



# Northeastern University



## EMERGENCY GUIDEBOOK

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# INSIDE FRONT COVER

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# INTRODUCTION

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This guidebook was designed to give members of the University community a ready-reference on how to respond in case of an emergency situation on or near the campus. Campus safety and emergency preparedness is a responsibility we all share. All of us play a critical role in keeping students, faculty, staff, and our guests safe on campus. Here's how you can do your part:

**NU Alert.** NU Alert is the best and quickest way to get information during an emergency. Emergency situations develop and change very quickly. NU Alert keeps you informed as the situation changes. Keep your contact information current on myNortheastern to receive messaging.

**Plan ahead.** The time to think about what you would do in an emergency is now. Please take a few minutes to read through these procedures and consider how you would respond.

**If you see something, say something.** Reporting crimes, suspicious behavior, and safety concerns to NUPD or local authorities helps keep us all safe. Program local emergency numbers into your cell phone and don't hesitate to make a report.

**Always carry your Husky Card or Access Badge.** In an emergency, you may find yourself locked out of your building or area as some doors may lock to keep out intruders. Carrying your Husky Card and keys will ensure you can move about if necessary should doors be locked.

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# ACTIVE THREAT

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Quickly determine the best way to protect your life.

## **RUN. EVACUATE IF POSSIBLE:**

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

## **HIDE. FIND COVER:**

- Hide in an area out of view.
- Block entry to your hiding place and lock doors.
- Silence cell phones.

## **FIGHT. TAKE ACTION:**

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items, if possible.

Call NUPD at (617) 373-3333 when it is safe to do so. If you are outside of the Boston campus, call 911 and follow up with NUPD. Additionally, you may activate the SafeZone mobile safety app from anywhere in the world.

**ACTIVE THREAT**

# SHELTER-IN-PLACE

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Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release. An imminent threat of violence may also be the cause for a shelter-in-place order for all or part of campus. The goal is to limit exposure of students, faculty, staff, and others to danger or hazard.

## **If a Shelter-in-place is ordered:**

- If outside, seek shelter in the nearest building, preferably in an interior room with few windows.
- Depending upon the threat or hazard, lock doors when possible.
- Warn others of the situation.
- Close all exterior doors, windows and any other openings to the outside.
- Avoid overcrowding by selecting several rooms, if necessary.
- Monitor NU Alert and university email for further instructions.
- Report any emergency or unusual condition to NUPD on Boston Campus or to local security or emergency services where appropriate.
- Do not leave the building until receiving the “all clear” from a police officer, Public Safety officer, NU Alert message, official email, or website communication.



**SHELTER-IN-PLACE**

# EMERGENCY CONTACTS

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Northeastern University Police Department-Emergency.....	(617) 373-3333
Northeastern University Police Department Non-Emergency .....	(617) 373-2121
Weather Closings and Emergency Information .....	(617) 373-2000
Emergencies (Outside of the Boston Campus) .....	911
Facilities Management (Boston) .....	(617) 373-2754
International Assist .....	+1 (312) 470-3108
Environmental Health and Safety .....	(617) 373-2769
Office of Emergency Management .....	(617) 373-5760
Sexual Assault Resources .....	(617) 373-2121
We Care Student Support Office.....	(617) 373-4384
Disability Resource Center .....	(617) 373-2675
University Health and Counseling Services .....	(617) 373-2772
Employee Assistance Program .....	(877) 739-3989
Media & Press Relations .....	(617) 373-5471

**EMERGENCY  
CONTACTS**

# FIRE

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- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- Do not use elevators.
- Feel doors before opening, and close doors and windows as you leave if safe to do so.
- Report the fire to the local fire department by calling 911 then contact NUPD by calling (617) 373-3333 once outside.
- If trapped, keep the doors closed and place cloth under them to keep out smoke. Signal for help by hanging an object (e.g. jacket or shirt) out window to attract attention.
- Remain a safe distance away from the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped or any special conditions in the building.
- Do not go back in the building for any reason until an authorized university official deems it safe to re-enter.

**FIRE**

# BOMB THREAT

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Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller.

