



# Boston College On-Campus Emergency Reference Guide

Name/ Location: \_\_\_\_\_

- 1 • Purpose of this Guide
- 2 • Reporting Emergencies and Emergency Information
- 3 • Medical and Mental Health Emergencies
- 4 • Fire, Explosion, and Smoke Conditions
- 5 • Severe Weather and Tornado
- 6 • Utility Disruption
- 7 • Hazardous Materials Release and Exposure
- 8 • Suspicious Package and Threat
- 9 • Suspicious Person and Violent Act
- 10 • Earthquake
- 11 • Shelter in Place and Building Evacuation
- 12 • Emergency Preparedness
- 13 • Building Emergency Information and Notes
- 14 • Emergency Phone Numbers and Other Resources

Boston College is committed to protecting the safety and well being of all members of its community. Students, faculty, and staff can help the University safeguard the campus by taking preventative measures to ensure safety and preparedness, and by referencing this guide in the event of an emergency.

This guide is intended to serve as a quick reference in many different types of emergency. This is not a comprehensive list of instructions and resources, rather a reminder of the basic steps that should be taken to minimize risks associated with a given hazard and to protect yourself and others from harm.

You should review this guide and be familiar with its content *before* an emergency occurs.

Because emergencies can vary greatly, the instructions provided by the University and emergency personnel at the time of the incident may change or even conflict with those listed in this document.

**ALWAYS FOLLOW THE INSTRUCTIONS OF UNIVERSITY  
AND EMERGENCY PERSONNEL**

Any questions or suggestions regarding this guide or Boston College's emergency procedures or response can be directed to the Boston College Office of Emergency Management at 617-552-4316 or [bc\\_emergency@bc.edu](mailto:bc_emergency@bc.edu).

For more information on specific hazards and procedures, please visit the emergency website at [www.bc.edu/emergency](http://www.bc.edu/emergency).

## How to Report an Emergency

For all on-campus emergencies requiring emergency services, (Police, Fire, Ambulance) contact the Boston College Police at 617-552-4444 from any phone. To report a fire call 911.

Blue light call boxes are located throughout campus for use in an emergency.

- To use, press the button on the call box and wait until the call is answered by BC Police.

When reporting emergencies:

- You may hear multiple rings, but stay on the line until your call is answered.
- Stay calm and carefully describe the problem and location with as much detail as possible.
- Do not hang up until told to do so.
- Follow any instructions that you are given.
- Send someone to direct responders to your location, if possible. Wait for help to arrive.

## How to get Information in an Emergency

Boston College will send out alerts through our Emergency Notification System. When this system is activated, you will receive a text message to your cell phone and an email to your @bc.edu email account.

- In order to receive these alerts, you must update your contact information through the BC Portal at <https://portal.bc.edu>.
- Be sure to alert others if you receive an emergency alert!

The BC Emergency website at [www.bc.edu/emergency](http://www.bc.edu/emergency) and the BC Portal at <https://portal.bc.edu> will be updated with more specific information and instructions.

The BC INFO phone line at 888-BOS-COLL will also contain updated information on the situation.

**DO NOT CALL BCPD FOR INFORMATION ON AN EMERGENCY UNLESS YOU ARE MAKING A REPORT OR REQUESTING ASSISTANCE. REQUESTS FOR INFORMATION IN AN EMERGENCY CAN OVERWHELM DISPATCHERS AND HINDER THE EMERGENCY RESPONSE.**

## Medical Emergencies

If you believe that someone is experiencing a medical emergency, contact the Boston College Police immediately at 617-552-4444.

- Be prepared to provide specific information about your location and the nature of the emergency.

**ASSIST THE VICTIM** – *These measures do not require training and cannot harm a person. Provide care following these instructions if it is safe and you are comfortable doing so.*

### ***Heart Attack/Cardiac Arrest***

- If the person is unconscious and there is no pulse detected, attempt to wake them up by shaking them and speaking loudly to them.
- If the person cannot be woken, provide Hands-Only CPR by placing your hands in the center of the person's chest and compressing hard and fast. Do not be afraid, your actions can only help. Do not stop until the person regains consciousness or help arrives.
- If there is an Automatic External Defibrillator (AED) present, open the AED and follow the AED's audible instructions.

