

## **Questrom Safety & Security Information**

### **September 2016**

#### Building Security:

In 2013 BUPD did a thorough security audit of the building and made recommendations for improvement. We followed their recommendations and had panic buttons installed in all 1<sup>st</sup> floor offices, the Dean's office (2<sup>nd</sup> floor), the ELC reception area (4<sup>th</sup> floor), and in the Dean's suite (5<sup>th</sup> floor). Panic buttons are linked directly to the BUPD and when activated, an officer will be on scene in a matter of minutes. We also have significant video surveillance capability in the stairwells and other sensitive areas of the building. Despite this added security, we still have several instances a year of items being stolen from unlocked, unattended offices and so we recommend that faculty & staff do not leave their office unlocked. The BUPD also offers self-defense classes for women for anyone interested in this training. For more information go to: <https://www.bu.edu/police/services/RAD/>

#### AED/First Aid:

We have an AED (automated external defibrillator) on the first floor, located in a cabinet by the men's restroom near the staircase. We have offered summer AED/CPR training courses in conjunction with the staff at FitRec and many faculty and staff have taken this course and become familiar with the use of the AED and CPR basics.

#### Fire/Emergency Evacuation:

The Hariri Building has a very sophisticated fire alarm system that will broadcast floor-specific instructions in the event of a fire. All occupants of the building should follow the directions and evacuate the building, even if there is no immediate evidence of a fire or it is only a drill. The emergency meeting point for the school is across the street, near Scoozi's restaurant. In the event of a fire or other emergency evacuation, all faculty, staff, students and visitors should assemble there. And, as a reminder, in the event of a fire, please use the stairs – not the elevators, and stay outside until the Fire Department gives the all clear sign. We used to have staff act as Fire Marshalls for the evacuation process, but the University advised against it in recent years, feeling that the staff acting in this capacity could potentially be put in harm's way searching the building for people who have not heeded the evacuation order. However, they have revised their thinking yet again and we are studying whether to reinstate this program or remain with the system in which every person is responsible to evacuate the building on their own.

#### Building Shut-Down/Continuity of Operations Plan:

In the event of some sort of an emergency that forces us out of the building (fire, flood, etc.), we have on file with the University a "Continuity of Operations Plan" or COOP. The COOP covers how we will address the needs of the faculty, staff and students in the event that the Hariri Building is off-line. The emergency committee members are Maria Anderson, Greg

DeFronzo, and Rachel Reiser. We have data security and recovery plans in place for our records and also work arounds for staff and faculty who need to work from home for an extended period. In such a situation we would be working with the main BU Disaster Recovery Team to ensure the safety of our students on campus first and then address how to continue classes for the semester. Additionally, Cam Phillip is our representative to the Emergency Management Planning Committee, which meets monthly, and reports regularly on any changes or new issues.

#### Emergency Training:

The University has created an on-line course for persons interested in additional training. The instructions are attached, below. In addition, the following video (“Run, Hide, Fight”) has been recommended for information about an active shooter situation:

<https://www.youtube.com/watch?v=5VcSwejU2D0>

We are located in an urban setting in an open access building. While we do not anticipate any such emergencies, it is best to be prepared, trained, and vigilant. We, as a community, can be effective in protecting each other by being observant, reporting any suspicious behavior, and using common sense.

If you have any questions, concerns or suggestions regarding safety and security, please contact Maria Anderson (mbda@bu.edu).

# Managing Emergencies Online Training

## I. Introduction

An efficient emergency response relies on everyone doing their part. The entire BU community should be familiar with basic emergency response, initial actions to take, and who to notify. Managing Emergencies training is a highly interactive training and is broken down into 2 courses;

**Managing Emergencies-** This course pertains to everyone in the BU community. It discusses each type of emergency you may encounter. It covers initial actions, proper notifications, and other useful tools. Basic emergency response phases and actions are also outlined. There is a quiz at the end of the course that may be required at the discretion of your supervisor.

