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**Student Welcome**

Please review this guide to know the resources available to you in times of need. Knowing you have the information at your disposal gives you the confidence to deal with emergencies most effectively. At the same time, remain alert and attentive of your surroundings and watch out for an over-confidence bias because you are already familiar with the US environment. NYC is, in many ways, its own cultural environment so be more cautious than you normally would, especially as you adjust. In addition, please do not underestimate the value of looking after one another; encouraging the group’s health and safety. Please understand that responding promptly to emergency communication is essential.

**EMERGENCY CONTACT INFORMATION**

**Boston University Study Abroad In-Country Director and Staff:**

*After Hours Emergency Phone Numbers:* Educational Housing Services RA Emergency duty phone: 917-623-4690

<table>
<thead>
<tr>
<th>Program Site Director: Mattie Clark</th>
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<tbody>
<tr>
<td>Phone: 603-340-6222</td>
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<tr>
<td>Email address(s): <a href="mailto:mattie@bu.edu">mattie@bu.edu</a>, <a href="mailto:mattiemarieclark@gmail.com">mattiemarieclark@gmail.com</a></td>
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<tr>
<th>Second Contact: Andy Dillow</th>
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<tr>
<td>Title/Position: Director – The Intern Group</td>
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<tr>
<td>Phone: Business Hours: 917-201-7352 Cell/after hours: 917-515-8230</td>
</tr>
<tr>
<td>Email address(s): <a href="mailto:andy.dillow@theinterngroup.com">andy.dillow@theinterngroup.com</a></td>
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<tr>
<th>Third Contact: Taylor Rogers</th>
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<tr>
<td>Title/Position: Residence Director of Student Life - EHS</td>
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<tr>
<td>Phone: Business Hours: 212-977-7622</td>
</tr>
<tr>
<td>Email address(s): <a href="mailto:trogers@studenthousing.org">trogers@studenthousing.org</a></td>
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**Local First Responders**
Primary Emergency Phone Number: 911

Police Station Phone Number: (718) 875-6811
Address: 210 Joralemon St, Brooklyn, NY 11201

Fire Station Phone Number: 1-718-999-2000
Address: 9 Metrotech Ctr Brooklyn, NY 11201

Ambulance Service Phone Number: 911

Counseling or Mental Health Phone Number: 1-800-LIFENET

Add others as needed or remove this reminder

Boston University Study Abroad Office

During Business Hours: 1-617-353-9888

Emergency (after-hours) phone number: 1-617-594-3215

Executive Director (Gareth McFeely): 1-617-992-8487 garethmc@bu.edu
Director, Site Operations (Julliet Mayinja): 1-857-218-8783 jmayinja@bu.edu
General Switchboard (Office Hours): 1-617-353-9888 abroad@bu.edu

Global Programs
Associate Director, Health Safety & Security
(Joe Finkhouse mobile)

Global Programs

Health and Travel Insurance
International Students: BU Aetna

Institute/ University Partner: The Intern Group and EHS
Please enter all contacts applicable to the local situation- (remove this reminder)

Partner’s 24/7 emergency/security or hotline number:

Educational Housing Services RA Emergency duty phone: 917-623-4690

First Contact: Andy Dillow
Organization: The Intern Group
26 Broadway, 8th Floor - 10004
Title: Director
Phone: Business Hours 917-201-7352  Cell/after hours: 917-515-8230
Office Hours: 9-6am M-F
Email address(s): andy.dillow@theinterngroup.com

Second Contact: Brian Limbo
Organization: The Intern Group
Title: Experience Coordinator
Cell/after hours: 973-462-9973
Office Hours: Varies, Weekends
Email address(s): brian.limbo@theinterngroup.com

Third Contact: Taylor Rogers
Organization: EHS
Third Contact: Taylor Rogers
Title/Position: Residence Director of Student Life - EHS
Phone: Business Hours: 212-977-7622
Email: trogers@studenhousing.org

Health Services, Physicians & Hospitals

Physician #1
Name: Charles Berk
Specialty or type of practice: Internal Medicine
Address; 185 Montague St FL 3 Brooklyn, NY 11201
Phone: 1-718-624-6185  Office Hours: 9-19:00
Name: UMD Urgent Care  
Address: 109 Montague St. Brooklyn, NY 11201  
Phone: 1-718-522-3383

