



**In case of an
EMERGENCY ON CAMPUS
REMAIN CALM
and follow these instructions**

**TIP: If there is an
Emergency you will be
notified via Send Word
Now (Emergency
Notification System)**



Fire

- Activate the nearest fire alarm and call Public Safety from a safe place, if possible.
- Knock on doors and yell "fire" as you exit the building.
- **DO NOT use the elevators!**
- Close doors as you leave.
- Feel closed doors with the back of your hand. **DO NOT open if doors are warm!**
- Once outside move away from building.
- Proceed to your designated muster point, where a roll call will be taken.



Power Failure

- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.
- For localized outages, contact the Service Response Center at 781-239-4444 or via the web: workorder@babson.edu
- For information about a prolonged outage, consult [Emergency Preparedness website](#).



Suspicious Persons/ Violent Acts

- DO NOT physically confront the person or block access to an exit!
- DO NOT let anyone into a locked building/ office.
- Call Public Safety. Provide as much information as possible about the person and his/her direction of travel.
- Follow instructions of emergency personnel.
- If told to seek safe shelter, get inside immediately and lock doors.



Earthquake

- If inside, stand in doorway or get under a sturdy piece of furniture.
- Stay away from windows, hanging objects or tall furniture that may topple.
- Stay where you are until shaking stops.
- After shaking stops evacuate building. Do NOT use elevators.
- Use caution when exiting to avoid falling objects
- If outside move to a clear area away from trees, poles and buildings.



Hazardous Materials

- Provide 1st aid and/or decontaminate if you or others are exposed or hurt
- If an emergency or if anyone is in danger, call Public Safety and provide as much info as possible (what material, how much, location, injuries/ exposure).
- Follow instructions of emergency personnel.
- Close windows/shut doors/put up signage alerting others to stay clear of the area. Evacuate area.
- If outside stay uphill/upwind. Notify emergency personnel if you have been exposed to the hazard or have information about the release.



Suspicious Package/ Bomb Threat/Explosion

- Do not touch or disturb object.
- Notify Public Safety immediately with as much detail as possible about the threat or object.
- Notify your supervisor or RA.
- Be prepared to evacuate.
- If told to evacuate, report anything that looks suspicious to authorities.



Severe Weather/Tornado

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



If told to EVACUATE

- Move calmly to exits.
- DO NOT rush or push.
- Follow instructions of emergency personnel.
- Alert personnel if someone needs help evacuating. Bring keys, purse/wallet, cell phone, medications if needed.



If told to SHELTER IN PLACE

- Get indoors.
- Shut and lock all doors and windows.
- Turn off air conditioners, fans, heaters if possible.
- Stay inside until informed it is safe to go outside.
- Follow instructions of emergency personnel.
- Seek information on Olin's Emergency Management website.

For additional information: <http://www.babson.edu/emergency-preparedness/Pages/default.aspx>

For Emergency Assistance call Babson College Public Safety 781-239-5555