

SPECIAL SCENARIOS

People with access and functional needs should adapt these instructions to their particular circumstance. For additional resources, visit umb.edu/preparedness.



Active Threats (Hostile Person with a Weapon)

If there is an active threat in your area, determine the best course of action based on your location relative to the threat. There are three options:

- Run:** Evacuate the area if it is possible to do so safely.
- Hide:** If you can't evacuate safely, hide and silence all cell phones and computers.
- Fight:** Fighting is a last resort. Be sure to commit to this action only if necessary.



Earthquakes

Although earthquakes are rare in the Northeast, they can occur. Here's what to do:

- Drop:** Get on the ground. If unable to get on the ground, get as low as possible.
- Cover:** Take cover under sturdy furniture. At minimum, cover your head.
- Hold on:** Stay put until the shaking stops. Follow the directions of first responders.



Storms and Emergency Campus Closures

In the unlikely event of a tornado warning, take shelter immediately. For hurricanes, nor'easters, and blizzards, stock up on food, water, medications, and other necessities. Be ready to shelter in place.

Please visit the American Red Cross website or Ready.gov for more information.

Review the Campus Closure Policy at umb.edu/preparedness. Make sure your cell phone number is correct in the UMass Boston Alert System.



Personal Emergencies (Emotional Distress)

UMass Boston provides help to members of our campus community who are in emotional distress.

Life-threatening emergency

Call 911 to get immediate help if someone is in life-threatening emotional distress.

Non-life-threatening emergency

Students who are in emotional distress should go directly to the University Health Services Counseling Center or call 617.287.5690.

Employees can access free, confidential resources via ComPsych GuidanceResources by calling 844.393.4983 or by visiting guidanceresources.com (Web ID: UMASS).

If someone's behavior is causing concern, notify officials:

- Students**
 - Office of the Dean of Students: 617.287.5800
- Employees**
 - Office of Human Resources: 617.287.5800



Roadway and Construction Safety

UMass Boston is a growing campus and may have active construction sites or occasional changes to roadways. Follow signage and common sense to stay safe.

- Do not walk in the street. Use marked crosswalks and pedestrian walkways.
- Drive carefully through campus. Be on the lookout for pedestrians.
- Don't use your cell phone while driving. Pay attention to the road and signage.
- Stay out of construction sites. Do not jump fences or attempt to cut through prohibited areas of campus.

To learn more about construction on campus, see the Construction Updates section of the UMass Boston website. Call 911 for issues that pose an immediate danger. To report issues that do not pose an immediate threat, contact the Facilities Department at 617.287.5450.

- ✓ Plan
- ✓ Evaluate
- ✓ Respond

EMERGENCY Pocket Guide

University of Massachusetts Boston
Office of Emergency Management
Office of Community Relations

EMERGENCY

Pocket Guide

The safety of students, employees, and visitors is a top priority at the University of Massachusetts Boston. Please use this handy guide to ensure you are prepared for emergencies.

Learn the Three Steps to Preparedness on this side of the booklet. The opposite side contains information relating to specific emergencies.

Be sure to program key numbers into your cell phone and note procedures relating to campus emergencies. If you have any questions, please contact the Office of Emergency Management at 617.287.5104.

We would like to thank our neighbors at National Grid for sponsoring this publication and making this possible.



EMERGENCY PREPAREDNESS—KNOW THE STEPS: PLAN, EVALUATE, RESPOND!

1. Before the emergency, **PLAN.**

Make sure your cell phone number is correct in the UMass Boston Alert System (getrave.com/login/umb). Ensure that government-issued alerts are also enabled on your cell phone.

Familiarize yourself with resources at umb.edu/preparedness:

- Personal emergency plan
- What to do in an emergency
- Building-specific and campus-wide evacuation plans
- University policies relating to preparedness and response
- Training opportunities
- Links to other resources

Note exits and maintain situational awareness.

Know what to do in specific emergencies. Attend safety and preparedness trainings.

2. If an emergency occurs, **EVALUATE** the situation and assess your options.

Remain calm. Follow the directions of first responders. If alone, rely on your knowledge of emergency protocols. To report an emergency, call 911 when safe to do so. To reach UMB Police & Public Safety directly, call 617.287.7777.

Confirmed information and recommended protective actions will be conveyed via the UMass Boston Alert System.

Some initial reports on social media during emergencies may be inaccurate. Look for authoritative sources of information such as UMass Boston accounts and those of the Boston Police, Massachusetts State Police, the National Weather Service, and the Massachusetts Emergency Management Agency.

3. Then, **RESPOND.**

Different emergencies require different responses. For example, first responders or alerts may direct you to avoid an area, evacuate, or shelter in place.

Avoid the area: Stay clear of the specified area.

Evacuate:

- Remain calm and proceed to the exit. Follow posted evacuation plans and the directions of first responders. Do not use elevators.
- Never ignore a fire alarm.
- A campus-wide evacuation may require a non-vehicular (walking) exit from campus. UMB PD will address access and functional needs if a non-vehicular evacuation is required.

Shelter in place:

- Move to an interior space, away from windows.
- For severe weather, move to the lowest floor possible.
- Remain sheltered until authorities advise that it is safe to leave.

Emergency Contact Information

EMERGENCY	911
UMB Police & Public Safety	617.287.7777
Office of the Dean of Students	617.287.5899
Emergency Management	617.287.5104
Environmental Health and Safety	617.287.5445
ComPsych GuidanceResources	844.393.4983
Facilities Response Center	617.287.5450
Office of Human Resources	617.287.5150
University Health Services Counseling Center	617.287.5690
IT Security Emergency	617.287.5220

IN AN EMERGENCY, CALL 911. Calling 911 from a cell phone will route your call via local authorities to UMB Police & Public Safety. To reach the Police Department and Public Safety directly, call 617.287.7777. Do not use this number for non-emergency calls.

FOR MORE INFORMATION

umb.edu/preparedness

617.287.5104

@UMB_Safety