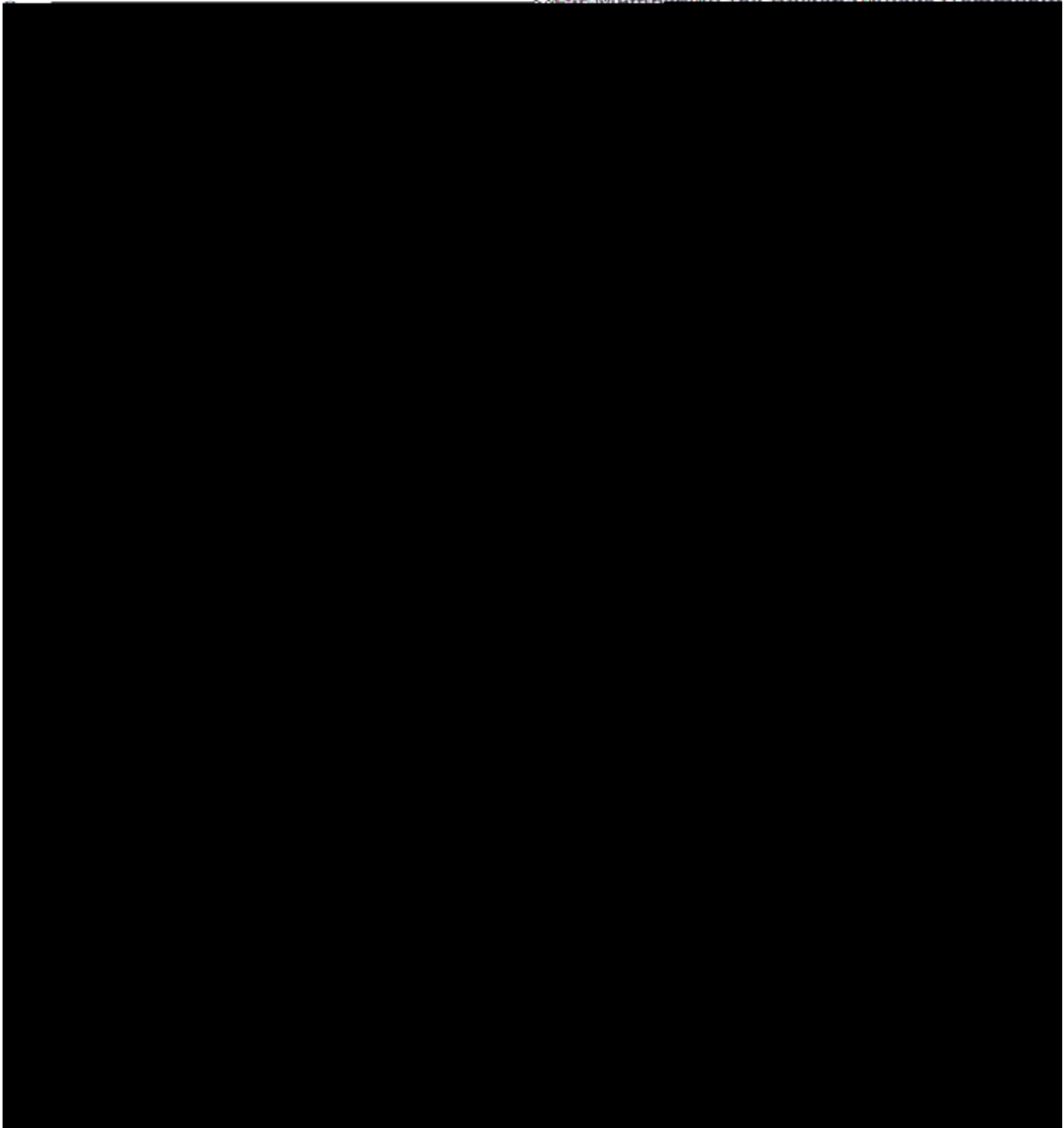
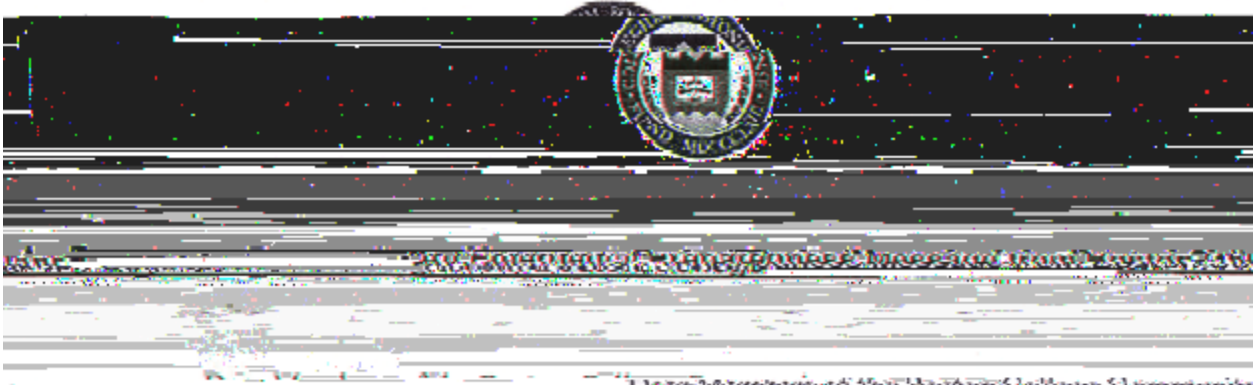


