Emergency Response Plan
Paris
(for Spring 2015 students)
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Section #1: The Basics

Statement of Purpose
The purpose of this Emergency Response Plan (ERP) is to ensure the safety and well-being of students participating in the Boston University Study Abroad Program, located in Paris, France, and to comply with Boston University Study Abroad and Global Programs Guidelines. The ERP follows the Global Program Checklist for Developing an Emergency Plan and is intended to be used in conjunction with the BU Study Abroad Emergency Response Manual.

The ERP contained on the following pages provides the on-site Director and staff and BUSA with detailed emergency contact information, assembly and evacuation information, as well as general instructions on how to respond in a crisis situation with role assignments.

Section #2: EMERGENCY CONTACT INFORMATION

Boston University Study Abroad In-Country Director and Staff:

Renee Pontbriand, Program Site Director
Business Hours: 01 73 54 17 90 Home: 01 60 80 17 13 Cell: 06 86 87 61 86
reneep@bu.edu

Isabelle Briere, Program Manager
Business Hours: 01 73 54 17 91 Cell: 06 77 49 65 55
ibriere@bu.edu

Emmanuelle Farhi, Associate Director of Academics
Business Hours: 01 73 54 17 92 After hours: 09 80 68 12 78 Cell: 06 01 75 48 53
efarhi@bu.edu

Jon Hutchinson, Director of EUSA
Business Hours 01 40 47 92 71 jon.hutchinson@eusainternships.org

Kara Korab, Administrative Graduate Assistant
Business Hours 01 45 66 59 49 Cell: 06 32 58 22 89
kkorab@bu.edu

Sophia Mizouni, Academic Graduate Assistant
Business Hours 01 45 66 59 49 Cell: XX XX XX XX
smizouni@bu.edu

Ranjith Abeyratna, Facilities Manager for BU Paris Center
Business Hours: 01 45 66 59 49 Cell: 06 62 94 55 59 ranjith43@hotmail.com
Local First Responders

Primary Emergency Phone Number: (equivalent to 911 in US) 112

Police Station Phone Number: 17
250 rue de Vaugirard 75015 Paris 01 53 68 81 00

Fire Station Phone Number: 18
6 Place Violet 75015 Paris, 01 56 77 34 28 Urgence: 01 45 78 74 52

Ambulance Service Phone Number: 15 or 01 56 56 68 00
112 rue Castagnary 75015 Paris

Counseling or Mental Health Phone Number: SOS Psychiatrie 01 47 07 24 24
Urgences Psychiatrie: 01 40 47 04 47; Centre psy d'orientation et d'accueil 01 45 65 81 09/83 70
International Counseling Service: 01 45 50 26 49; SOS Helpline in English: 01 46 21 46 46

Boston University Study Abroad Office

During Business Hours: 1-617-353-9888

Emergency (after-hours) phone number: 1-617-594-3215

Director, Site Operations (Philippe Pavillard) 1-617-840-4672 phjp@bu.edu
General Switchboard (Office Hours) 1-617-353-9888 abroad@bu.edu

Global Programs 1-617-358-6350 finkhous@bu.edu
Associate Director, Health Safety & Security 1-617-777-3122 (J. Finkhouse mobile)

Health and Travel Insurance

Name and Policy Number: Cultural Insurance Services International (CISI) / GLM N0498321A
Medical Insurance, Travel Assistance and Emergency Evacuation


Phone Numbers for Axa Assistance who provide the services for CISI:

In the United States: +1-855-327-1411
International Collect: +1-312-935-1703
Email address(s): medassist-usa@axa-assistance.us

To access provider lists:
Health Services, Physicians & Hospitals
(**PP: Preferred Provider with CISI, accepts direct claim payments)

Physicians:
Dr Anne Valerie Meyers (**PP)
10 rue Royale (doorway C, 4th floor) 75008 Paris
01 42 66 47 82 avm@prontomail.com

Dr Elie-Paul Cohen, General Doctor & Osteopath
27 avenue de Suffren 75007 Paris
01 53 96 04 62 or 06 09 59 94 38 epcohen@hotmail.com

