

Boston College On-Campus Emergency Reference Guide

Boston College is committed to protecting the safety and well being of all members of its community. Students, faculty, and staff can help the University safeguard the campus by taking preventative measures to ensure safety and preparedness, and by referencing this guide in the event of an emergency.

This guide is intended to serve as a quick reference in many different types of emergency. This is not a comprehensive list of instructions and resources, rather a reminder of the basic steps that should be taken to minimize risks associated with a given hazard and to protect yourself and others from harm.

You should review this guide and be familiar with its content *before* an emergency occurs.

Because emergencies can vary greatly, the instructions provided by the University and emergency personnel at the time of the incident may change or even conflict with those listed in this document.

Any questions or procedures or response can be directed to the Boston College Office of Emergency Management at 617-552-4316 or bc_emergency@bc.edu.

Medical Emergencies

If you believe that someone is experiencing a medical emergency, contact the Boston College Police immediately at 617-552-4444.

Be prepared to provide specific information about your location and the nature of the emergency.

In Case of Fire

If you smell smoke or see any evidence of smoke or fire, or the fire alarm activates in your building:

Immediately evacuate the building.

If an alarm is not already sounding, immediately activate the nearest fire alarm pull station.

Call 911 and contact BC Police at 617-552-4444 as soon as possible after evacuating the building.

BC POLICY REQUIRES ALL INDIVIDUALS TO IMMEDIATELY EVACUATE THE BUILDING WHEN A FIRE ALARM SOUNDS. IMMEDIATELY PROCEED TO THE NEAREST EXIT.

Evacuation Procedures

Leave the building in an orderly manner using the nearest exit. DO NOT use elevators.

Feel closed doors with the back of your hand before opening. If a door is hot, DO NOT open it.

If it is safe to do so and you have time, close doors and windows behind you as you evacuate.

Assist others who need help evacuating.

If someone is unable to evacuate, tell them to wait by the nearest stairwell.

Individuals unable to evacuate should contact BC Police at 617-552-4444 and remain calm until help arrives.

Once you are out of the building, assemble with others a safe distance from the building (at the designated meeting site, if you know where that is).

Evacuation Procedures (continued)

Notify emergency responders of the locations of people who are trapped or unable to evacuate.

Do not reenter the building until you are told by emergency responders that it is safe.

Severe Weather including lightning, hail, high winds, and tornadoes

Weather Watch - is issued when the risk of hazardous weather has increased significantly. This means that severe weather is possible in your area. You should have a plan of action in case a storm threatens and you should listen for later information and possible warnings especially when planning travel or outdoor activities.

Weather Warning - is issued when severe weather is imminent or ongoing in your area. A Warning means that weather conditions pose a threat to life or property. You must take immediate protective action. When a Warning is issued in area, you should immediately go indoors and shelter yourself from the severe weather event.

If you see or hear threatening weather or hear that a Severe Weather Warning has been issued for your area:

Seek shelter immediately indoors and away from windows. Safe places include interior rooms and hallways on the lowest floors of buildings.

Close all doors and windows and stay away from exterior doors and windows. Put as many walls and floors as possible between yourself and the exterior of the building.

DO NOT go outside until the storm has passed.

Seek more information

Check the BC Emergency website at www.bc.edu/emergency or call the BC INFO line at 1-888-267-2655.

Listen to a weather radio or local media reports.

DO NOT call BC Police unless you need emergency assistance.

If you hear thunder or see lightning, follow the 30/30 rule:

If you see lightning and cannot count to 30 before hearing thunder, you are within the range of a possible lightning strike.

Go indoors immediately and stay away from doors and windows. Do not use electronics including TVs and computers. Do not use running water.

Remain indoors until 30 minutes after you see the last lightning or hear the last thunder, even if it is sunny or no longer raining outside. Lightning can jump up to 10 miles, and can strike even if it is not raining.

If a Tornado Warning has been issued:

TAKE SHELTER IMMEDIATELY

Move to an interior hallway or room on the lowest floor of a building. Smaller rooms are safer than large rooms.

If possible and if it is safe to do so, alert others and encourage them to seek shelter.

If you are outdoors, immediately move to the nearest building and seek shelter in an interior room or hallway. Do not remain in a vehicle. Alert others to the oncoming tornado and encourage them to seek shelter.

Flying and falling debris causes most tornado injuries and fatalities. Make sure to protect yourself appropriately.

