

## Managing Emergencies Online Training

### I. Introduction

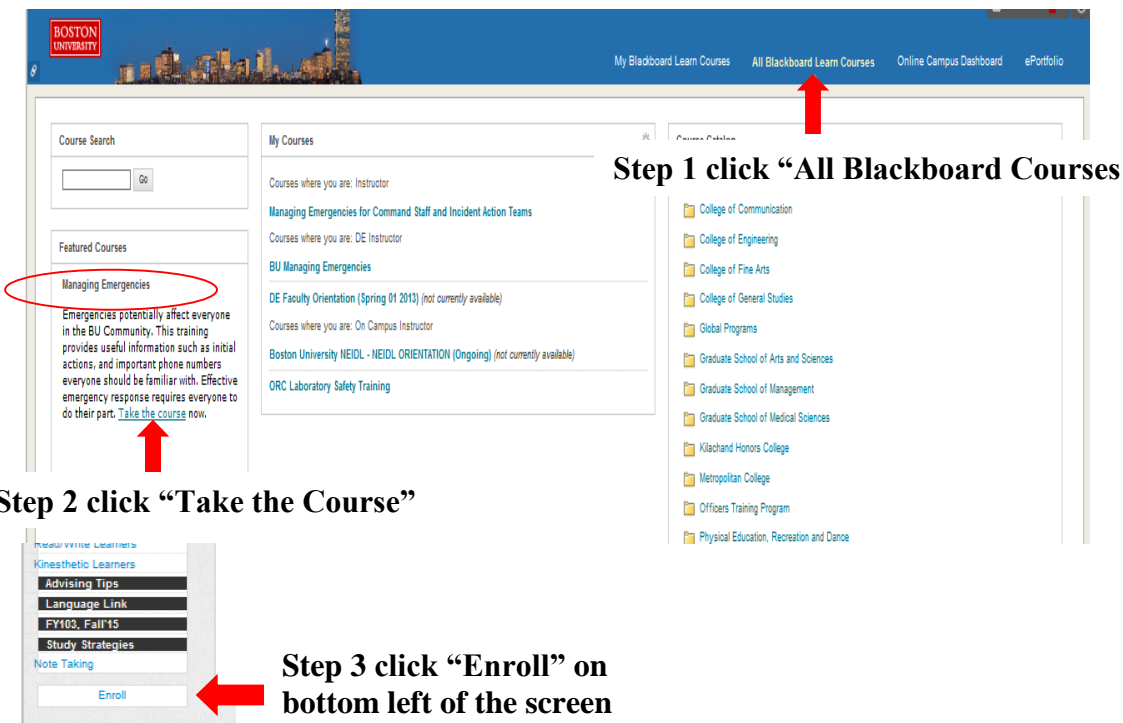
An efficient emergency response relies on everyone doing their part. The entire BU community should be familiar with basic emergency response, initial actions to take, and who to notify. Managing Emergencies training is a highly interactive training and is broken down into 2 courses;

**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”

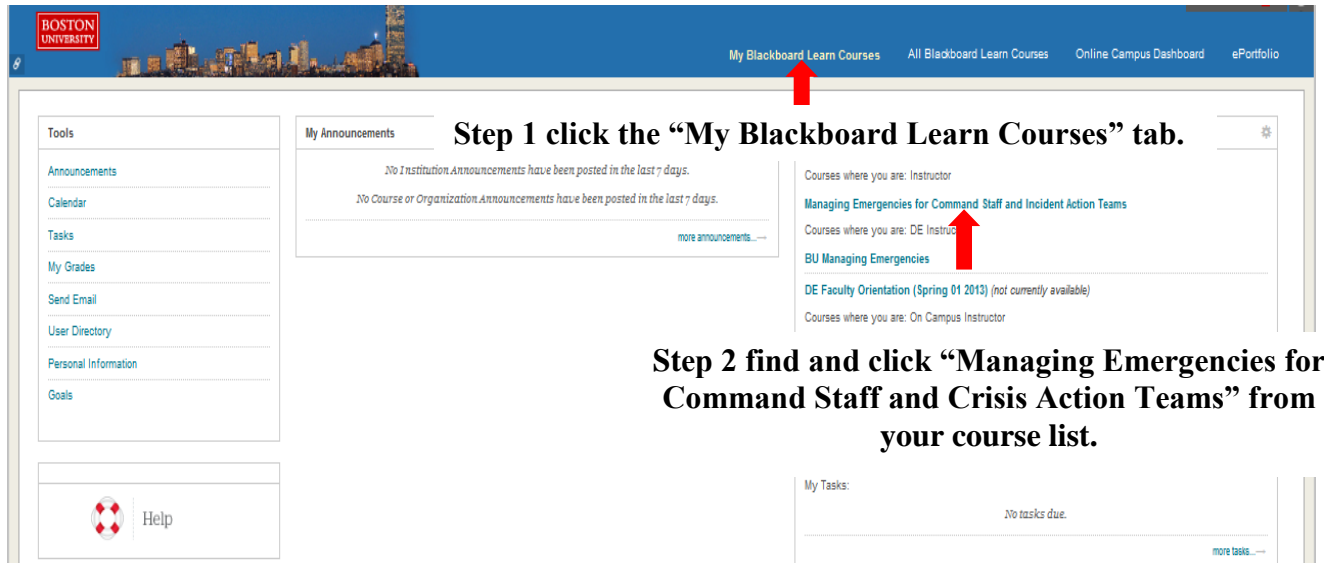
**Step 2** click “Take the Course”

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

**Charles River Campus**  
704 Commonwealth Avenue  
Boston MA 02215  
617.358.1577

**Medical Campus**  
620 Albany Street  
Boston MA 02118  
617.414.8920

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;



The screenshot shows the Blackboard Learn interface. At the top, there is a navigation bar with the following links: "My Blackboard Learn Courses", "All Blackboard Learn Courses", "Online Campus Dashboard", and "ePortfolio". A red arrow points to the "My Blackboard Learn Courses" link. Below the navigation bar, there is a "Tools" sidebar on the left with links for "Announcements", "Calendar", "Tasks", "My Grades", "Send Email", "User Directory", "Personal Information", and "Goals". In the center, there is a "My Announcements" section with the text "No Institution Announcements have been posted in the last 7 days." and "No Course or Organization Announcements have been posted in the last 7 days." To the right of the announcements, there is a list of courses. A red arrow points to the "Managing Emergencies for Command Staff and Incident Action Teams" course. Below this course, there is a list of other courses: "BU Managing Emergencies", "DE Faculty Orientation (Spring 01 2013) (not currently available)", and "Courses where you are: On Campus Instructor". At the bottom right, there is a "My Tasks" section with the text "No tasks due." and a "more tasks" link.

**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)

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