EMERGENCY INSTRUCTIONS

EMERGENCY CONTACTS

<table>
<thead>
<tr>
<th>#</th>
<th>Event Type</th>
<th>CRC</th>
<th>MED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Facilities event &amp; hazardous material spills</td>
<td>(617) 353-2105</td>
<td>(617) 358-4144</td>
</tr>
<tr>
<td>2</td>
<td>BUPD/Public Safety &amp; medical incidents</td>
<td>(617) 353-2121</td>
<td>(617) 358-4444</td>
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<tr>
<td>3</td>
<td>Exposures &amp; lab-related incidents</td>
<td></td>
<td>(617) 414-ROHP (7647)</td>
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<tr>
<td>911</td>
<td>Fire</td>
<td>911 + call 2</td>
<td></td>
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Fire

- **R.A.C.E.** if you detect smoke or fire.
- **Rescue** people from scene of fire.
- **Alert** other staff, call 911 then call 2 to report location and details.
- **Confine** by closing doors and windows.
- **Extinguish** only if safe or to escape a large fire. Evacuate building.
- Report to department rally point.
- Do NOT use elevators.
- For special assistance, evacuate to nearest stairwell and notify emergency responders.

Medical Emergencies

- **Call** 2 for medical assistance.
- Find defibrillators at maps.bu.edu » Campus » Safety » AEDs.
- For minor injuries:
  - **Students**: Student Health Services: (617) 353-3575 881 Commonwealth Ave.
  - **Employees**: Occupational Health Center: (617) 353-6630 930 Commonwealth Ave., #1200
  - **Employee injury reporting**: Conduent (833) 951-2415
- Report lab-related injuries/exposures by calling 3 (ROHP).

Workplace Violence

- **Secure** your area.
- **Alert** by calling 2.
- **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.
- **Fight** (last resort): Act aggressively, do not hesitate.

Hazardous Spill

- **Notify** personnel and isolate the area.
- **Contain** the spill if safe to do so.
- Protect nearby drains.
- **Call** 1 to report the spill.
- Do not attempt to clean unknown chemicals, large spills, highly hazardous spills, or any spill that could result in adverse exposure.

Extreme Weather

- Any weather-related event that may affect normal university operations may activate the BU Emergency Response Plan.
- Check bu.edu, BU Today, BU Alert for information.
- Speak to your supervisor about departmental coverage.

Utilities Failure

- **Call** 1 to alert utilities failure.
- **Elevator**: If trapped, call 1 above from telephone.
- **Electric**: Plug essential equipment into red power outlets; unplug all non-essential equipment.
- **Water**: Call 1 above. Alternative water sources will be provided as necessary.

Suspicious Package / Bomb Threat

Suspicious Package

- Do not touch or disturb object.
- **Call** 2 above. Provide as much information as possible.
- Prepare to evacuate.

Emailed Bomb Threat

- Leave the message open on your device and **call** 2.
- Print, screenshot, or copy the message and subject line. Note the date and time.

Telephoned Bomb Threat

- Remain calm and **DO NOT HANG UP**.
  - **Record** the conversation.
  - **Signal** other staff to listen and have them **call** 2.
  - **Write down** the phone number.
  - **Record** exact wording of the threat.
  - Keep caller on the line and gather as much information as possible.
  - Fill out **Bomb Threat Checklist** ASAP.
  - Be available for interviews with the building’s emergency response team and law enforcement.

For more information, scan the QR code or visit bu.edu/emergency