After the storm

Be careful of storm debris including downed tree limbs. Look out for downed utility wires and do not approach or touch downed wires for any reason. Assume all downed wires are live. Alert others to downed wires.

Check yourself and those around you for injury.

If you smell gas or hear a hissing sound, open windows and evacuate the building immediately.

Evacuate damaged buildings and do not reenter buildings until the building is declared safe by authorities.

Call 911 or BC Police ONLY to report life-threatening injuries.

Power Outage (continued)

If directed to do so, evacuate the building in an orderly manner.

Move cautiously to a lighted area. Exits may be indicated by lighted signs.

DO NOT light candles or use any other kind of flame for light. This represents a major fire hazard.

DO NOT use elevators to evacuate a building during a power outage.

Be prepared for multiple outages.

Assist others who need help evacuating, if possible.

Check www.bc.edu/emergency or call 1-888-267-2655 for more information during a prolonged outage.

Water Leak

Report all water leaks immediately to the Work Order Center at 617-552-3048 or BC Police at 617-552-4440 if a water leak occurs after hours.

If it is safe to do so, turn off all electrical devices.

If hazardous materials are involved, refer to the **Hazardous Materials** section of this document.

If a water leak is due to a storm, relocate to a safer area or alternate location.

Take actions to protect property. Unplug any electronics. Move things that may be damaged to an elevated area.

Use absorbent materials to contain the water and isolate the affected area if it is safe to do so.

Hazardous Materials Release

Hazardous materials are defined as any substance that causes or may cause adverse effects on health or safety of individuals, the general public, or the environment.

If there has been a release of chemicals or exposure to potentially hazardous materials:

AVOID FURTHER EXPOSURE TO THE HAZARD

Contact BC Police at 617-552-4444 as soon as it is safe to do so.

Be prepared to provide information about the name and quantity of the material, the location of the incident, number of people who have been injured or exposed, and if fire or explosion has occurred.

Follow all instructions that you are given.

If you believe that the area is unsafe, or are told to do so by emergency responders, evacuate the area immediately

As you evacuate the area, alert others of the release and encourage them to leave the area, if it is safe to do so.

Assist others who need help evacuating.

Request that exposed individuals remain nearby until emergency responders arrive.

Isolate the area and wait for responders to arrive. Do not return to the area until you are told by responders that it is safe.

If you are trained and can do so without risking exposing yourself to the hazard:

Turn off any sources of ignition.

If it is safe to do so, prevent further chemical release.

Attempt to prevent chemical from entering drains by using absorbent material or by blocking drains.

Locate the Material Safety Data Sheet for the released chemical and provide it to responders.

Suspicious Package

A suspicious package may contain dangerous items or substances. Some typical characteristics that should trigger suspicion include packages that:

- Have protruding wires or aluminum foil, strange odors, or stains.
- Are of unusual weight given their size, are lopsided or oddly shaped.
- Are marked with threatening language.
- Have excess postage or packing material, like tape or string.
- Are unattended bags under suspicious circumstances.

An unattended bag or package is not necessarily suspicious. It is important to consider the circumstances.

If you witness a person deliberately place a bag somewhere and leave the area, this may be cause for suspicion.

If you receive or notice a package or container that you consider to be suspicious:

Do not go near, touch, or otherwise disturb the package.

If you are holding the package, put it down gently on a solid surface or on the floor.

If there is powder or liquid coming from the package, try to set it down in a container like a trash can, or bucket.

Do not activate the fire alarm system and do not use a cell phone near the package.

Avoid the immediate area where the package is located and alert others to avoid the area:

Contact BC Police at 617-552-4444 immediately and provide as much information as possible about the object and location.

Notify your supervisor and/or staff.

Prepare to evacuate the building. Evacuate ONLY if told by responders to do so.

As you evacuate, be alert for anything that appears suspicious. Report anything suspicious to the authorities. Prepare to meet responding police officers and provide as much information as possible.

Threat

If you receive a threat of any kind:

Record the time that the threat was received.

Try to record the threat exactly as it was said or written. Be clear about the type of threat being made.

Suspicious Person

A suspicious person could be someone displaying erratic behavior or someone who include attempting to gain entry to vehicles or buildings, climbing fences, or loitering in an unusual area.

If you witness someone who appears suspicious or who is displaying suspicious behavior:

Avoid the person and the area where they are located. Do not confront the person or prevent them from leaving the area.

Report suspicious persons or suspicious behavior to BC Police immediately at 617-552-4444

You may hear multiple rings, but stay on the line until your call is answered.

