1.0 Purpose and Scope

1.1 The purpose of this plan is to establish procedures to be taken in the event a partial or complete evacuation of students, faculty and staff becomes necessary. It is intended to be activated in conjunction with the Boston University Emergency Response Plan to ensure a safe, orderly, and efficient evacuation.

1.2 The Charles River Campus has approximately 11,000 students in university housing on campus. These students are the primary focus of this evacuation plan.

1.3 This plan has been developed in response to a request from the City of Boston as part of the update of the City’s Evacuation Plan which includes designated evacuation routes, an emergency alert system and Neighborhood Emergency Centers. The Boston Police Department will be the lead agency in case of a City-wide evacuation.

2.0 Assumptions

2.1 Evacuation of the Charles River Campus (CRC) may be necessary in part or in entirety due to fire, flood, loss of power, loss of medical gases, exposure to a chemical spill or radiation, bomb threat, structural damage buildings, or for any conditions under which the environment can not support ongoing operations. In many situations it is better to avoid evacuation.

2.2 Evacuation of any part of the campus will require the declaration of a Major Emergency (Phase 3) and activation of the Charles River Campus Emergency Response Team.

2.3 Evacuation would be coordinated by the Command Center with the assistance of Boston EMS, Boston Fire Department, Boston Police Department, American Red Cross and may require additional assistance from regional and state emergency management agencies.

2.4 Students will be evacuated via the safest route identified prior to the evacuation of faculty and staff.

2.5 During an evacuation all faculty and staff will remain available to support the student evacuation.

2.6 Staff and faculty may be asked to function outside their normal scopes of responsibilities. Personnel should report to their immediate supervisor for instructions.

2.7 Bus transportation is expected to be the primary mode of evacuation. Presumably many students, faculty and staff will self evacuate without assistance by public transportation or private vehicle.
3.0 Declaration

3.1 The decision for partial or complete evacuation of the CRC may be made by a public agency such as the Governor’s Office, the Mayor’s Office, Boston Mayor’s Office of Emergency Management, and Boston Fire Department or by the BU Incident Commander.

3.2 A Level 3 emergency situation level will be the declaration level for any event that requires the evacuation of any portion of the campus.

3.3 The declaring authority will provide the command center personnel with the level of declaration, the type of event, and any pertinent information.

3.4 All communications from the Boston Police Department and the city of Boston regarding Evacuation Orders shall be made to The Boston University Police Department Headquarters at 617.353.2121.

4.0 Procedures

4.1 Emergency Assembly Areas

The following four locations are designated as Emergency Assembly Areas in the Boston University Emergency Response Plan:

- George Sherman Student Union (Maximum Capacity: 2,000- Main Ballroom; 400 – Ziskind Lounge)
- Agganis Arena and Fitness and Recreation Center (Maximum Capacity – 8,000)
- Track and Tennis Center, 100 Ashford St. (Maximum Capacity 1,800)
- Walter Brown Arena (Maximum Capacity – 3,100)

Upon notification of an evacuation students will be instructed to report to the nearest Emergency Assembly Area. Materials, supplies, equipment, personnel, and comfort items will be mobilized to the staging area to support students, faculty and staff prior to disposition and transportation to a final destination.

4.2 Student Census Sheets

Upon notification of the need to evacuate ORL staff with support from other staff and faculty will complete the student census sheets (Appendix A, make copies as needed). or use the student’s identification card with the card swipe system for all students who report to the Assembly Areas. If normal communication systems exist, census forms are to be emailed to the Planning Chief at within 15 minutes. If communication systems have failed, command center staff will ensure the collection of these forms for delivery to the Command Center.

4.3 Busing Arrangements and Staging Areas

The Office of Parking Services and the Office of Housing will execute plans with local bus and transportation companies to deploy buses to the University in case of a declared evacuation. Bus staging areas will be demarcated by the BU Police near the Emergency Assembly Areas.

4.4 Traffic and Pedestrian Routes

Commonwealth Ave. is a designated evacuation route according to the City’s Evacuation Plan. The Boston University Police will work with the
City and state public safety agencies to ensure that evacuation routes are kept open and monitored

4.5 Staging Area Tracking Sheets
Staff assigned to the Staging Area will complete the staging area sheet on all students to document student arrival, destination, priority of transport, mode of transport, and departure time (Appendix B, make copies as needed). If normal communication systems exist, Staging area sheets are to be emailed to the Planning Chief at the Command Center each hour. If communication systems have failed, Command Center Staff will ensure the collection of these forms for delivery to the Command Center.

4.6 Student Information Area
Designated area to coordinate inquiries by phone or in person of concerned parents under the direction of the Office of the Dean of Students. The location will be communicated at the time of the event dependent upon safety conditions.

