

Boston University, Emergency Preparedness and Response Procedures

The University has asked all faculty to inform students of these procedures, prepared by the Emergency Response Planning Division.

To report an emergency or suspicious activity: Call the Boston University Police Department at 617-353-2121 on the Charles River Campus, and Public Safety at 617-414-4444 on the BUMC campus.

Shelter in place – general guidance

Although it is unlikely that we will ever need to shelter in place, it is helpful to know what to do just in case. No matter where you are, the basic steps of shelter in place will generally remain the same.

- If you are inside, stay where you are unless the building you are in is affected. If it is affected, you should evacuate. If you are outdoors, proceed into the closest building or follow instructions from emergency personnel on the scene.
- Locate an interior room to shelter inside. If possible, it should be above ground level and have the fewest number of windows. If sheltering in a room with windows, move away from the windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows (for a tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems as you are able. (University staff will turn off ventilation systems as quickly as possible).
- Make a list of the people with you and ask someone to call the list in to BUPD or BUMC Public Safety so they know where you are sheltering and who is with you. If only students are present, one of the students should call in the list.
- Await further instructions. If possible, visit the BU or BUMC main web pages for incident updates (<http://bu.edu> or <http://www.bumc.bu.edu>) or call the BUGW Information Line 617-358-SAFE (7233) or BU cable television.
- Make yourself comfortable and look after one other. You will get word as soon as it is safe to come out.

Evacuation

An evacuation will be considered if the building we are in is affected or we must move to a location of greater safety. We will always evacuate if the fire alarm sounds. In the event of an evacuation, please gather your personal belongings quickly (purse, keys, BU ID card, etc.) and proceed to the nearest exit. Do not use the elevator. Once you have evacuated the building, proceed to your primary rendezvous location:

BU Alert

BU Alert provides free notification by e-mail or text message during an emergency. If you receive a BU Alert notification during class, you are encouraged to share the information immediately.