### ***Seizure***

- If a person appears to be having a seizure, do not restrain them or place anything in or near their mouth. Move objects away from them to prevent injury and attempt to protect their head.

### ***Protect the Airway***

- If the person is vomiting or has fluid in their mouth, roll them onto their side to clear their airway.

## ***Control Bleeding***

- If the person is bleeding, apply direct pressure to the bleeding and do not stop until help arrives.

## ***Protect the Spine***

- If the person fell or hit their head, do not move them or allow them to move unless they are in immediate danger.

## ***Keep the Victim Comfortable***

- Keep the person comfortable and safe and do not allow them to take anything by mouth until responders arrive.

## **Mental Health Emergencies**

If you are concerned that someone is at risk of harming themselves or others, or is experiencing some type of psychological or mental health emergency:

- Contact University Counseling Services at 617-552-3310
- If the person might represent an immediate danger to themselves or others, contact BC Police at 617-552-4444 or University Health Services at 617-552-3225 immediately and ask for the Psychologist on Call.
- If you believe that your safety is threatened for any reason, leave the person and wait for BC Police to arrive.
- Do not allow this person to be alone or have access to potential weapons, if it is safe for you to do so.
- If the person has sustained injury, provide medical care, if it is safe for you to do so.

## In Case of Fire

If you smell smoke or see any evidence of smoke or fire, or the fire alarm activates in your building:

- Immediately evacuate the building.
- If an alarm is not already sounding, immediately activate the nearest fire alarm pull station.
- If there are no fire alarms, knock on doors and yell “FIRE,” as you evacuate.
- Call 911 and contact BC Police at 617-552-4444 as soon as possible after evacuating the building.

**BC POLICY REQUIRES ALL INDIVIDUALS TO IMMEDIATELY EVACUATE THE BUILDING WHEN A FIRE ALARM SOUNDS. IMMEDIATELY PROCEED TO THE NEAREST EXIT.**

### *Evacuation Procedures*

- Leave the building in an orderly manner using the nearest exit. DO NOT use elevators.
- Feel closed doors with the back of your hand before opening. If a door is hot, DO NOT open it.
- If it is safe to do so and you have time, close doors and windows behind you as you evacuate.
- Assist others who need help evacuating.
  - If someone is unable to evacuate, tell them to wait by the nearest stairwell.
- Individuals unable to evacuate should contact BC Police at 617-552-4444 and remain calm until help arrives.
- Once you are out of the building, assemble with others a safe distance from the building (at the designated meeting site, if you know where that is).

## ***Evacuation Procedures (continued)***

- Notify emergency responders of the locations of people who are trapped or unable to evacuate.
- Do not reenter the building until you are told by emergency responders that it is safe.

## ***If you are caught in smoke***

- Drop to your knees and crawl to the nearest exit (the air is clearer near the floor).
- Breathe through your nose and use a shirt or towel to breathe through if possible.

## ***If you are trapped in a building***

- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building. Call BCPD at 617-552-4444 and remain calm until help arrives.

***Consider using a fire extinguisher if the fire is small or if it is necessary to escape.***

***If you do not feel safe or comfortable doing so, do not attempt to extinguish a fire unless it is necessary to do so for you to escape.***

- To use a fire extinguisher:
  - Stand a safe distance from the fire.
  - Pull the safety pin on the grip handle.
  - Aim at the base of the fire.
  - Squeeze the handles all the way together.
  - Sweep back and forth slowly until the fire is out or until you can escape.

**Severe Weather** – including lightning, hail, high winds, and tornadoes

***Weather Watch*** - is issued when the risk of hazardous weather has increased significantly. This means that severe weather is possible in your area. You should have a plan of action in case a storm threatens and you should listen for later information and possible warnings especially when planning travel or outdoor activities.

***Weather Warning*** - is issued when severe weather is imminent or ongoing in your area. A Warning means that weather conditions pose a threat to life or property. You must take immediate protective action. When a Warning is issued in area, you should immediately go indoors and shelter yourself from the severe weather event.

