

EMERGENCY CONTACTS

	CRC	MED
① Facilities event & hazardous material spills	(617) 353-2105	(617) 358-4144
② BUPD/Public Safety & medical incidents	(617) 353-2121	(617) 358-4444
③ Exposures & lab-related incidents	(617) 414-ROHP (7647)	
911 Fire	911 + call ②	

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 of 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

