EMERGENCY INSTRUCTIONS

EMERGENCY CONTACTS
1. Fire (Code Red)/Hazardous Material/Facilities Event
   CRC: 617-353-2105
   BUMC: 617-358-4144
2. Public Safety or Medical Incidents
   CRC: 617-353-2121
   BUMC: 617-358-4444
3. Exposures/Lab Related Medical Incident (ROHP)
   Both Campuses: 617-414-ROHP (7647)

Fire Response | Evacuation
- Upon detection of smoke or fire follow R.A.C.E.
  - Rescue/Remove person(s) from the fire scene/room.
  - Alert/Activate the nearest fire pull station, alert other staff, and call 911 then #1 above to report location and details.
  - Confine fire/smoke by closing doors and windows.
  - Extinguish/Evacuate Extinguish a small fire if safe to do so or to escape a large fire. Evacuate building as directed by fire alarm system or response authorities. Report to department rally point.
- Do NOT use elevators.
- Those needing special assistance should be evacuated to nearest stairwell, and notify emergency responders.
- Dept. Meeting Place: __________________________

Weather Emergencies
- Any weather-related event that may affect normal operations to the university may activate the BU Emergency Response Plan.
- Information will be relayed via BU Today | Send Word Now | BU Alert
- Speak to your supervisor about departmental coverage.

Accidents | Injuries | Medical Emergencies
- Call Public Safety at #2 above for medical assistance
- Exposures | All lab-related injuries or exposures must be reported to #3 above, Research Occupational Health Program (ROHP) | 617-414-ROHP (7647).
  72 E. Concord St., Evans 825
- For minor injuries:
  - Students: Student Health Services | 617-353-3575
  881 Commonwealth Ave.
  - Employees: Occupational Health Center | 617-353-6630
  930 Commonwealth Ave., #1200

Utilities Failure
- Call #1 above.
- Elevator: If trapped, call #1 above from telephone.
- Electric: Unplug non-essential equipment and plug in essentials to red power outlets
- Water: Call #1 above. Alternate water sources will be provided as necessary

Hazardous Materials Spill | Exposure
- Notify personnel and isolate the area.
- Contain the spill if safe to do so.
- Protect nearby drains.
- To report the spill, call #1 above.

Do not attempt to clean large spills, highly hazardous spills, spills that have migrated to drains or any spill that could result in adverse exposure.

For immediate medical assistance, call #2 above.
To report lab exposures, call #3 above.

Workplace Violence | Active Shooter
Follow S.A.F.E.
- Secure your area.
- Alert by calling #2 above.
- Follow directions of emergency responders.
- Exit when directed.

Active Shooter - Run, Hide, Fight
- Run: Escape if possible.
- Hide: Find place out of sight, lock door, barricade entrance, silence phones/pagers.
- Fight (last resort): Act aggressively, do not hesitate.

Suspicous Package | Bomb Threat
Suspicous Package
- Do not touch or disturb object.
- Call #2 above and provide as much information as possible.
- Prepare to evacuate.

Telephoned Bomb Threat
- Get as much information as possible - note details such as accent, sex, age, background.
- Keep caller on phone.
- Have a co-worker call #2 above to report details.

Emergency Management Phases
A Alert of potential, impending or actual event handled by those on site at the time
BRequires other departments or resources
CRequires outside assistance and establishment of a Command Center

For more information, scan the QR code or visit bu.edu/ehs/procedures/emergency-communications