If you see or hear threatening weather or hear that a Severe Weather Warning has been issued for your area:

- Seek shelter immediately indoors and away from windows. Safe places include interior rooms and hallways on the lowest floors of buildings.
- Close all doors and windows and stay away from exterior doors and windows.
- Put as many walls and floors as possible between yourself and the exterior of the building.
- DO NOT go outside until the storm has passed.

***Seek more information***

- Check the BC Emergency website at [www.bc.edu/emergency](http://www.bc.edu/emergency) or call the BC INFO line at 1-888-267-2655.
- Listen to a weather radio or local media reports.
- DO NOT call BC Police unless you need emergency assistance.



*If you hear thunder or see lightning, follow the 30/30 rule:*

- If you see lightning and cannot count to 30 before hearing thunder, you are within the range of a possible lightning strike.
- Go indoors immediately and stay away from doors and windows. Do not use electronics including TVs and computers. Do not use running water.
- Remain indoors until 30 minutes after you see the last lightning or hear the last thunder, even if it is sunny or no longer raining outside. Lightning can jump up to 10 miles, and can strike even if it is not raining.

*If a Tornado Warning has been issued:*

### **TAKE SHELTER IMMEDIATELY**

- Move to an interior hallway or room on the lowest floor of a building. Smaller rooms are safer than large rooms.
- If possible and if it is safe to do so, alert others and encourage them to seek shelter.
- If you are outdoors, immediately move to the nearest building and seek shelter in an interior room or hallway. Do not remain in a vehicle. Alert others to the oncoming tornado and encourage them to seek shelter.
- Flying and falling debris causes most tornado injuries and fatalities. Make sure to protect yourself appropriately.

*After the storm*

- Be careful of storm debris including downed tree limbs. Look out for downed utility wires and do not approach or touch downed wires for any reason. Assume all downed wires are live. Alert others to downed wires.
- Check yourself and those around you for injury.
- If you smell gas or hear a hissing sound, open windows and evacuate the building immediately.
- Evacuate damaged buildings and do not reenter buildings until the building is declared safe by authorities.
- Call 911 or BC Police ONLY to report life-threatening injuries.

## Gas Leak/Fumes

If you suspect a gas leak or detect the scent of natural gas (smells like rotting eggs);

- Immediately clear the area and leave the building. Do not use elevators. Go to the emergency meeting site.
- DO NOT smoke cigarettes, light matches or candles, or do anything that might create heat or a spark. Do not use your cell phone until you leave the area of the suspected leak
- Leave ventilation systems on and open windows if it is safe to do so.
- Contact BC Police at 617-552-4444 as soon as possible.
  - Be prepared to provide your location and the location of the odor and provide as many details as possible.
- Do not attempt to turn off the gas on your own.
- Help others who need assistance.
- Stay away from the building until you are told by responders that it is safe.

## Power Outage

If the power goes out in a room or part of a building, contact the Work Order Center at 617-552-3048

In a building-wide or after hours outage, or an outage affecting multiple buildings contact BC Police at 617-552-4440

### *In a Power Outage:*

- Unplug nonessential major electronic equipment (computers, TVs, etc.) so that they are not damaged when power returns.
- Take actions to protect research, if applicable. Secure vital equipment, records, and hazardous materials if it is safe to do so. In a lab, open all ventilation hoods. If this is not possible, or natural ventilation is insufficient, leave the building immediately until power is restored.

### *Power Outage (continued)*

- If directed to do so, evacuate the building in an orderly manner.
  - Move cautiously to a lighted area. Exits may be indicated by lighted signs.
  - DO NOT light candles or use any other kind of flame for light. This represents a major fire hazard.
  - DO NOT use elevators to evacuate a building during a power outage.
  - Be prepared for multiple outages.
  - Assist others who need help evacuating, if possible.
- Check [www.bc.edu/emergency](http://www.bc.edu/emergency) or call 1-888-267-2655 for more information during a prolonged outage.

### **Water Leak**

Report all water leaks immediately to the Work Order Center at 617-552-3048 or BC Police at 617-552-4440 if a water leak occurs after hours.

- If it is safe to do so, turn off all electrical devices.
- If hazardous materials are involved, refer to the **Hazardous Materials** section of this document.
- If a water leak is due to a storm, relocate to a safer area or alternate location.
- Take actions to protect property. Unplug any electronics. Move things that may be damaged to an elevated area.
- Use absorbent materials to contain the water and isolate the affected area if it is safe to do so.

