

BOSTON



COLLEGE

In Case of an
EMERGENCY ON CAMPUS
REMAIN CALM
and Follow These Instructions



Need Assistance (Police/Fire/Ambulance)? - Call 911 or BC Police at 617-552-4444



Shelter in Place

- Get indoors and shut and lock all doors and windows.
- Stay away from exterior doors and windows.
- Stay inside until informed it is safe to go outside.

Evacuate

- Move calmly to exits. Do not run or push.
- Follow instructions from emergency personnel. Alert personnel if someone needs help evacuating.
- Seek information on BC Emergency Website.



Fire

- Activate the nearest fire alarm, call 911 and BC Police if possible.
- If there are no fire alarms, knock on doors and yell "fire" as you exit the building.
- Evacuate the building and DO NOT use elevators!
- Close doors as you leave.
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Move well away from the building when evacuating.



Suspicious Person/ Violent Act

- Do not physically confront the person and do not block person's access to an exit.
- Do not let anyone into a locked building/office.
- Call BC Police. Provide as much information as possible about the person and his or her direction of travel.
- Follow instructions from emergency personnel.
- If told to seek safe shelter, get inside immediately and lock doors.



Earthquake

- If outside, move to a clear area away from trees, poles and buildings.
- If inside, get under a sturdy piece of furniture and hold on.
- Stay away from windows, hanging objects or tall furniture that can topple over.
- Stay where you are until shaking stops. After shaking stops evacuate building. DO NOT use elevators.



Severe Weather/ Tornado

- Seek shelter; get inside.
- Shut all doors and windows.
- Stay away from exterior windows and doors.
- Seek information: check the BC Emergency Website.
- Do not go outside until storm has passed.
- Be aware of downed wires and falling objects.



Hazardous Materials

- Move away from the hazard to a safe location.
- If an emergency or if anyone is in danger, call BC Police.
- Follow instructions from emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed to the hazard or have information about the release.



Suspicious Package/ Threat

- Do not touch or disturb object.
- Call BC Police. Provide as much information as possible about the threat or object.
- Notify your supervisor / RA.
- Be prepared to evacuate.
- If told to evacuate, look around for anything suspicious and report to authorities.



Power Failure

- Move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off and unplug computers and other voltage sensitive equipment.
- For localized outages, contact Facilities Work Order Center at 617-552-3048.
- For information about a prolonged outage, check the BC Emergency Website.



Crisis Manager App

- Take this information with you in this free app!
- The **Crisis Manager by SchoolDude** App provides a mobile version of this information and more.
- Download the app with the QR code above.
- Search "Boston College."
- Select the "Emergency Reference Guide."

For More Emergency Updates and Preparedness Information:
www.bc.edu/emergency or 1-888-BOS-COLL (1-888-267-2655)