Boston College Comprehensive Emergency Management Plan

Record of Changes

The Comprehensive Emergency Management Plan goes through continuous, ongoing changes based on the results of actual events, post-exercise drills and activities, and input from units and departments tasked in this plan.

Date	Description	Page	Author
------	-------------	------	--------



EXECUTIVE SUMMARY

An emergency can occur at any time, suddenly and without warning. Proper planning is essential to minimize the impact of any emergency on university people, operations and facilities.

The Comprehensive Emergency Management Plan is designed to provide Boston College with a management tool to facilitate a timely, effective, efficient, and coordinated emergency response to significant events affecting the campus or its population. It is based on integrating Boston College emergency response resources with those of other government emergency response agencies. The Comprehensive Emergency Management Plan does not replace existing emergency procedures but supplements them by defining the relationships between those and other procedures and organizations to build a unified command structure.

Preparedness

Preparedness is a continuous process. Preparedness involves efforts at all levels to identify threats, determine vulnerabilities, educate and train the community and identify required resources. Preparedness is operationally focused on establishing guidelines, plans, procedures, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Response

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution

- f* Text alerts to cell-phones (be sure to logon to the BC Portal now and update your contact info – (<https://portal.bc.edu>))
- f* BS Safe App
- f* Phone calls to certain campus phones
- f* Alertus computer popups on University owned computers (optional download for privately owned computers)
- f* Posting information to the BC Emergency Website (www.bc.edu/emergency), BC Emergency Facebook Page (www.facebook.com/bcemergency), BC Emergency Twitter feed (www.twitter.com/bc_oem), BC News Website (www.bc.edu/news) and main BC Website (www.bc.edu)
- f* Information on the 888-BOS-COLL (888-267-2655) Emergency Information Line
- f* Other methods (media, social media, handouts, etc.)

In case of an emergency, these systems will provide information about the nature of the emergency, what to do and where to get additional details. Emergency updates and further information will be provided by postings to the listed websites, emails to the Boston College community and other methods as needed. Multiple systems of delivering emergency notifications and updates are used to increase the likelihood of at least one reaching the intended audience and of reaching the whole community, including those with hearing or visual impairments. Also, be sure to develop an Emergency Communications Plan with family and friends to keep them informed of your status during an emergency. Please do not call 911 or the Boston College Police Department unless you truly D 48 gat11(t)-11(te

Students should understand that they will have some personal responsibility for implementing their plan, and discussion with the Disability Service Office is designed to ensure that students understand their own responsibilities in the event of an emergency. Students who live off-campus must develop and practice their own evacuation plans as part of a comprehensive fire safety plan. The Disability Service Office can assist with home and fire safety advice.

Faculty and staff members with disabilities should notify their supervisor and [Human Resources' Office of Institutional Diversity](#) immediately upon beginning work at Boston College or transferring to a new location. They should work with their supervisor to ensure there is a common understanding of emergency procedures and their specific needs.

The following are steps people requiring additional or special assistance should follow in an evacuation:

- f* Leave the building or area if possible;
- f* Do not use an elevator during an evacuation;
- f* If you cannot evacuate on your own, proceed to the nearest stairwell and wait for an officer or someone to help you get out of the building (Emergency personnel are instructed to check all exit corridors and stairwells first for any stranded persons);
- f* Alert your professor, co-worker, classmate or friend who can tell others that you are going to the stairwell to await assistance;
- f* If possible, ask another person if they are willing to accompany you to the stairwell and to ensure that an officer is aware of your exact location;
- f* Call the BC Police at 617-552-4444 and tell the dispatcher your exact location and what assistance you will need to get out of the building;
- f* Stay calm until help arrives. If help has not arrived within 5-10 minutes, call the BC Police again;
- f* Report the condition and location of any other persons unable to leave the building or area or who need assistance to emergency personnel.

