



BC / Prepared

Campus Emergency Procedures

Building Evacuation

Faculty, staff and students should familiarize themselves with the entrances and exits of all buildings they frequent. When an emergency requires all occupants to immediately exit a building, that building's fire alarm will sound.

You should:

- Leave the building through the nearest exit. Do not use elevators during an evacuation. In class, faculty members should ensure that students comply immediately. Remember to check for stragglers.
- Gather outside the building. Supervisors should check for staff present. Faculty should take the names of those students present, and, if possible, report the names of any students not in class at the time of the evacuation.
- Remain outside at the gathering place until an all-clear to reenter the building is issued or until further instructions are given. Faculty and supervisors are asked to assist in keeping order.
- Students and faculty with disabilities should familiarize themselves with specific emergency protocols at www.bc.edu/prepared.

Shelter-in-Place

If it is important to minimize exposure to outside risks, members of the University Community may be asked to Shelter-in-Place for what may be a prolonged period of time.

If a Shelter-in-Place alert is issued, you should:

- Immediately seek refuge inside the nearest building. If already inside, remain in place. Faculty members who are conducting class should remain in their classroom.
- Close all windows. Turn off heat and air conditioning where possible.
- Move to the side of the room away from windows.
- Wait for instructions from BC Police. Faculty and supervisors should assist in keeping order.

For more information on emergency preparedness and procedures at BC, visit www.bc.edu/prepared

To report an emergency call BC Police Dispatch at ext. 2-4444.