**Physician #3 – primarily female students**

Name: Planned Parenthood  
Address: 44 Court Street Brooklyn, NY 11201  
Phone: 1-212-965-7000

**Hospital or clinic #1**

Name: NYU Langone Brooklyn Heights  
Address: 175 Remsen Street Brooklyn, NY 11201  
Phone: (718) 488-1814

**Hospital or clinic #2**

Name: Brooklyn Hospital Center  
Address: 121 Dekalb Ave Brooklyn, NY 11201  
Phone: 1-718-250-8000
Mental Health Specialist #1
Name: RevitaLife Therapy
Address: 300 Cadman Plz W Brooklyn, NY 11201
Phone: 1-646-661-3840            Office Hours: by apt: revitalifetherapy.com

Mental Health Specialist #2
Name: Dr. George Wing MD Psychiatrist
Address: 40 Clinton St Brooklyn, NY 11201
Phone: 1-718-875-0464            Office Hours: 24hrs

Mental Health Facility #1
Name: South Beach Psychiatrist Center
Address: 250 Baltic St, Brooklyn, NY 11201
Phone: (917) 565-8294

Pharmacy #1
Name: Careland Pharmacy
Address: 84 Clark Street Brooklyn NY 11201
Phone: 1-347-987-4315
Hours of operation: 8:30-20:30

Pharmacy #2
Name: CVS
Address: 156 Henry Street Brooklyn, NY 11201
Phone: (718) 237-5001
Hours of operation: 8am-9pm
Other Useful Numbers

Bank:

Chase Bank - 177 Montague St. Brooklyn, NY 11201 - 1-718-330-1356

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<tr>
<th>MTA Station Address</th>
<th>MTA Police Department</th>
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<tr>
<td>2/3 Clark Street Station located adjacent to residence</td>
<td>1-888-MTA-911-PD</td>
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Yellow Cab NYC - (800) 609-8731

Designated Assembly Point

The primary assembly point the program site is:

On Clark Street, from Henry Street to Cadman Plaza Park.

Directions to the primary Assembly Point:

Right or East immediately out of the building's Clark Street entrance.
Shelter-In Place

Overview: In the event of environmental (gas leak, external chemical fire) or natural hazards (sudden storm, tornado etc.) or other major event, authorized authorities or program staff may require students and staff to stay indoors for their own safety, rather than evacuate. A shelter-in-place command usually lasts from a few minutes to a few hours.

On notification of the order to Shelter-in-Place, anyone who is in the building must remain in the building. All students, faculty and visitors will assemble at the listed location(s).

Sheltering location(s) is/are: the internship location or the EHS residence hall.

Students will shelter in place in their dorm. EHS also has other locations that students would be moved to as needed.

The doors should be locked.
In the case of a storm, close blinds and curtains to curtail flying objects that may hit the building

Everyone will remain in the shelter location until the all-clear has been sounded and normal operations resume.

If possible (phone lines are working, electricity is still on etc.), students should call their parents to inform them of their safety.

Staff will contact students not on the premises and advise them to stay away. If you are off-site and are advised to stay away, please do so. Staff will contact you again when the situation has cleared.

If more than one shelter location is needed, each room will have a responsible person assigned to distribute supplies, record names and communicate with the BUSA office as well as the responsible persons in other shelter locations.
Fire & Premises Evacuation Plan:

Notification of the need to evacuate will be by the following means:

The resident is notified to evacuate via the Fire Alarm System, which includes: alarm soundings, PA announcements, and strobe lights throughout the building.

RA (917-623-4690) is first responder for building evacuation.
Emergency Response Team and Assignments

**Incident Commander:** the most senior person available on site at the time of the emergency situation becomes the Incident Commander (IC). The IC directs local efforts and is the primary contact person with both local authorities and the Boston University. The IC position is relinquished when a more senior person arrives to assume command or when the shift is over.

Incident Commanders will be assigned in the following order:

1. Mattie Clark,
2. Andy Dillow
3. Taylor Rogers (or EHS after-hours RA on-duty)