.
- Assist persons with impaired mobility.
- Report to your department's pre-determined meeting area and move at least 100ft away from the building.
- Await further instructions or notification of when it is safe to re-enter.

MAGIC Fire Alarm Procedures:

During a fire alarm, all persons within the building must evacuate immediately. MAGIC Spell Studios has two designed fire evacuation captains responsible for confirming facilities are vacant and doors are closed before exiting. They are also responsible for giving the all-clear for

re-entering the building. Everyone is encouraged to stand 100ft away from building doors while the fire alarm is taking place. It is safe to re-enter once both the alarm sound and flashing lights have been disabled by either public safety or the fire department. The fire evacuation captains should position themselves at the command posts which have been determined as front entrance of the building and the west side of the building, facing the Imaging Science building.

The fire evacuation captain's egress process is identified below. In the case an evacuation captain encounters someone who refuses to leave, they should not endanger themselves. They should continue with their process and contact public safety once they have secured the facilities and exited the building.

The process to clear the building begins on the third floor of MAGIC with the main office space (MSS-3120). The evacuation captains will then divide the building into two halves, east and west, split at the main MAGIC atrium stairwell. Each captain is assigned a half of the building to inspect all rooms within their designated area, beginning on the third floor and working their way down. They are to use the east or west stairwell and meet in the main atrium once their half of the facilities have been vacated and exit through the main doors.

The EAST facilities include:

- MSS-3110, Media Development Lab
- MSS-3045, PA Office
- MSS-2045, Green Room
- MSS-2060, Soundstage East and grip cage
- MSS-2020, Soundstage West and grip cage
- MSS-2015, Conference Room
- MSS-2010, 3D Animation Lab
- MSS-2100, Sound Mixing Suite & Booth
- MSS-2160, Color Correction & Booth
- MSS-2150, Media Development Lab
- MSS-2120, Collaborative Partner Suite & Mo Cap Lab

The WEST facilities include:

- MSS-3150, Stop Motion Room
- MSS-3152, VR Lab
- MSS-3156, Stop Motion Room
- MSS-3158, Stop Motion Room
- MSS-3170, 2D Animation Lab
- MSS-3172, Stop Motion Room
- MSS-3190, Conference Room
- MSS-2175, Media Development Lab
- MSS-2170, Demo Lounge
- MSS-2180, Wegmans Theater and Booth

Fire evacuation captains: Amanda Hughes and Jennifer Hinton

Back up evacuation captains: Eva Sarachan-Dubay and Brenda Schlageter

RIT Annual Fire Inspections:

The New York State Office of Fire Prevention and Control performs an annual, campus wide fire safety inspection in coordination with RIT Environmental Health and Safety. This process involves inspecting all buildings across campus for fire code compliance, and typically takes about a month to complete.

Safety and compliance is a top priority for MAGIC. As such, the follow common violations are routinely addressed:

- The use of permanent extension cords. Extension cords are only to be used for temporary power access, such as using a vacuum or set up for an event. Note that powering electronics via power strip is in compliance with fire code – these are different than extension cords
- Blocked exits
- Excessive storage of paper and combustibles, such as piles of cardboard boxes.
- Candles
- Space heaters

Studio Safety and Best Practices:

It is the responsibility of the RIT Environmental Health and Safety (EH&S) Department to ensure faculty, staff, students, and visitors have a safe and healthy working and learning environment in all RIT owned labs and studios. Our goal is to ensure our community has access to appropriate information, support, and equipment needed to work safely throughout the MAGIC facilities. Please see RIT EH&S studio safety tips:

Studio Safety DOs:

- Always wear appropriate PPE (close toed shoes, safety glasses, etc)
- Inspect space before use to ensure safe working conditions. Report and obvious damage or hazards to facilities manager
- Keep work areas clean and uncluttered
- Be prepared to contact Public Safety in case of emergency
- Use the buddy system (see below)

Studio Safety DO NOTs:

- Do not neglect the use of appropriate PPE (close toed shoes, safety glasses, etc)
- Do not attempt to use any equipment or facilities you have not been properly trained on
- Do not use any equipment or facilities which have been damaged or are not functioning properly
- Do not work alone without a buddy

The Buddy System:

RIT has developed a system for maintaining the health and safety of individuals who work on campus outside normal business hours or on weekends. The Buddy System requires any lone operator or worker to identify someone, known as their “buddy,” who will be in contact with them and know their whereabouts in the event communication is lost with that person on campus.

