



BOSTON COLLEGE
SPECIAL EVENTS EMERG

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*****SAMPLE*****

BOSTON COLLEGE SPECIAL EVENT 202X
EMERGENCY INFORMATION

All personnel should stay attentive to hazards, guests who may need assistance and unsafe actions. Report anything unusual or suspicious to proper personnel.

Reporting Emergencies During Parents Weekend

If you Need Assistance (Police/Fire/Ambulance) or need to report one of the previously listed emergencies, contact:

BC Police at 617-552-4444 or use the Blue Light Call Boxes on Campus

- When calling, stay calm and carefully explain the problem and location to the Dispatcher.
- DO NOT hang up until told to do so.
- Keep calm. Keep others calm until help arrives.

COMMUNICATION DURING AN EMERGENCY

Effective communication during an emergency is vital to success and safety. Anyone with a radio must refrain from any unnecessary transmissions and must listen carefully for instructions. Tips for communicating during an emergency are:

1. Stay calm. Speak slowly and clearly over the radio. Do not shout.
2. All communication must be brief and to the point.
3. Do not use words over the radio that would incite panic. Refer to the emergency as “a situation” not a bomb, fire, etc.
4. Report all emergencies on your assigned radio channel or to BC Police at 617-552-4444.
5. Depending on the emergency, not all normal modes of communication will function. Be prepared to use landline phones and cell phones.

Boston College Emergency Evacuation & Shelters

In the event that the Boston College Special Events are affected due to severe inclement weather (heavy rain, lightning, wind, hail, tornadoes) or other circumstances, **the following facilities on or near the event have been pre-identified as emergency shelters** if needed.

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| • Alumni Stadium (concourses/under stands only) | • Gasson Hall |
| • Conte Forum | • McElroy Commons |
| • Fish Field House | • Stokes Hall |
| • Beacon Street Garage | • Devlin Hall |
| • Connell Recreation Center | • Higgins Hall |
| • Commonwealth Avenue Garage | • McGuinn Hall |
| • Corcoran Commons/Robsham Theater | • Merkert Chemistry Center |
| • Bapst/Burns Library | • Lyons Hall |
| • O’Neill Library | • Fulton Hall |
| | • Saint Ignatius Church |