

Important Phone Numbers

(617) 353-2121	On-campus police, fire, and medical emergencies
(617) 353-2110	Boston University Police, non-emergency
(617) 353-7233	Office of Environmental Health and Safety emergency line
(SAFE)	
(617) 353-4094	Office of Environmental Health and Safety emergency, non-emergency
(617) 353-7233	Office of Environmental Health and Safety emergency line
(617) 353-2105	Office of Physical Plant Emergency Control Desk
(617) 353-6630	Occupational Health Center (business hours)
(617) 353-6630	Student Health Services (24 hours)
911	Off-campus police, fire, and medical emergencies

Emergency Flip Charts (red and white) are located in common areas in every department within Sargent College. Please familiarize yourself with the locations.

Accident and Injury Reporting

In the event of serious bodily injury to a member of the Boston University community, you should:

1. Call the BUPD at 353-2121 for medical assistance.
2. Administer first aid, if properly trained.
3. Contact the Office of Risk Management at 353-3020 and the Office of Environmental Health and Safety at 353-7233 (3-SAFE).
4. If the accident involves an injury to a University employee, the supervisor should complete a Worker's Compensation accident report and forward it to the Office of Risk Management at 25 Buick Street. The appropriate forms can be found under the Worker's Compensation section on the Risk Management website at <http://www.bu.edu/risk>.
5. If the accident involves an injury to a student or a visitor to the University, an incident report detailing the incident and injuries should be filled out and sent to Risk Management. This form can be found under the Personal Liability Accidents section on the Office of Risk Management's website at <http://www.bu.edu/risk>.

If in doubt as to whether or not the situation is an emergency, treat it as an emergency and follow the steps listed above. For injuries that do not require emergency first aid, employees of the University can visit the Boston University Occupational Health Center, while Boston University students can visit Boston University's Student Health Services.

Occupational Health Center
930 Commonwealth Ave, West
Boston, MA 02215
Phone: 353-6630
Hours: 9 am – 5 pm

Student Health Services
881 Commonwealth Ave
Boston, MA 02215
Phone: 353-3575
Hours: 24 hours

Fire Safety Plan

What should you do if you encounter a fire? **Follow A.C.E.S.**

Alert –activate the nearest fire alarm pull station, then call BUPD @ 353-2121

Confine–Close all doors in the area to confine fire and smoke

Evacuate–Evacuate the building immediately and report to your building meeting point at:
Granby Parking Lot

Special assistance–help persons requiring special assistance to evacuate or notify fire department of those that cannot evacuate and their location

Have you thought about how you are going to get out of your building in the event you must evacuate? Check a floor plan (they are always posted near elevators and emergency exit stairs), and find out where all the stairwells exist in your building.