In case of an EMERGENCY ON CAMPUS REMAIN CALM and follow these instructions

**Fire**
- Activate the nearest fire alarm and call Public Safety from a safe place, if possible.
- Knock on doors and yell “fire” as you exit the building.
- DO NOT use the elevators!
- Close doors as you leave.
- Feel closed doors with the back of your hand. DO NOT open if doors are warm!
- Once outside move away from building.
- Proceed to your designated muster point, where a roll call will be taken.

**Earthquake**
- If inside, stand in doorway or get under a sturdy piece of furniture.
- Stay away from windows, hanging objects or tall furniture that may topple.
- Stay where you are until shaking stops.
- After shaking stops evacuate building. DO NOT use elevators.
- Use caution when exiting to avoid falling objects.
- If outside move to a clear area away from trees, poles and buildings.

**Power Failure**
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.
- For localized outages, contact the Service Response Center at 781-239-4444 or via the web: workorder@babson.edu
- For information about a prolonged outage, consult Emergency Preparedness website.

**Suspicous Persons/ Violent Acts**
- DO NOT physically confront the person or block access to an exit!
- DO NOT let anyone into a locked building/ office.
- Call Public Safety. Provide as much information as possible about the person and his/her direction of travel.
- Follow instructions of emergency personnel.
- If told to seek safe shelter, get inside immediately and lock doors.

**Hazardous Materials**
- Provide 1st aid and/or decontaminate if you or others are exposed or hurt
- If an emergency or if anyone is in danger, call Public Safety and provide as much info as possible (what material, how much, location, injuries/ exposure).
- Follow instructions of emergency personnel.
- Close windows/shut doors/put up signage alerting others to stay clear of the area.
- Evacuate area.
- If outside stay uphill/upwind, Notify emergency personnel if you have been exposed to the hazard or have information about the release.

**Severe Weather/Tornado**
- Seek shelter; get inside.
- Shut all doors and windows.
- Stay away from exterior windows and doors.
- Seek information: check the Emergency Management website.
- Do not go outside until severe weather has passed.
- Be aware of downed wires and falling objects.

**If told to EVACUATE**
- Move calmly to exits.
- DO NOT rush or push.
- Follow instructions of emergency personnel.
- Alert personnel if someone needs help evacuating.
- Bring keys, purse/wallet, cell phone, medications if needed.

**If told to SHELTER IN PLACE**
- Get indoors.
- Shut and lock all doors and windows.
- Turn off air conditioners, fans, heaters if possible.
- Stay inside until informed it is safe to go outside.
- Follow instructions of emergency personnel.
- Seek information on Olin’s Emergency Management website.

For additional information: [http://www.babson.edu/emergency-preparedness/Pages/default.aspx](http://www.babson.edu/emergency-preparedness/Pages/default.aspx)

For Emergency Assistance call Babson College Public Safety 781-239-5555