**Managing Emergencies for Command Staff and Crisis Action Teams-**This course is more specific in nature and is meant for those who actually serve a defined role in emergency response. This course discusses topics such as emergency command structure and specific roles and responsibilities. It also provides links to web sites, videos etc. that are very useful for emergency response teams

## II. Accessing the Training

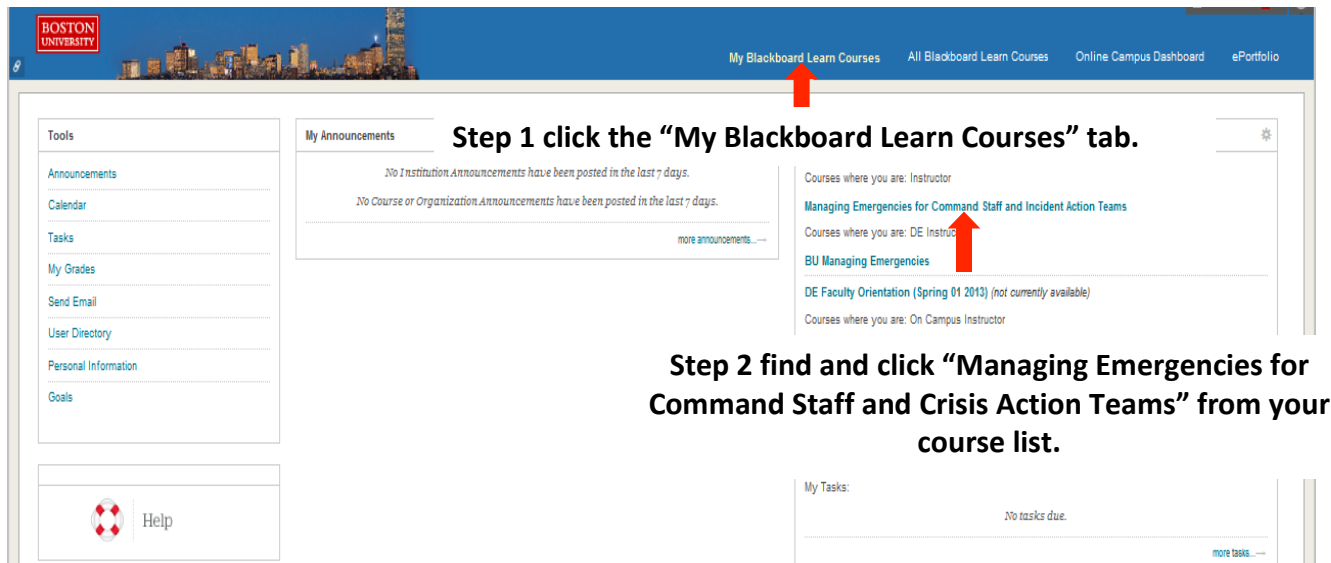
If you have access to *any* courses in Blackboard Learn you already have access to the first course. Simply go to <https://learn.bu.edu/> log in and click the “All Blackboard Courses” tab. Managing Emergencies is the featured course you will see in a box in the left upper corner of the screen.

**Step 1 click “All Blackboard Courses”**

**Step 2 click “Take the Course”**

**Step 3 click “Enroll” on bottom left of the screen**

To access the second course **Managing Emergencies for Command Staff and Crisis Action Teams** you must be enrolled (see next section of this document **“enrolling in course”**) Once you are enrolled follow steps below;



**Step 1 click the “My Blackboard Learn Courses” tab.**

**Step 2 find and click “Managing Emergencies for Command Staff and Crisis Action Teams” from your course list.**

### III. Enrolling in Courses

If you do not have a Blackboard Learn account please email [ithelp@bu.edu](mailto:ithelp@bu.edu) to be enrolled for general access in the Learning Management System. Supervisors who would like their whole group enrolled should have the following information available for each student.

**Last Name**  
**First Name**  
**BU login**  
**BU ID**

Crisis Action Teams and Command Staff will obtain access through the Emergency Response Planning Division of Environmental Health and Safety

### IV. Problems/ Concerns

If you have any issues enrolling please contact the IT Help desk via [ithelp@bu.edu](mailto:ithelp@bu.edu) or by calling 353-HELP If you have questions/comments on the training content itself please contact [avinson@bu.edu](mailto:avinson@bu.edu)