Dr Olivier Wong, General Doctor
45 rue St Lambert 75015 Paris
01 45 31 81 31; 06 07 43 56 78

Dr Francis Slattery, General Doctor
10 avenue Eylau 75116 Paris
01 47 42 02 34

Dr Nancy Salzman, Gynecology (**PP)
1 rue de Lowendal 75007 Paris
01 45 63 18 43 drsalzman@noos.fr

Dr Anne Wissler, Dentist (**PP)
14 avenue Kleber 75016 Paris
01 45 63 32 65

Health Facility/Hospital
Institut Arthur Vernes (general doctors & all specialties except dentistry)
36 rue d’Assas 75006 Paris
01 44 39 53 00 (Mon-Thurs: 8:30-7pm; Fri: 8:30-5pm; Sat 8:30-12pm)

American Hospital of Paris (**PP)
63 bd Victor Hugo 92202 Neuilly
01 46 41 25 25 www.american-hospital.org

Hertford British Hospital
3 rue Barbes, 92300 Levallois-Perret
Tel: 01 46 39 22 22 www.british-hospital.org/HBH/index.ph

Hôpital Européen Georges-Pompidou (**PP)
20 rue Leblanc 75015 Paris
01 56 09 20 00

Hôpital Dieu (**PP)
1 Place du Parvis Notre Dame 75004 Paris
01 44 32 01 00

Boston University Sexual Assault Response Prevention Center (SARP)
001 617 353 7277 (available 24/7) sarp@bu.edu bu.edu/sarp
Rapid, confidential support & advocacy for victims of sexual assault & trauma
Health Services - Mental Health
(**PP: Preferred Provider with CISI accepts direct claim payments)

Dr Justine Du Plessis Nelson (**PP)
11 rue Bosio 75016 Paris
06 17 92 62 50 j.duplessisnelson@gmail.com

Emmanuelle BERA
58 bd Diderot 75012 Paris
06 89 08 94 26
emmanuelle.bera@gmail.com

Mathilde Toulemonde (**PP)
27 avenue de Suffren 75007 Paris
06 13 91 46 12 mathilde.toulemonde@gmail.com

International Counseling Service
01 45 50 26 49 www.icsparis.com

Mental Health Facility

Centre Hospitalier Sainte-Anne
1 rue Cabanis 75014 Paris
01 45 65 81 09 or 01 45 65 81 10 or 01 45 65 83 70

Hôtel Dieu
1 Place du Parvis Notre-Dame 75004 Paris
01 42 34 84 35

Health Services - Pharmacies

Pharmacy du Drugstore
133 avenue des Champs Elysées 75008 Paris
01 47 20 39 25
Hours of operation: 24h/7

Anglo-American Pharmacy
37 avenue Marceau 75016 Paris
01 47 20 57 37 or 01 47 20 32 45
Hours of operation: 8h30-20h (Mon-Friday; Sat: 9-7pm; closed Sunday)

US Embassy/Consulate Information
US Citizens 24/7 Emergency Services Number: 01 43 12 22 22

2 avenue Gabriel 75008 Paris Métro: Concorde

Greg Hays, Regional Security Officer; 01 43 12 21 19 OSACFrance@state.gov
Section #3: Designated Assembly Point

The assembly point is to be used in the event of an evacuation of the premises due to smoke, fire or by order of the authorities. It will also be used in the event of an area-wide catastrophe which renders the facility unusable and during which telephone land lines are down and cell service is disrupted.