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb?
- Who placed the bomb?
- Why did you place the bomb?
- How many bombs are there?
- What is your address?
- What is your name?
- On Boston Campus, call NUPD at (617) 373-3333 immediately to give the information you have obtained. For all other locations, call 911 and follow up with NUPD when it is safe to do so.
- Do not touch suspicious packages. Be sure to inform emergency responders of any suspicious packages, items, or people in the area.
- Take a photo of the device from a safe distance away to provide to responders.
- Follow instructions from first responders in regards to evacuation assembly areas.

**BOMB THREAT**



## SUSPICIOUS PACKAGE

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- Do not open the suspicious item. If you have opened it, remain calm.
- **Notify emergency services immediately. On the Boston Campus, call NUPD at (617) 373-3333. For all other locations, call 911.**
- Do not move the letter/package or examine it further.
- Keep others out of the area. Close off the area if possible.
- If possible, limit the use of two-way radios and cell phone communications near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth, and any part of your face. Do not touch others or let others touch you.
- Wash your hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from a package.
- Follow all instructions given by emergency responders.
- Follow up with NUPD at (617) 373-3333 when it is safe to do so.

**SUSPICIOUS  
PACKAGE**

# CHEMICAL SPILL

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- **Notify emergency services immediately. On the Boston Campus, call NUPD at (617) 373-3333. For all other locations, call 911.**
- Do not attempt to clean up the spill unless you are trained to do so.
- Remove yourself and others from the area.
- Close doors to isolate the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency personnel. Do not leave the site until you are cleared by emergency responders.
- Do not pull the fire alarm unless there is a fire.
- Provide first responders with information about the spill, chemical, and the spill area.
- Evacuate the building if first responders issue the evacuation order.
- Re-enter the building only when an “all clear” is provided by first responders.

For additional information on Chemical Spills or Hazardous Materials on campus, please contact the **Office of Environmental Health and Safety at (617) 373-2769**

CHEMICAL SPILL

# EMERGENCY NOTIFICATION

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One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors on the campus.

- ***NU Alert:*** Important emergency alerts, notifications, and updates are sent to all registered devices, including cell phone and email accounts. Students, parents, and employees may opt to receive messaging from the NU Alert system when entering cell phone information into the University's records management system, myNortheastern.
- ***NUPD Website:*** Critical information is posted on NUPD's home page and may be viewed both internally (students, faculty and staff) and externally (parents, alumni and other constituents). Through the main university website as well as the NUPD website, the university will provide updates to the community as needed. The NUPD web address follows below.

<http://www.northeastern.edu/nupd/>

- ***Email:*** Broadcast emails are sent to Northeastern students, faculty and staff.
- ***Telephone:*** Broadcast voice mails are sent to faculty, staff and RAs, and can be accessed both on and off campus through individual voice mail accounts.
- ***Campus Information:*** Individual regional campuses may have additional methods of communication, including campus websites and notification systems.

EMERGENCY  
NOTIFICATION

# EVACUATION

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## BUILDING EVACUATION

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized university official.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at a safe distance from the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped or any special conditions in the building.
- Do not go back in the building for any reason until an authorized university official deems it safe to re-enter.

## LARGE-SCALE EVACUATION

- If evacuation of part or all of the campus is necessary, monitor NU Alert, e-mail, and the University website for additional information.
- Based on campus and resources available, those in need of transportation will be directed to areas to await transport to an off-campus site.



**EVACUATION**

# EVACUATING THE DISABLED

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**Pre-Planning is Important.** If you may need assistance evacuating in an emergency you should pre-plan and contact the Disability Resource Center at (617) 373-2675. Disability Services works with the NUPD regarding the living arrangements and class schedules of disabled students. Disabled employees should contact the DRC or NUPD directly for assistance in pre-planning. The DRC will assist staff and students on regional campuses with planning as well.

- Evaluate your need to identify as someone who requires assistance during an evacuation. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on any one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all your evacuation options and prioritize them. Consider the pros and cons of each:
  - Being carried – You have a chance to get out but you and/or your helpers may be injured in the process.
  - Evacuation chairs – Evacuation chairs are safer than being carried and you don't have to wait for the fire department to reach you. These take practice to use safely, however, and the device has to be nearby.
  - Areas of Refuge – Areas of refuge are fire-resistant spaces where people unable to use stairs can call for help by way of two-way communication devices. An area of refuge is a good option if you feel that you may be

*continued* ►

## **EVACUATING THE DISABLED** *continued*

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injured if you evacuate using the stairs; however, they are typically not available in older buildings and you may be overcome by smoke before getting help from rescue personnel.