### Hazardous Materials Release

Hazardous materials are defined as any substance that causes or may cause adverse affects on health or safety of individuals, the general public, or the environment.

*If there has been a release of chemicals or exposure to potentially hazardous materials:*

#### **AVOID FURTHER EXPOSURE TO THE HAZARD**

Contact BC Police at 617-552-4444 as soon as it is safe to do so.

- Be prepared to provide information about the name and quantity of the material, the location of the incident, number of people who have been injured or exposed, and if fire or explosion has occurred.
- Follow all instructions that you are given.

*If you believe that the area is unsafe, or are told to do so by emergency responders, evacuate the area immediately*

- As you evacuate the area, alert others of the release and encourage them to leave the area, if it is safe to do so.
- Assist others who need help evacuating.
- Request that exposed individuals remain nearby until emergency responders arrive.
- Isolate the area and wait for responders to arrive. Do not return to the area until you are told by responders that it is safe.

*If you are trained and can do so without risking exposing yourself to the hazard:*

- Turn off any sources of ignition.
- If it is safe to do so, prevent further chemical release.
- Attempt to prevent chemical from entering drains by using absorbent material or by blocking drains.
- Locate the Material Safety Data Sheet for the released chemical and provide it to responders.

**DO NOT RISK EXPOSING YOURSELF TO THE HAZARDOUS MATERIAL.  
DO NOT ATTEMPT TO CLEAN UP A SPILL OR REALEASE UNLESS YOU  
ARE TRAINED AND HAVE THE PROPER EQUIPMENT**

*If the incident occurs outdoors, close doors and windows to isolate the area if possible*

- If you are outdoors during the emergency, you may be directed to go or stay indoors and shelter in place.
- See *Shelter in Place* procedures for further instruction.

## Hazardous Materials Exposure

If you or someone else has been exposed to a hazardous material and if it is safe to do so:

- Brush dry chemical or material off of yourself or others.
- Rinse the affected area with water for 15 minutes or until responders arrive. Utilize an emergency shower and/or eye wash station if available.
- If illness or injury is present, provide care for the injuries if you are comfortable doing so. Reference the *Medical Emergency* section of this guide.
- Notify emergency responders of the exposure immediately.

## Suspicious Package

A suspicious package may contain dangerous items or substances. Some typical characteristics that should trigger suspicion include packages that:

- Have protruding wires or aluminum foil, strange odors, or stains.
- Are of unusual weight given their size, are lopsided or oddly shaped.
- Are marked with threatening language.
- Have excess postage or packing material, like tape or string.
- Are unattended bags under suspicious circumstances.
  - An unattended bag or package is not necessarily suspicious. It is important to consider the circumstances.
  - If you witness a person deliberately place a bag somewhere and leave the area, this may be cause for suspicion.

*If you receive or notice a package or container that you consider to be suspicious:*

- Do not go near, touch, or otherwise disturb the package.
  - If you are holding the package, put it down gently on a solid surface or on the floor.
  - If there is powder or liquid coming from the package, try to set it down in a container like a trash can, or bucket.
- Do not activate the fire alarm system and do not use a cell phone near the package.

*Avoid the immediate area where the package is located and alert others to avoid the area:*

- Contact BC Police at 617-552-4444 immediately and provide as much information as possible about the object and location.
- Notify your supervisor and/or staff.
  - Prepare to evacuate the building. Evacuate ONLY if told by responders to do so.
  - As you evacuate, be alert for anything that appears suspicious. Report anything suspicious to the authorities. Prepare to meet responding police officers and provide as much information as possible.

## Threat

### *If you receive a threat of any kind:*

- Record the time that the threat was received.
- Try to record the threat exactly as it was said or written. Be clear about the type of threat being made.
- If you receive a threatening email, letter, phone call, or any other kind of threat, report it immediately to BC Police at 617-552-4444

### *If you receive a threat via phone call:*

- If your phone has Caller ID, record the number that is displayed.
- Try to record the threat exactly as it is said. Try to keep the caller on the phone long enough to ask questions and record details about the following:
  - What will happen?
  - Where will it happen?
  - When will it happen?
  - How can it be stopped?
- Report all threats immediately to BC Police at 617-552-4444. Notify your supervisor and prepare to meet responding police officers. Provide as much information to them as possible.
  - Do not activate the fire alarm system. Evacuate the area only if told by responders to do so.

