

**Emergency Response Planning** 

# **Managing Emergencies Online Training**

#### I. Introduction

An efficient emergency response relies on everyone doing their part. The entire BU community should be familiar with basic emergency response, initial actions to take, and who to notify. Managing Emergencies training is a highly interactive training and is broken down into 2 courses;

**Managing Emergencies**- This course pertains to everyone in the BU community. It discusses each type of emergency you may encounter. It covers initial actions, proper notifications, and other useful tools. Basic emergency response phases and actions are also outlined. There is a quiz at the end of the course that may be required at the discretion of your supervisor.

**Managing Emergencies for Command Staff and Crisis Action Teams**-This course is more specific in nature and is meant for those who actually serve a defined role in emergency response. This course discusses topics such as emergency command structure and specific roles and responsibilities. It also provides links to web sites, videos etc. that are very useful for emergency response teams

### II. Accessing the Training

If you have access to *any* courses in Blackboard Learn you already have access to the first course. Simply go to <u>https://learn.bu.edu/</u>log in and click the "All Blackboard Courses" tab. Managing Emergencies is the featured course you will see in a box in the left upper corner of the screen.

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Course Search	My Courses	Step 1 click "All Blackboard Courses
Go	Courses where you are: Instructor	College of Arts and Sciences
	Managing Emergencies for Command Staff and Incident Action Teams	College of Communication
Featured Courses Managing Emergencies Emergencies potentially affect everyone in the BU Community. This training provides useful information such as initial actions, and important phone numbers everyone should be familiar with. Effective emergency response requires everyone to do their part. <u>Take the course</u> now.	Courses where you are: DE Instructor	College of Engineering
	BU Managing Emergencies	College of Fine Arts
	DE Faculty Orientation (Spring 01 2013) (not currently available)	College of General Studies
	Courses where you are: On Campus Instructor	🛅 Global Programs
	Boston University NEIDL - NEIDL ORIENTATION (Ongoing) (not currently available)	Graduate School of Arts and Sciences
	ORC Laboratory Safety Training	Graduate School of Management
		Graduate School of Medical Sciences
		iachand Honors College
		ia Metropolitan College
p 2 click "Take the	Course"	🛅 Officers Training Program
		Physical Education, Recreation and Dance

Charles River Campus 704 Commonwealth Avenue Boston MA 02215 617.358.1577

## Medical Campus

620 Albany Street Boston MA 02118 617.414.8920



To access the second course **Managing Emergencies for Command Staff and Crisis Action Teams** you must be enrolled (see next section of this document "enrolling in course") Once you are enrolled follow steps below;

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Tools	My Announcements Step 1 click the "N	Ay Blackboard Learn Courses" tab.
Announcements	No Institution Announcements have been posted in the last 7 days.	Courses where you are: Instructor
Calendar	No Course or Organization Announcements have been posted in the last 7 do	days. Managing Emergencies for Command Staff and Incident Action Teams
Tasks	more a	announcements
My Grades		BU Managing Emergencies
Send Email		DE Faculty Orientation (Spring 01 2013) (not currently available)
User Directory		Courses where you are: On Campus Instructor
Personal Information	Step 2 find and click "Managing Emergencies Command Staff and Crisis Action Teams" fr your course list.	
Goals		
Help		My Tasks: No tasks due.
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### III. Enrolling in Courses

If you do not have a Blackboard Learn account please email <u>ithelp@bu.edu</u> to be enrolled for general access in the Learning Management System. Supervisors who would like their whole group enrolled should have the following information available for each student. Last Name

Last Name First Name BU login BU ID

Crisis Action Teams and Command Staff will obtain access through the Emergency Response Planning Division of Environmental Health and Safety

### IV. Problems/ Concerns

If you have any issues enrolling please contact the IT Help desk via <u>ithelp@bu.edu</u> or by calling 353-HELP

If you have questions/comments on the training content itself please contact avinson@bu.edu

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