

ROXBURY COMMUNITY COLLEGE EMERGENCY PROCEDURES



Fires

Activate the nearest fire alarm pull station. Call Public Safety at 617-541-6905 or 911. Notify occupants and help those needing assistance in the immediate area. Confine the fire by closing doors as you exit. Evacuate the building at the nearest exit. Do not reenter the building until authorized to do so by emergency personnel.



Building Evacuation

When the fire alarm is activated, evacuation is mandatory. Do not use elevators. Take personal belongings i.e. keys, jacket, etc. Close doors as you exit. Move all personnel to a safe area.



Suspicious Packages

Do not touch or disturb the object or package. Evacuate the immediate area. Call Public Safety at 617-541-6905.



Bomb Threats

Get as much information as possible from the caller. Call Public Safety at 617-541-6905 or 911. Follow instructions from emergency personnel.



Suspicious Behavior

Do not physically confront the person. Do not let anyone into a locked room / building. Do not block a person's access to an exit. Call Public Safety at 617-541-6905 or 911.



Gas Leaks, Fumes, Vapors

Do not pull fire alarms. Do not touch light switches or electrical equipment. Call Public Safety at 617-541-6905 or 911. Clear the area immediately if instructed to do so by the emergency dispatcher.



Person with Weapon

If Possible, exit the building immediately and call Public Safety at 617-541-6905 or 911. If you cannot exit-clear the hallway immediately and/or remain behind closed doors in a barricaded room, if possible. Stay away from windows. Call Public Safety at 617-541-6905 or 911. Evacuate the room only when instructed. Do not attempt to confront or apprehend the person.



Flooding

If you can do safely:

Secure vital equipment, records and hazardous materials. Shut off nonessential electrical equipment. Move all personnel to a safe area. Call Facilities for assistance with flood clean-up at 617-541-5334 during business hours or 617-541-6905 after hours.



Hazardous Material Spills

If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.

From a safe area, call Public Safety at 617-541-6905 or 911. Be prepared to provide the following information: Name of the material, quantity of material, time of the incident, location of the incident, if anyone is injured or exposed to material, if a fire or explosive is involved.

Evacuate if necessary.



Medical Emergencies

Call Public Safety at 617-541-6905 or 911. If certified in First Aid and/or CPR, begin administration.

Police, Fire, Medical: **911**
Public Safety Emergencies: **857-701-1310 or 617-541-6905**
Public Safety Non-Emergencies: **857-701-1311**
RCC Facilities: **857-701-1672**

RCC PUBLIC SAFETY

Building 3, Room 109
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