## Suspicious Person

A suspicious person could be someone displaying erratic behavior or someone who appears “out of place” for a given area or time of day. Suspicious behavior could include attempting to gain entry to vehicles or buildings, climbing fences, or loitering in an unusual area.

*If you witness someone who appears suspicious or who is displaying suspicious behavior:*

- Avoid the person and the area where they are located. Do not confront the person or prevent them from leaving the area.
- Report suspicious persons or suspicious behavior to BC Police immediately at 617-552-4444
  - You may hear multiple rings, but stay on the line until your call is answered.
  - When reporting to BC Police, make sure to provide details about the individual’s location, appearance, direction of travel, and specific behavior or appearance that you believe to be suspicious.

## Violent Act

Violence can come in many forms including domestic and workplace violence. In any situation where you feel that someone may threaten the safety of you or your classmates, coworkers, friends, or roommates, it is important that you contact the BC Police as soon as possible. In situations such as these, do not confront the person or provoke them in any way. Do not prevent the person from leaving the area, and make sure to leave yourself a route of escape.

## Active Shooter

In any situation where you believe that a person may be threatening your safety, particularly if the person is carrying a weapon or you hear something that sounds like gunshots, it is most important that you shelter in place and prevent the person from gaining access to the room or area that you occupy – DO NOT investigate a person or situation where your safety may be threatened.



- If it is possible and safe for you to evacuate the building, run to the nearest exit. As you exit, warn others from entering the building or area.

***If you are unable to evacuate, go to a room that can be locked or otherwise secured from inside, if it is safe to do so:***

- Close and lock all doors and windows. If the door does not lock, barricade the door with heavy furniture such as bookcases, desks, or file cabinets.
- Turn off all lights, get everyone down on the floor, and ensure that no one is visible from outside of the room.
  - If you hear a voice stating that is safe to come out, make sure that it is a police officer or university official before emerging. This may be an attempt to lure you from your place of safety.

***If an active shooter enters your area of safety, call BC Police at 617-552-4444 and alert them to the location of the shooter. If you cannot speak, leave the line open so that the dispatcher can hear what is going on around you.***

- If there is no opportunity for escape, attempt to shield yourself with an object, such as a desk, bag, or computer.
  - It may be possible to negotiate with the individual.
  - Attempting to overpower the individual involves significant risk and should be considered an absolute last resort after all other options have been exhausted.
- If the person leaves the area, immediately proceed to a safer area and do not touch anything that was in the person's vicinity.

**FOLLOW ALL DIRECTIONS GIVEN BY POLICE OFFICERS. KEEP YOUR HANDS VISIBLE AT ALL TIMES**

Keep in mind that the entire area is a crime scene, and you will not be allowed to leave the area until all witnesses have been identified and questioned. Remain in the designated assembly area and follow the instructions of emergency responders.

***If you encounter a shooter when you are outdoors, get indoors if possible. If this is impossible, find cover or something to hide behind:***

- Brick walls, large trees, parked cars, and other objects like this are appropriate cover.

## In Case of Earthquake

If the ground or a building that you are in begins to shake:

### *If you are outdoors:*

- Stay outdoors. Do not attempt to enter a building.
- Move away from trees, poles, and buildings.

### *If you are indoors:*

- Stand in a doorway or get underneath a sturdy piece of furniture such as a table or a desk.
- Stay away from windows, hanging fixtures, or furniture that may topple or fall off the wall.
- Hold on to the doorway or the leg of a desk or table and use your arms to protect your face, head, and neck.
- Stay where you are until the shaking stops.
- Be aware that the power may go out and that fire alarm or sprinkler systems may activate.

### *After the shaking stops, evacuate the building immediately*

- Proceed with caution to the nearest exit. DO NOT use elevators.
- Assist others who need help evacuating.
  - If someone is unable to evacuate, tell them to wait by the nearest stairwell.
  - Individuals unable to evacuate should call BC Police at 617-552-4444 and remain calm until help arrives.