- Uses of elevators – Elevators are useful in non-fire emergencies however they are shut down automatically if the fire alarm is activated. The elevator shaft can also become a chimney for smoke and the power can go out, leaving the elevator stuck between floors.

### **Evacuation Procedures**

- Attempt a rescue evacuation only when the disabled person is in immediate danger and cannot wait for professional assistance.
  - If the building has an Area of Refuge, assist the disabled person to that area. If possible, at least one person should wait with the disabled person. For buildings that do not have an Area of Refuge, the disabled person should be moved to the nearest stairwell, or a room with the door shut which is well clear of any hazardous area.
  - Ask others leaving the building to notify emergency responders that a disabled person needs assistance in evacuating. Give the specific location.
  - If waiting for rescue is not an option, two physically capable occupants of the building should be invited to volunteer to assist the disabled in evacuating. Ask how the disabled person can best be assisted or moved, and whether they require any special considerations or items that need to come with the person. Keep in mind that you may need to clear debris in order to safely evacuate.
  - Do not use elevators unless told to do so by emergency responders.
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# MEDICAL EMERGENCIES

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- Do not move a seriously injured person unless there is a life-threatening situation.
- **Notify emergency services. On the Boston Campus, call NUPD at (617) 373-3333. For all other locations, call 911.**
- Give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- Do not hang up until directed to do so by the emergency operator.
- Return to the victim; administer first aid, if you know how; and keep the victim as calm and comfortable as possible.
- Remain with the victim. Emergency services will respond to the scene and summon additional medical personnel, if necessary.

# REPORTING CRIME

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All crimes on campus should be reported to emergency services. Emergency personnel will respond and will call additional resources for assistance, if necessary, based on the location of the incident.

If you witness a crime in progress call emergency services immediately. Give your location, name, and phone number. Do not hang up until the emergency services operator tells you to do so. Remain at the location until an officer contacts you unless it is not safe to do so.

For situations on the Boston campus, contact NUPD at (617) 373-3333. All other locations, including Regional Campuses, should contact 911 directly and then follow up with NUPD as soon as possible.

NUPD has launched SafeZone, a cloud-based mobile application that allows users to send a real-time, geo-located alert to emergency personnel allowing resources to quickly respond to emergency situations. Quick access to call NUPD is available through the app, as well as one-touch dialing to local emergency resources when outside of the Boston Campus and across the globe. Additionally, when a student or staff member is working or studying alone in an area on the Boston campus, the student has the ability to share their location by activating the check-in feature. Location information is only sent when the user activates an alert or checks in using the app. Regions, including Boston, regional campuses, and international locations, can also check-in during a disaster to help responders with accountability of students and staff. Additional information on the SafeZone app can be found at [www.northeastern.edu/nupd/safezone](http://www.northeastern.edu/nupd/safezone).



# WINTER STORM

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Northeastern University implements the following procedures for announcing operational changes during periods of inclement winter weather:

- The decision to delay, cancel classes, or close the university due to inclement weather is made by the senior university officials, including facilities, NUPD, and emergency management. Regional campus cancellations or closures may be determined by the individual campuses.
- Closings and delays are announced using the following methods:
  - NU Alert
  - Emergency/Weather closing at (617) 373-2000
  - University or Campus website
  - Broadcast voicemail messages
- If a weather closing is possible, take any needed items from campus in advance as you may not be permitted to enter until snow removal is complete and roads are safe to travel.
- Discuss weather closings in your department to plan ahead for continuity.

**Delayed Opening.** A delayed morning opening means that the first classes of the day will be those starting after 10:30am or as otherwise announced. Staff are instructed to report to work as soon as they are able, but not later than 10:30am or the specific time announced as well.

**Class Cancellation.** When classes are cancelled, only those classes beginning after the determined time will be cancelled. All other classes should continue as planned. Administrative and academic offices are expected to maintain their usual business schedules unless they are specifically instructed otherwise. Managers and supervisors will determine the most appropriate action for their respective areas.