Buddies can be:

- In the room with you
- On-site but in communication with you on a pre-determined schedule
- Off-site but in communication with you on a pre-determined schedule

A buddy must:

- Be made aware of the potential hazards in your working area
- Be available for the duration of your work
- Check in with you on the agreed upon cadence
- Know to call public safety if communication is lost with the following information:
 - o Name of lost buddy
 - o Building and room number
 - o Time communication was lost

Learn more about the RIT Buddy System Policy here:

https://www.rit.edu/ehs/sites/rit.edu.ehs/files/documents/Buddy%20System_0.pdf

FMS Tickets:

All building emergencies, such as a water leak, should be reported to Amanda Hughes. In the case Amanda is not available, you should submit a work order either online or by phone:

<https://help.rit.edu/sp>

(585) 475 – 5000

After you report the issue, please still inform Amanda so she can follow up with FMS.

Mental Health:

We all have a responsibility to support the mental health needs of our students, but it is important for us to recognize that we are not trained mental health professionals. Sometimes the best course of action for us is to connect students to the support and emergency services provided by RIT.

RIT’s Counseling and Psychological Services provides confidential and personalized services to meet the mental health needs of currently enrolled, undergraduate and graduate students. RIT offers a variety of services to help students through difficult times, including individual and group counseling, crisis intervention, consultations, online chats, and mental health screenings.

Campus Location: 2100 August Center, second floor

Phone: During Business Hours: 585-475-2261

After Business Hours, Weekends/Holidays: 855-436-1245

Email: caps@rit.edu. Do not use e-mail in an emergency situation, since you cannot be assured that a counselor will open it at your time of need.

For urgent matters during business hours, contact Counseling and Psychological Services at 585-475-2261. For urgent matters that cannot wait for business hours, call 1-855-436-1245 to speak with a mental health provider, or call Public Safety at 585-475-3333.

If you observe a student's behavior that is concerning, worrisome, or threatening from a health and wellness context, you are encouraged to submit an anonymous Tiger Concern Report. Reported concerns are reviewed during regular business hours by the Student Behavior Consultation Team (SBCT). The report can be filed anonymously, but it is helpful to include your contact information should SBCT have additional questions. If you feel that someone is in immediate danger, including yourself, please contact RIT Public Safety immediately at 585-475-3333 or call 911.

For more information and to submit a report, please go to: <https://www.rit.edu/reporting-incident>

Civil Disturbances:

- Report civil circumstances to Public Safety
- Do not argue with participants
- Have employees, students, or visitors leave the immediate area
- Lock all doors
- Stay away from windows and exterior doors
- Public Safety will issue further instructions upon arrival
- Reminder: Inserting yourself in a violent situation may lead to you and others getting hurt. Let the authorities deal with the situation.

AED:

At this time, AED devices have not been installed in our building. Once they have, this section will be updated and additional information will be provided. The closet AED to MAGIC is located on the first floor entrance of the Gordon Field House (D Lot entrance).

Trainings:

You are encouraged to complete RIT trainings related to safety, mental health, etc. All trainings can be found at: <https://www.rit.edu/talentdevelopment/talent-roadmap>

In particular, these two trainings are highly encouraged:

Armed Intruder – Run-Hide-Fight

Participants will learn what an armed intruder incident is, what RIT is doing to protect the campus, and how faculty and staff should respond if one should occur on campus. The course is

facilitated by Public Safety through regular Talent Roadmap offerings at:
<https://www.rit.edu/talentdevelopment/talent-roadmap>.

Recognizing & Responding to Escalating Behavior

Faculty and staff will learn how to recognize, differentiate, and respond to warning signs of escalating and troubling behavior in the workplace. They will also learn about their role and responsibilities to address potential work place and classroom violence. Discussions will help faculty and staff plan for solution focused tactics and strategies while learning about key safety resources. This program is provided through RIT's Talent Roadmap at:
<https://www.rit.edu/talentdevelopment/talent-roadmap>.

Important RIT Contacts:

- Gary Moxley, Executive Director, Public Safety
- Chris Denninger, Director Behavior Threat Management & Emergency Preparedness
- Jody Nolan, Environmental Health and Safety Manager
- Melinda Ward, AVP, Global Risk Management Services

We have consulted with these RIT colleagues regarding the creation of this SOP and will continue to speak with them and refer to them as a resource as we update this document and our procedures.

Notes:

- Unlike other SOPs, this one will be shared with all MAGIC faculty, staff, residents, student employees and will be incorporated into onboarding/training sessions each semester.
- Each August, this SOP, along with the updated RIT SOP will be emailed to all MAGIC faculty, staff, residents, student employees. The first version of this will be emailed in January 2024 when this procedure was first established.
- A laminated copy of these procedures will also be kept in a binder at the MAGIC front reception desk, PA office, Grip Cage.

Revision History

- a. Approval Date: January 5, 2024
- b. Responsible Party: Jennifer Hinton and Amanda Hughes
- c. Edit History: