

## EMERGENCY CONTACTS

- 1 Fire (Code Red)/Hazardous Material/Facilities Event
- 2 Public Safety or Medical Incidents
- 3 Exposures/Lab Related Medical Incident (ROHP)

## CRC

617-353-2105  
617-353-2121  
Both Campuses: 617-414-ROHP (7647)

## BUMC

617-358-4144  
617-358-4444



### 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: \_\_\_\_\_

(WRITE HERE)



### 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.



### Suspicious Package | Bomb Threat

**Suspicious 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
- B** Requires other departments or resources
- C** Requires outside assistance and establishment of a Command Center



For more information, scan the QR code or visit  
[bu.edu/ehs/procedures/emergency-communications](http://bu.edu/ehs/procedures/emergency-communications)