**University Closed.** During a university closure, only emergency workforce personnel are required to report to campus. Department expectations during closings should be planned for ahead of time with managers and supervisors.

## TORNADO/SEVERE WEATHER

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- A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.
- A **tornado warning** is issued when a tornado has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations, NU Alert, and weather websites for severe weather updates.
- Be prepared to take shelter on the lowest level of your building or an interior space away from windows, if a tornado warning is issued.
- Do not pull the fire alarm to alert others of a tornado warning.
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter if you are unable to shelter in an interior room or basement.
- Wait for an “all clear” notification prior to returning to your work area, classroom, or living area.
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or if there is no time to get indoors.

# STUDENT IN DISTRESS

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If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, Boston campus staff should call NUPD at (617) 373-3333 when safe to do so. NUPD will work with appropriate resources to provide assistance. On the regional campuses, staff should call 911 for immediate assistance and follow up with NUPD when possible.

Quick reference for assisting students having difficulties:

## Recognize Symptoms

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

## Respond to the Student

- Speak privately with student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

## Refer to a Mental Health Professional at the Counseling Center

- Be caring, firm, and straightforward in your referral.
- Consider calling from your office or escorting student to UHCS, if appropriate.

## Consult with Campus Resources – Discuss your concerns about a student with any of the following campus resources.

- University Health and Counseling Services – (617) 373-2772
- We Care Student Support Office – (617) 373-4384

**STUDENT  
IN DISTRESS**

# UTILITY/PHONE/ IT FAILURE

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## Utility Failures

- Boston campus utility failures should be reported immediately to Facilities Customer Service (617) 373-2754.
- Regional campuses should immediately report utility failures to the building management or appropriate campus personnel (See “Campus Contacts” tab for additional information).
- If there is an emergency situation related to the outage, contact contact NUPD at (617) 373-3333 or local emergency services to report the situation.

## Phone & Information Technology Failures:

- Call the Information Technology Services Helpdesk at (617) 373-4357 between 8:00am-4:00pm EST to report an outage or issue.

# MEDIA CALLS

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The Media & Press Relations Office serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the Media & Press Relations Office. The Media & Press Relations Office speaks on behalf of the university and has the most accurate and up-to-date information available about an incident. In addition, Media & Press Relations works closely with emergency responders to coordinate what information may be released to the general public.

When receiving any calls from a media representative, please take the following steps:

- Direct all media inquiries to the Media & Press Relations Office at (617) 373-5471.
- To assist the Media & Press Relations Office in responding as quickly as possible, feel free to obtain the following information and forward it to the Media Relations Office:
  - The reporter's name and phone number
  - The media organization represented
  - The type of information sought
  - The reporter's deadline
- Regardless of the situation or what the media questions might be, never say "No Comment." A better response is "Thanks for calling. Allow me to refer you to our Media & Press Relations Office, who handles media questions and they will be able to assist you."
- Never talk "off the record" with the media. Always assume that they will use any information that they obtain in their report.

# ELEVATOR FAILURE

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- If you become trapped in an elevator, the following actions should be taken:
- DO NOT panic. Use the elevator phone or your cell phone to call for assistance.
- Press the ALARM or HELP button to notify others who may be nearby.
- DO NOT attempt to force the door open or attempt to climb out of the elevator car. The elevator may re-start without warning.
- Your best course of action is to relax, get comfortable, and wait for professional assistance. Even if the air temperature feels warm, there is plenty of air circulating in the elevator and throughout the shaft.
  - Provide the following information to building management or security:
    - Your name
    - Total number of people in the elevator
- Report any injuries, medical conditions, or disabilities.
- Building personnel will contact facility personnel and/or the fire department to get you out.

**ELEVATOR  
FAILURE**

# HOSTAGE SITUATION

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## IF YOU HEAR OR SEE A HOSTAGE SITUATION:

Immediately remove yourself from any danger, if possible.

Immediately contact NUPD at (617) 373-3333 on the Boston Campus. For all other locations, call 911 and follow up with NUPD when safe to do so.

Be prepared to provide the following information:

- Location and room number of the incident.
- Number of possible hostage takers.
- Physical description and names of hostage takers, if possible.
- Number of possible hostages.
- Any weapons the hostage takers may have, if known.
- Your name.
- Your location and phone number.

## IF YOU ARE TAKEN HOSTAGE:

- Remain calm, be polite and cooperate with your captors.
- DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

*continued* ►

## HOSTAGE SITUATION *continued*

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### IN A RESCUE SITUATION:

- **DO NOT RUN.** Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a responder may interpret as hostile or threatening.
  - Wait for instructions and obey all instructions you are given from responders.
  - Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
  - Even if you are handcuffed and searched **DO NOT** resist. You will be taken to a safe area, where proper identification and status will be determined.
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# INTERNATIONAL SAFETY

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## In an Emergency Abroad:

- **Contact Northeastern WorldAware's 24/7 assistance hotline for medical and security assistance and information abroad:**  
+1 312.470.3108 (intl collect calls accepted).
- **If you require the immediate services of first responders in your location abroad**, you will need to know how to contact the police, an ambulance, and/or the fire department. Not every country uses "911" as its emergency contact number. To find the emergency contact number for your location, refer to [travel.state.gov/destination](https://travel.state.gov/destination). Search for your location and look for the emergency number(s) under "Safety and Security." Please be advised that English-speaking operators may not always be available. If you are unsure about the quality or availability of emergency services in your location, contact WorldAware for guidance.

## Before You Go:

- Visit [provost.northeastern.edu/international-travel](https://provost.northeastern.edu/international-travel) for important information
- Register your itinerary and contact information in "My Travel Plans" on the myNortheastern portal
- Obtain a passport, required visas, and register with the embassy of your country of citizenship.
- Review your personal health insurance policy's international coverage.
- Obtain information about health concerns and recommended vaccines for your destination.

## While You are Abroad:

- Keep local, international, and NU-based emergency phone numbers easily accessible.
- Update "My Travel Plans" with any changes to your itinerary or contact information.
- Contact WorldAware for medical/security advice or assistance

## Additional Resources:

- US Department of State's Smart Traveler Program: <https://step.state.gov/step/>
- Centers for Disease Control and Prevention Travelers' Health: <http://wwwnc.cdc.gov/travel>

# CAMPUS CONTACTS

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## Boston

Emergency .....(617) 373-3333  
NU Police .....(617) 373-2121  
Campus Main .....(617) 373-2000  
Local Resources .....boston.gov