When reporting to BC Police, make sure to provide details about the individual behavior or appearance that you believe to be suspicious.

Violent Act

Violence can come in many forms including domestic and workplace violence. In any situation where you feel that someone may threaten the safety of you or your classmates, coworkers, friends, or roommates, it is important that you contact the BC Police as soon as possible. In situations such as these, do not confront the person or provoke them in any way. Do not prevent the person from leaving the area, and make sure to leave yourself a route of escape.

Active Shooter

In any situation where you believe that a person may be threatening your safety, particularly if the person is carrying a weapon or you hear something that sounds like gunshots, it is most important that you shelter in place and prevent the person from gaining access to the room or area that you occupy DO NOT investigate a person or situation where your safety may be threatened.

In Case of Earthquake

If the ground or a building that you are in begins to shake:

If you are outdoors:

Stay outdoors. Do not attempt to enter a building.

Move away from trees, poles, and buildings.

If you are indoors:

Stand in a doorway or get underneath a sturdy piece of furniture such as a table or a desk.

Once you are out of the building, assemble with others a safe distance from the building (at the designated meeting site, if you know where that is).

Notify emergency responders of the locations of people who are trapped, injured, or unable to evacuate.

Do not reenter the building until you are told by emergency responders that it is safe to do so.

If individuals are injured, provide care if you are comfortable doing so. Refer to the Medical Emergency section of this document.

Do not call 911 or BC Police unless a life-threatening emergency exists.

If you are trapped by debris:

Do not light a match or use any source of flame.

Remain as still as possible to avoid kicking up dust.

Cover your mouth with clothing, if possible.

Tap on a pipe or wall so that rescuers can locate you.

Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.



Building Evacuation (continued)

Exit in an orderly fashion. Do not run or push. Running can lead to falls and injuries.

Gather at a designated meeting site a safe distance from the building, taking care not to block exits.

Stay together and assess who is present. Faculty members, supervisors, and residence halls directors should gather names of students, employees, or residents present.

Report the condition and location of any people unable to leave the building or area or who need assistance evacuating to emergency responders.

Wait for the all clear from emergency personnel before attempting to re-enter a building or area.

Students, faculty, and staff will be directed to a temporary shelter if the building is deemed unsafe for a significant period of time.

Individuals with Disabilities:

During an evacuation, follow the same procedure outlined above.

If you need assistance leaving a building or area, notify a friend, co-worker, roommate, etc. that you will wait by the nearest stairwell.

Do not use an elevator during an evacuation.

Call BC Police from your cell phone at 617

Tips to Help You Prepare For Emergencies

Be Informed:

Know what types of hazards are common in your area, and what you should do and where you should go should an emergency occur.

Attend safety and security information sessions and classes.

Know how to get official information in case of an emergency.

Update your contact information through the BC Portal at <https://portal.bc.edu> Program a family member or close friend into your cellphone as ICE (In Case of Emergency) in the name field. Emergency responders can use this to contact someone you designate if you are incapacitated.

Be Prepared:

Review this guide. Be familiar with how to obtain information from it if needed.

Take responsibility for your own preparedness by taking steps to educate and equip yourself for an emergency.

Develop a plan to communicate with your family and friends during an emergency.

Designate a single contact outside of your area be sure that family and friends know who the contact is and how to reach them.

Notify family and friends if you are affected by an emergency so they

notify your designated contact person.

Learn CPR and First Aid. These skills might save a life, including your own.

Develop a personal emergency plan for your school or workplace and residence which includes:

Know two ways out of all rooms, and the location of the nearest fire extinguisher.

Pre-designate meeting places for family, friends, co-workers, and/or roommates.

One location just outside of where you live/work.

live/work.

My Building Emergency Info



Boston College Police Department	617-552-4444 (emergency)
.....	617-552-4440 (non-emergency)
Environmental Health & Safety	617-552-0300
Work Order Center	617-552-3048
Emergency Information Line	1-888-BOS-COLL
Office of Emergency Management	617-552-4316
University Health Services	617-552-3225
University Counseling Services	617-552-3310
Office of Residential Life	617-552-3060

For more information on emergency procedures and preparedness on-campus, visit:

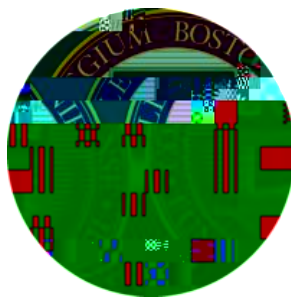
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Office of Emergency Management