E

EMERGENCY RESPONSE PRIORITIES

Priorities for all emergency response at Boston College are as follows:

Protection of Life

1. Students
2. Faculty & Staff
3. General Public

Stabilization of the event

1. Prevent the incident from expanding.
2. Bring the situation to a point of order.
3. Isolate the scene and control entry.
4. Determine course of action.

Protection of University Property and the Environment

1. Facilities necessary for shelter and care of students.
2. Research and critical University records and collections.
3. Facilities used for education and operational purposes.
4. Ensure, to the extent practical, that emergency response efforts do not adversely impact the

EMERGENCY WORKFORCE

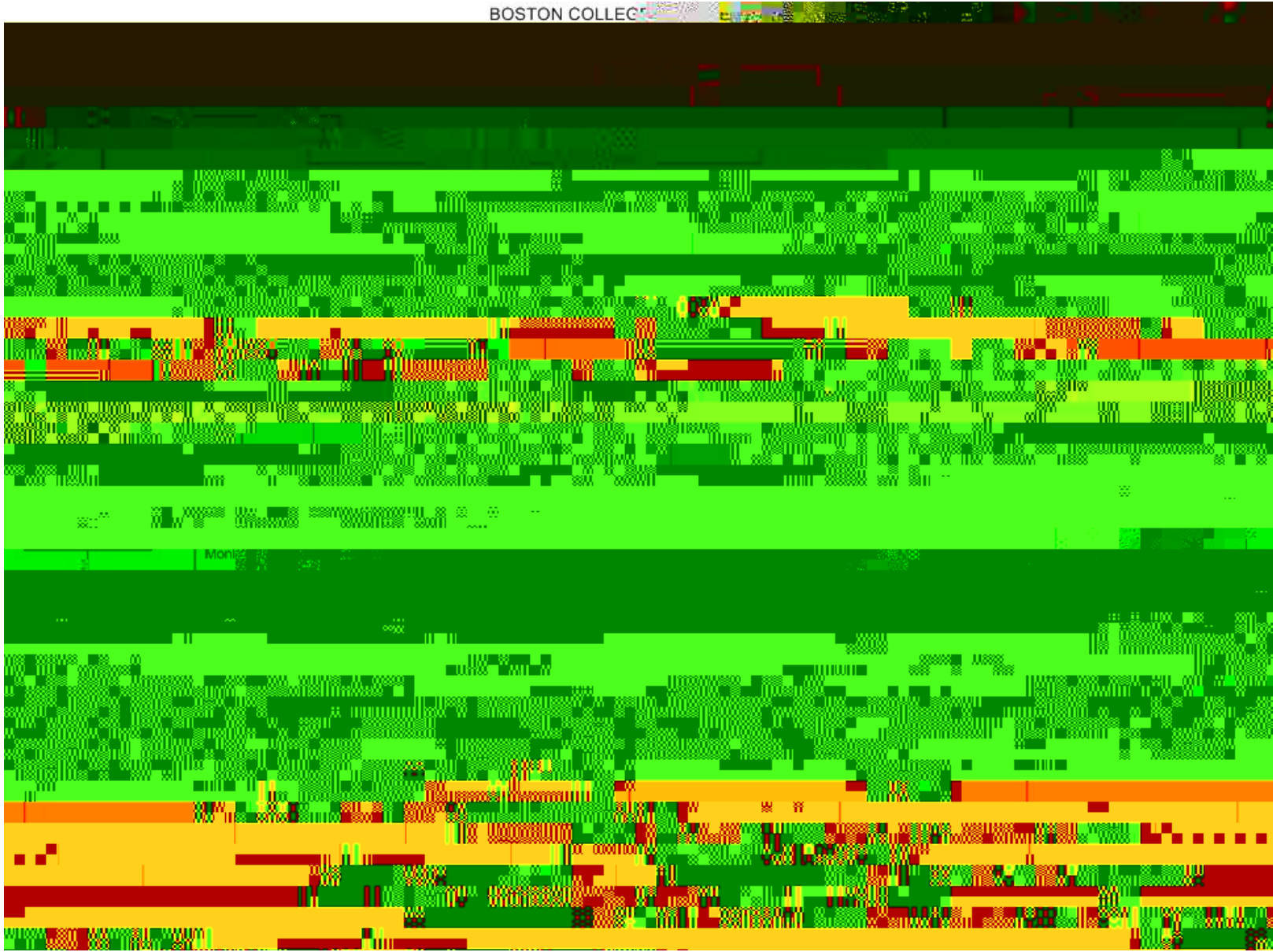
Emergency Workforce personnel are defined in each Business Continuity Plan. Generally this includes but is not limited to Senior Administrators, Emergency Management Executive Team Members, Departmental Continuity Team Members, Police, Health Services, Dining, Facilities, Student Affairs, Residential Life, Environmental Health & Safety and Information Technology Services.