The designated place will have these characteristics:

- Far enough away from the facility being evacuated to be safe; close enough to be conveniently reached on foot
- A public space that is easily recognized by students
- Contain sufficient room for all students, faculty and staff to gather comfortably, if needed without impeding traffic or obstructing emergency response vehicle pathways
- Well-lit at night
- Close to food, water, restrooms and transportation

The primary assembly point the program site is: Boston University Paris Center
3 bis rue Jean Pierre-Bloch 75015 Paris Métro: La Motte Picquet-Grenelle

Directions to the primary Assembly Point:
Métro: Dupleix (line 6) or Métro : La Motte-Picquet Grenelle (sortie avenue de Suffren from Line 8 or 10)
The secondary assembly point for this site is: La Fondation des Etats-Unis dorm
15 bd Jourdan 75014 Paris Métro: (RER B) Cité Universitaire
Section #4: Shelter In Place

Overview: In the event of environmental (gas leak, external chemical fire) or natural hazards (sudden storm, tornado etc.) or other major event, authorized authorities or program staff may require students and staff to stay indoors for their own safety, rather than evacuate. A shelter-in-place command usually lasts from a few minutes to a few hours.

On notification of the order to Shelter-in-Place, anyone who is in the building must remain in the building. All students, faculty and visitors will assemble at the listed location(s).

Sheltering locations are:

**Boston University Paris Center**
3 bis rue Jean Pierre-Bloch 75015 Paris Métro: La Motte Picquet-Grenelle

**La Fondation des Etats-Unis dorm**
15 bd Jourdan 75014 Paris Métro: (RER B) Cité Universitaire

The doors should be locked.

In the case of a storm, close blinds and curtains to curtail flying objects that may hit the building.

Everyone will remain in the shelter location until the all-clear has been sounded and normal operations resume.

If possible (phone lines are working, electricity is still on etc.), students should call their parents to inform them of their safety.

Staff will contact students not on the premises and advise them to stay away. If you are off-site and are advised to stay away, please do so. Staff will contact you again when the situation has cleared.

If more than one shelter location is needed, each room will have a responsible person assigned to distribute supplies, record names and communicate with the BUSA office as well as the responsible persons in other shelter locations.
Section #5: Premises Evacuation Plan:
This is the evacuation Plan for

Boston University Paris Center
3 bis rue Jean Pierre-Bloch 75015 Paris Métro: La Motte Picquet-Grenelle
Notification of the need to evacuate will be by alarm.

Teams of two persons each should be assigned to ensure everyone has left the building. The following teams have been created, with responsibility for the areas shown in the table below.

<table>
<thead>
<tr>
<th>Team 1/Person 1</th>
<th>Team 1/Person 2</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renée</td>
<td>Graduate Assistant</td>
<td>Evacuate downstairs</td>
</tr>
<tr>
<td>Team 2/Person 1</td>
<td>Team 2/Person 2</td>
<td>Assignment</td>
</tr>
<tr>
<td>Isabelle</td>
<td>Graduate assistant</td>
<td>Evacuate upstairs</td>
</tr>
</tbody>
</table>

The following person is responsible to ensure everyone is accounted for at each assembly point.

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsible for: (assembly point or department)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor of each class</td>
<td>Counting their students</td>
</tr>
</tbody>
</table>

IN CASE OF FIRE AT THE BU CENTER

UPSTAIRS
The main evacuation will take place through the two front glass doors. There also is a fire exit in front of the Director’s office, which brings you to the main residence building.

DOWNSTAIRS
For classrooms A & B, there is an exit in Salle A that brings you to the main residence building.
For classrooms C & D, there is an exit in Salle D that brings you to the main residence building.

Other Contingency Plans:

Contacting Students during an Emergency:
Renée sends a text message via the Group SMS! Application
Send a group email to staff buparisstaff-list@bu.edu
& students to the address: buparisstudent-list@bu.edu; buparisscipostudent-list@bu.edu; buparisdauphinestudent-list@bu.edu
Activate the PHONE TREE for those who did not respond.

When there is no contact with student:
Check student Facebook account, Check if student filled out a travel advisory
Send a Tweet via @BUinParis If the student is not contacted through one of these methods, Paris staff must attempt to locate the student physically by going to the classroom, place of residence, or internship site. The most important action to be taken during an emergency is the verification of the location of the student or students involved. Nothing can happen until then.
Instruct students to contact the program first during an emergency—no matter where they are, or how safe they are, we need to know. Ask them, when they do, if they can verify the location and safety of other students. They may do this in person or by telephone. This cannot be done by hearsay—students must actually be with the person making the call in order to be accounted for in this way.