- Once you are out of the building, assemble with others a safe distance from the building (at the designated meeting site, if you know where that is).
  - Notify emergency responders of the locations of people who are trapped, injured, or unable to evacuate.
  - Do not reenter the building until you are told by emergency responders that it is safe to do so.
  - If individuals are injured, provide care if you are comfortable doing so. Refer to the Medical Emergency section of this document.
  - Do not call 911 or BC Police unless a life-threatening emergency exists.

*If you are trapped by debris:*

- Do not light a match or use any source of flame.
- Remain as still as possible to avoid kicking up dust.
- Cover your mouth with clothing, if possible.
- Tap on a pipe or wall so that rescuers can locate you.
- Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

## Shelter In Place

*In emergencies where the risk is outside (e.g., severe weather, airborne toxin or chemical, violent act), it is important to minimize exposure to the hazard. In circumstances such as these, follow these Shelter In Place procedures.*

You may determine on your own that it is most safe to shelter in place. If this is the case, do so until you receive instructions to do otherwise, or until it becomes unsafe to shelter in place. You may receive an emergency alert via text message or email instructing you to shelter in place. In these cases:

- Immediately enter the nearest building if you are not already indoors. Remain indoors until directed by emergency responders.
- Faculty members who are conducting class should remain in their classroom.
- Close all doors and windows, turn off air conditioning or heating units where possible, and await further instructions.
- Stay away from doors and windows.
- Faculty, Staff, and Supervisors should assist in maintaining order.
- Remain sheltered indoors until told by emergency personnel that it is safe to go outside.

## Building Evacuation

Maps showing a means of egress can be found on the exit doors leading from each residential space and in hallways of other buildings. *You should become familiar with at least two exit routes for all buildings that you frequent.*

In case of a fire or other emergency that requires all occupants to immediately leave a building or area, the need for evacuation will be signaled by the fire alarm system or by the direction of emergency personnel. In these cases, follow this procedure:

- Leave the building or area immediately via the nearest exit.
- Do not use elevators for evacuation.

**BC POLICY REQUIRES ALL PEOPLE IN A BUILDING TO EVACUATE  
IMMEDIATELY WHEN AN ALARM SOUNDS**

***Building Evacuation (continued)***

- Exit in an orderly fashion. Do not run or push. Running can lead to falls and injuries.
- Gather at a designated meeting site a safe distance from the building, taking care not to block exits.
- Stay together and assess who is present. Faculty members, supervisors, and residence halls directors should gather names of students, employees, or residents present.
- Report the condition and location of any people unable to leave the building or area or who need assistance evacuating to emergency responders.
- Wait for the all clear from emergency personnel before attempting to re-enter a building or area.
- Students, faculty, and staff will be directed to a temporary shelter if the building is deemed unsafe for a significant period of time.

***Individuals with Disabilities:***

During an evacuation, follow the same procedure outlined above.

- If you need assistance leaving a building or area, notify a friend, co-worker, roommate, etc. that you will wait by the nearest stairwell.
- Do not use an elevator during an evacuation.
- Call BC Police from your cell phone at 617-552-4444 and let the dispatcher know your exact location.
- Remain calm until help arrives.

## Tips to Help You Prepare For Emergencies

### ***Be Informed:***

- Know what types of hazards are common in your area, and what you should do and where you should go should an emergency occur.
- Attend safety and security information sessions and classes.
- Know how to get official information in case of an emergency.
- Update your contact information through the BC Portal at <https://portal.bc.edu>
- Program a family member or close friend into your cellphone as ICE (In Case of Emergency) in the name field. Emergency responders can use this to contact someone you designate if you are incapacitated.

### ***Be Prepared:***

- **Review this guide. Be familiar with how to obtain information from it if needed.**
- Take responsibility for your own preparedness by taking steps to educate and equip yourself for an emergency.
- Develop a plan to communicate with your family and friends during an emergency.
  - Designate a single contact outside of your area – be sure that family and friends know who the contact is and how to reach them.
  - Notify family and friends if you are affected by an emergency so they know where you are and that you are safe. If you can't reach them, notify your designated contact person.
- Learn CPR and First Aid. These skills might save a life, including your own.
- Develop a personal emergency plan for your school or workplace and residence which includes:
  - Know two ways out of all rooms, and the location of the nearest fire extinguisher.
  - Pre-designate meeting places for family, friends, co-workers, and/or roommates.
    - One location just outside of where you live/work.
    - A second location further away in case you can't get close to where you live/work.