4.7 Medical Triage Area
Designated area for the triage, prioritization, stabilization, and transport of any injured students under the direction of the Student Health Center or ranking medical staff member (i.e. BMC, Commonwealth Medical, OHC, etc). The location will be communicated at the time of the event dependent upon safety conditions.

5.0 Emergency Housing Arrangements
The Office of Housing and the Office of Environmental Health and Safety have contacted other universities in New England area and begun discussions regarding a mutual aid agreement in case emergency housing is needed. These discussions are expected to continue and any final agreement will be incorporated into this plan.

6.0 Communications
6.1 Portable 2-way radios will be distributed to key departments and medical units as necessary.
6.2 As necessary, cellular phones will be available from Telecommunications.
6.3 A messenger system may be established using Disaster message forms found in Appendix F of the Emergency Response Plan.

7.0 Roles & Responsibilities
Incident Commander or designee will open the Command Center to coordinate all actions necessary to effect a safe and orderly evacuation of the facility. Normally the command center will be located in the first floor conference room at 25 Buick Street. Alternative sites for command will be identified and communicated at the time of the evacuation if needed.

Boston University Police will direct officers to secure all entrances and exits to prevent unauthorized persons from re-entering buildings. BU Police will identify safety routes for pedestrian traffic and facilitate movement of evacuated employees reporting for duty. Police officers will be notified via radio to direct personnel to the designated areas. All visitors will be directed to exit the institution via a safe route. Parents and family members will be directed to the
Parent Information Center Media will be directed to a designated media briefing area.

**Status Leader** will ensure the receipt of or collection and delivery of all census forms and staging area census sheets to the command center. Organize and direct status sessions. Receive all status reports.

**Operations Officer** will determine the order in which student evacuation will occur based on safety, vulnerability, and acuity. If possible, evacuation zones will be identified and mobilized according to the following sequence
- Areas of immediate threat (fire, flood, structural failure)
- Areas of moderate threat
- Low threat areas

**Liaison Officer** will coordinate the distribution of the evacuated student population to alternative sites with the assistance of local, state, and federal emergency management agencies.

**Public Information Officer** will identify and communicate the location of the media briefing area and coordinate all necessary media interactions. Will prepare a script containing information about the event with numbers to call for further information. This will be provided to the Command Center and the Family Assistance and Community Assistance Centers to read to family and others calling for information. This information will also be made available via webmail, general announcement, the emergency hotline announcements, and through the Command Center to update university employees.

**Student Tracking Leader** will maintain accurate accounting of student origin, time of departure, method of transportation and destination.

**Communications Leader** will coordinate required group and individual pages, overhead announcements, and the direction of incoming calls to the appropriate site.

**Transportation Leader** to assist in the mobilization of students from the Assembly Areas to the staging areas.

### 8.0. Transportation Prioritization Procedure

9.1 If there are injured students, a triage procedure will be established for transportation

9.2 The staging area form will be completed by staging area personnel to confirm receipt of an injured in the staging area and to track destination, method of transport, and departure time.

9.3 A Triage procedure will be implemented to prioritize transport

9.4 Students will be triaged by medical staff upon arrival in the staging areas and categorized into transport categories (figure 1).
<table>
<thead>
<tr>
<th>Color Code</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>Priority transport</td>
<td>Life threatening conditions or dependent on life support.</td>
</tr>
<tr>
<td>Yellow</td>
<td>Secondary transport</td>
<td>Require continuous medical monitoring (May include but not limited to altered mental status)</td>
</tr>
<tr>
<td>Orange</td>
<td>Delayed transport</td>
<td>Stable medical and surgical conditions</td>
</tr>
<tr>
<td>Green</td>
<td>Scheduled transport</td>
<td>Students for whom transport can be scheduled as available</td>
</tr>
</tbody>
</table>

**10.0 Recovery and Re-Occupancy**

10.1 The Incident Commander will convene a status briefing session that includes all appropriate command staff.

10.2 Incident Command staff and all appropriate contributing authorities will complete sectional status reports to include sectional impact, actions required for recovery, and estimated time of completion.

10.3 The Incident Commander may make the authorization for re-occupancy after recovery of facility integrity and staffing has been confirmed as adequate.

**11.0 Key References and Resources**

Boston University Emergency Response Plan
City of Boston Evacuation Plan
"Ready Boston" An Emergency Evacuation Guide for City Residents

**Appendix A – Student Census FORM**

TO BE FILLED OUT/ CHECKED OFF ON ALL STUDENTS

<table>
<thead>
<tr>
<th>NAME</th>
<th>BU ID #</th>
<th>DOB</th>
<th>LOCATION</th>
<th>Cell phone</th>
<th>Medical</th>
<th>Family Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Anybody</td>
<td>000000001</td>
<td>00 / 00/ 00</td>
<td>Anyfloor</td>
<td>Medical</td>
<td></td>
<td>Dr. Anyone</td>
</tr>
</tbody>
</table>