Each department is responsible for reviewing who is considered emergency workforce personnel and what responsibilities that includes with their staff.

Additional personnel, such as BC EMS members, Campus Community Emergency Response Team (C-CERT), student nurses and other volunteers, may also be called upon during an emergency.

CRITICAL FACILITIES, INFRASTRUCTURE & FUNCTIONS

Critical facilities, infrastructure and functions are those items necessary to support the Boston College community. Key infrastructures include utilities such as power, heat, cooling, water, sanitation and fuel; and other necessary human support items such as residence halls, dining facilities, health services, parking and transportation. Other key functions include items such as information technology (computers, phones, radios, etc), mail service, building and grounds maintenance and public safety functions such as law enforcement and emergency coordination.



BOSTON COLLEGE EMERGENCY MANAGEMENT



NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) and the INCIDENT COMMAND SYSTEM (ICS)

The Boston College Comprehensive Emergency Management Plan follows the requirements set forth by the National Incident Management System (NIMS). NIMS provides a nationwide template enabling federal, state, local, and tribal governments and private sector nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, recover from, and mitigate against domestic incidents regardless of cause, size or complexity. Using the NIMS incident management system structure at Boston College enables the University to facilitate communications and coordinate response actions with other jurisdictions and emergency response agencies.

The Boston College Comprehensive Emergency Management Plan also follows the Incident Command System (ICS), which is the emergency management structure used by NIMS for emergency response. The Incident Command System (ICS) is designed to be used for all types of emergencies and is applicable to small day-to-day emergency situations as well as large and complex disaster incidents. ICS provides a system for managing emergency operations involving a single agency within a single jurisdiction; multiple agencies within a single jurisdiction; and multiple agencies from multiple jurisdictions.

The organizational structure of the ICS may not resemble the day-to-day organization of the University. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the incident increases, employee assignments may change in the ICS organizational structure. This means that an employee's position in the ICS structure may change during the course of a single incident. Using ICS at BC allows for improved coordination among individual departments and agencies as they respond to an incident.

The Boston College Emergency Response Team

In the event of an emergency on campus, one or more BC organizations will be responding, forming an Emergency Response team focused on the incident. The BC Police are generally the first to respond to a major incident or one involving life safety. Facilities Services may be the first to respond to problems in the infrastructure supporting BC. Residential Life may respond in the event the incident involvn(i)-8.9(n)-112.2(ent8.9(v)4(n(i)2.2(em)-24.4(pl)3.1(o)-enc)-20(i)-12.2(i)3.2(n)-16 -0r)-6

f Planning Section

The Planning Section is responsible for collecting, evaluating, and disseminating situational information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares and documents Incident Action Plans (IAP) and incident maps and gathers and disseminates information and intelligence critical to the incident.

f Finance & Administration Section

The Finance & Administration Section is responsible for purchasing, and cost accountability relating to the response effort. This section documents expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting, and develops FEMA documentation. This Section also collects, evaluates, and disseminates incident situation information and intelligence to the IC or UC and incident management personnel, prepares status reports, displays situation information, maintains status of resources assigned to the incident.

Incident Action Plan

An Incident Action Plan (IAP) is a written or verbal strategy for responding to the incident developed by the Incident

APPENDIX B

EMERGENCY MANAGEMENT EXECUTIVE TEAM (EMET)

This team provides executive leadership and oversight on all high-level emergency management decisions for the campus. Emergency Response is carried out by the appropriate Emergency Response Team, under the direction of EMET, which operates out of the Emergency Operations Center (EOC).

Response:

- f* Recommends and/or initiates actions to protect the University.

Communication and Coordination with:

- f* Senior Administration
- f* Command Staff & General Staff
- f* Business Continuity Teams and Building Safety Contacts

APPENDIX D

DEPARTMENTAL BUSINESS CONTINUITY PLANNERS (DBCP)

Departmental Business Continuity Planners (DBCP) are responsible for developing, maintaining, and testing recovery plans for each department, function, or building as appropriate. During an emergency situation, the DBCPs operate under the overall direction of the Director, Emergency Management, each Departmental Continuity Planner has the authority and the experience necessary to address all related operational and support issues critical

APPEN

ADDENDUM

DETAILED OPERATION PROCEDURES

(Under separate cover and is restricted access)