***Personal Emergency Plan (continued):***

- Emergency shelter locations – check [www.bc.edu/emergency](http://www.bc.edu/emergency) for a list of locations.
- If you have pets, develop a pet emergency plan. Plan to include emergency supplies and shelter arrangements – pets are not allowed in public emergency shelters for health reasons.

***Develop an Emergency Supply Kit for your comfort and safety during an emergency.***

A complete Emergency Supply Kit should include:

- Bottled Water
- Canned or Packaged Food
- Manual Can Opener
- Battery or Crank-Powered Radio
- Flashlight
- Emergency Light Sticks
- Extra Batteries for Radio and Light
- First Aid Kit
- Toiletries
- Toothbrush and Toothpaste, Shampoo, Soap, Comb/Brush
- Emergency Blanket
- Prescription Medications (if taken)
- Safety Whistle (to attract attention)
- Dust Mask & Medical Gloves
- Hand Sanitizer

Don't forget your:

- Keys
- Photo identification
- Wallet/Purse
- Money/Credit Cards
- Cellphone and Charger

**My Building Emergency Information**

Each individual should complete this section. Take this opportunity to explore your surroundings and make note of these critical emergency resources in your residence and/or workplace.

**Building Safety Contact** and Phone Number:

---

**Supervisor** and Phone Number:

---

**Primary Exit Route:**

---

**Secondary Exit Route:**

---

Nearest **Fire Extinguisher:**

---

Nearest **Fire Alarm Pull Station:**

---

Nearest **First Aid Kit:**

---

**Primary Emergency Meeting Location:**

---

**Secondary Emergency Meeting Location:**

---

**Shelter In Place Location:**

---

Individuals in my Building/ Floor Who Need Assistance During an Evacuation:

---

---

---

---

---

---



## **My Notes**

This section is intended for your notes and/or drawings that would be useful to you in an emergency. You can also utilize this space to record pertinent information during an emergency, for example: observations of a suspicious person or object, details of a threat, locations of individuals trapped in a building, names of people who gather at your emergency meeting site after an evacuation, or a map of your floor/building.

<b>Boston College Police Department</b> .....	617-552-4444 (emergency)
.....	617-552-4440 (non-emergency)
<b>Environmental Health &amp; Safety</b> .....	617-552-0300
<b>Work Order Center</b> .....	617-552-3048
<b>Emergency Information Line</b> .....	1-888-BOS-COLL
<b>Office of Emergency Management</b> .....	617-552-4316
<b>University Health Services</b> .....	617-552-3225
<b>University Counseling Services</b> .....	617-552-3310
<b>Office of Residential Life</b> .....	617-552-3060

*For more information on emergency procedures and preparedness on-campus, visit:*

Office of Emergency Management .....	<a href="http://www.bc.edu/emergency">www.bc.edu/emergency</a>
.....	<a href="http://www.facebook.com/bcemergency">www.facebook.com/bcemergency</a>
.....	<a href="http://www.twitter.com/BC_OEM">www.twitter.com/BC_OEM</a>
Environmental Health and Safety .....	<a href="http://www.bc.edu/ehs">www.bc.edu/ehs</a>
Boston College Police Department .....	<a href="http://www.bc.edu/bcpd">www.bc.edu/bcpd</a>
Eagle EMS of Boston College.....	<a href="http://www.bc.edu/eagleems">www.bc.edu/eagleems</a>

*For more information on emergency preparedness off-campus, visit:*

FEMA Ready Campaign .....	<a href="http://www.ready.gov">www.ready.gov</a>
Massachusetts 2-1-1 .....	<a href="http://www.mass211.org">www.mass211.org</a>
Massachusetts Emergency Management Agency .....	<a href="http://www.fema.gov">www.fema.gov</a>
American Red Cross.....	<a href="http://www.redcross.org">www.redcross.org</a>

*This page intentionally left blank*



**Boston College**  
**Office of Emergency Management**