Fire Safety and Response

R.A.C.E
R- Rescue/Remove-persons from immediate scene
A- Alert/Activate- Pull nearest alarm, call
   CRC: 353-2121
   BUMC: 414-6666
C- Confine- Close all doors to hazard or fire area
E- Extinguish/Evacuate- Extinguish using closest extinguisher if fire impedes your evacuation. Evacuate to your meeting location at:

(fill in meeting location)

Fire Safety Basics

Using an extinguisher

P.A.S.S method
P- Pull the pin
A- Aim at the base of the fire
S- Squeeze the handle
S- Sweep from side to side

Paths of Egress- hallways, stairwells, doorways, and isle ways must be maintained and unobstructed at all times

Sprinkler heads require 18 inches of clearance to work properly

Emergency Phone Numbers

Security related issues, medical emergencies
CRC: 353-2121
BUMC: 414-4444

Facilities Related Emergencies
CRC: 353-2105
BUMC: 414-6666

Hazardous Spills, EHS Emergencies
CRC: 353-2105
BUMC: 414-6666

Lab Related Exposure/illness consultation
Both Campuses: 414-7647

Emergency Flip Chart

The emergency flip chart serves as a quick reference in the event of an emergency. Refer to the appropriate section for relevant information. For additional information on safety policies or procedures, contact Environmental Health and Safety at (617) 638-8830 (BUMC) or (617) 353-4094 (CRC), or visit www.bu.edu/ehs. If you notice previous versions in your area notify EHS.

Emergency Information Packet
GET RHETTY!

Boston University
Emergency Management Department

358-1577
Emergency Response Plan

The Emergency Response Plan establishes procedures for mobilizing the University's resources and communicating with the BU community in the event of a large-scale emergency. The Plan describes three levels of emergency declarations:

For more in-depth information on specific emergencies go to:
http://www.bu.edu/emd/emergency-planning/emergency-response-plan/

Emergency Phases

**Phase A** (Advisory): Administrative alert of a potential, impending, or actual event for which on-site personnel and resources are sufficient to manage the immediate response. A Situational Report (SITREP) may be used to communicate this advisory.

*All staff*: continue their normal duties.

**Phase B**: Response to an emergency event that stresses facility operations but can be managed by on-duty personnel and resources. The event impacts a portion of the institution and requires the response of some departments. The plan quickly mobilizes those resources needed to manage the event.

*All staff*: remain on duty and report to your immediate supervisor. Assist with the rescue of patients, visitors, students, and personnel from harm and follow the instructions of your supervisor. You will be released by your supervisor if not needed for response.

**Phase C**: Response to an emergency event that overwhelms facility operations and resources and requires the call in of additional staff, procurement of additional resources, alternatives for facility operations and services, and support from outside agencies. Establishes mechanisms to utilize city support. The command center will be activated.

*All staff*: remain on duty and report to your immediate supervisor for assignment or deployment to an alternative assignment, assist with the rescue of patients, visitors, students, and personnel from harm and follow the instructions of your supervisor. A staffing pool may be opened to coordinate the assignment of staff to areas of need.

Incident Command Structure

National Incident Management System (NIMS): Is a system that provides a flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity.

This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation.

Incident Command is responsible for the overarching administration of an incident and the delegation of duties to the Command Staff in accordance with defined roles.

**Command Staff:**

Generally, the incident Command Staff will consist of the Safety, Security, Information, Legal and Liaison Officers and the Provost under the direction of the Incident Commander

Additional Command Staff: Depending on the nature and location(s) of an incident(s), additional Command Staff (e.g. technical specialists, consultants, etc.) may be deployed at the discretion of Incident Command.

**Command Centers**

- Charles River Campus (CRC): 353-1234
- Medical Campus (BUMC): 638-6860

Continuity of Operations Planning (COOP)

A continuity of operations plan establishes priorities and procedures to:

- Sustain operations of the University and
- Provide for alternate methods and locations of operations for an extended event

Contact Emergency Management for assistance with COOP Plan as well as useful Resources, templates, etc.

response@bu.edu

Resources

Managing Emergencies Online Training: This online training is intended for everyone in the BU Community. It describes initial actions and contacts for each type of emergency you may encounter. For more information go to:
http://www.bu.edu/emd/emergency-management/emergency-management-training/

MEMA: www.mass.gov/eopss/agencies/mema

FEMA: www.fema.gov

Web EOC: www.webeoc.bmc.org/eoc7

EHS Website: www.bu.edu/ehs

Hurricane Center: www.nhc.noaa.gov

Send Word Now: www.sendwordnow.net

Communications

Emergency alerts are provided to the BU community primarily through the:
- Boston University Emergency Alert Service
- Boston University homepage: www.bu.edu
- BU Today: http://www.bu.edu/today/
- Emergency Management web page: http://www.bu.edu/emd/
- BU Emergency Closing Line: 617-353-SNOW (7669)

Information may also be broadcast on:
WBZ 1030AM or WBUR 90.9FM

Communication between Command Staff, and Crisis Action Teams during an emergency is done through

- Send Word Now
- Web EOC

For more information on any of these systems visit the BU Emergency Response Plan
http://www.bu.edu/emd/emergency-planning/emergency-response-plan/

Or contact Emergency Management at response@bu.edu