## Charlotte

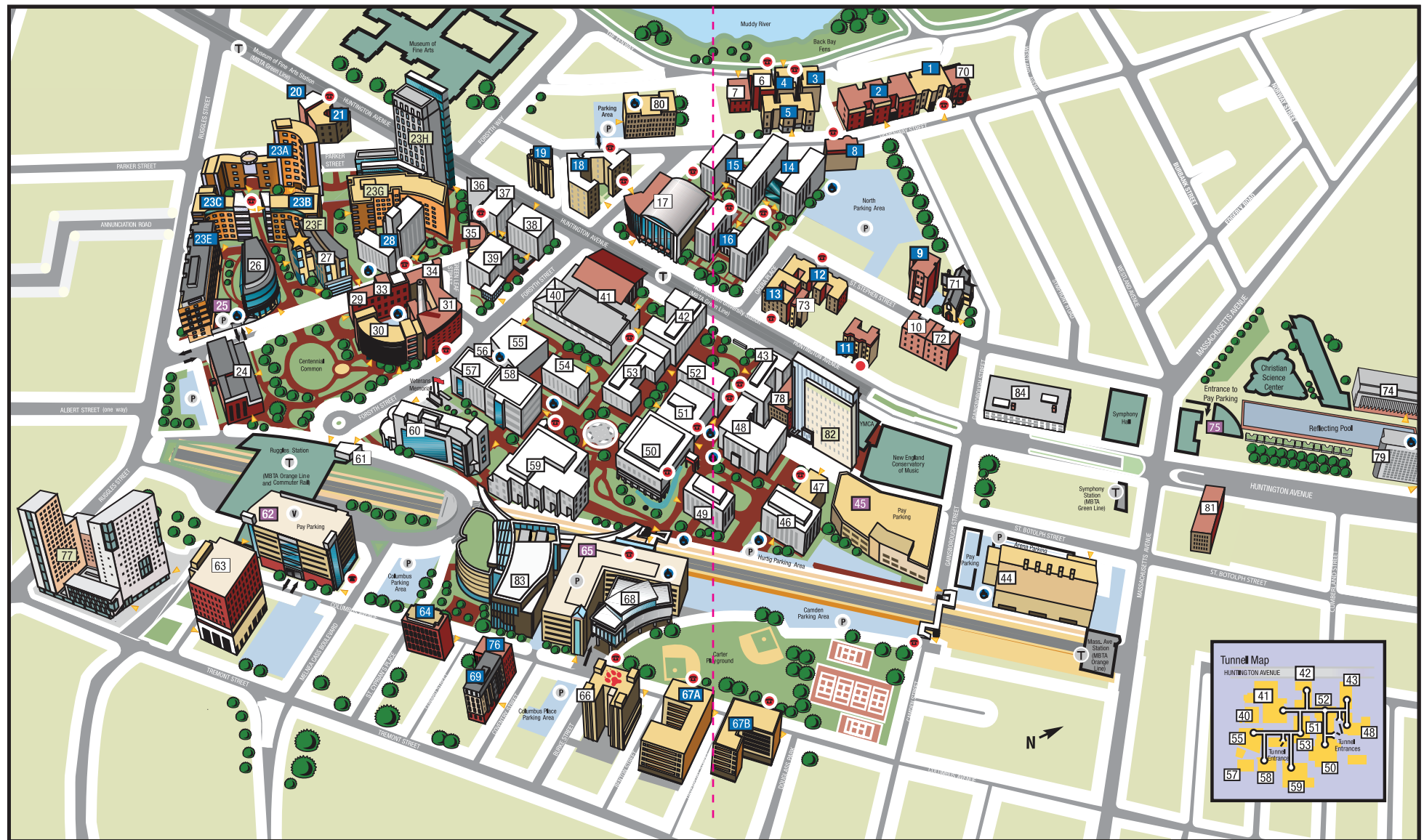
Emergency .....911 or (704) 336-3237  
Building Security.....(704) 348-6862  
Campus Main .....(980) 224-8466  
Local Resources .....charlottenc.gov

## Seattle

Emergency ..... 911  
Non-Emergency Inquiries.....(206) 625-5011  
Campus Main .....(206) 467-5480  
Local Resources .....seattle.gov

## Silicon Valley

Emergency .....911 or (408) 277-8911  
Non-Emergency Inquiries.....(408) 707-3848  
Campus Main .....(408) 229-2292  
Local Resources .....sanjoseca.gov



#### Academic and Service Buildings

- 66 Alumni Center at Columbus Place (CP)
- 61 Architecture Studio (RG)
- 70 Asian American Center (AC)
- 68 Badger & Rosen SquashBusters Center (SB)
- 40 Barletta Natatorium (BN)
- 26 Behrakis Health Sciences Center (BK)
- 51 Blackman Auditorium (AUDL)
- 41 Cabot Physical Education Center (CB)
- 7 Cahners Hall (CA)
- 72 Catholic Center (CC)

- 54 Churchill Hall (CH)
- 66 Columbus Place and Alumni Center (CP)
- 47 Cullane Hall (CN)
- 50 Curry Student Center (CSC)
- 6 Cushing Hall (CU)
- 57 Dana Research Center (DA)
- 39 Dockser Hall (DK)
- 43 Dodge Hall (DG)
- 82 East Village (EV)
- 60 Egan Engineering/ Science Research Center (EC)
- 52 Eli Hall (EL)
- 71 Fenway Center (FC)
- 55 Forsyth Building (FR)
- 78 Hastings Hall (YMC)
- 53 Hayden Hall (HA)
- 10 Hillel-Frager (HF)
- 33 Holmes Hall (HO)
- 46 Hurtig Hall (HT)
- 83 Interdisciplinary Science and Engineering Complex (ISEC) (under construction)
- 77 International Village (INV)
- 35 Kariotis Hall (KA)
- 38 Knowles Center (KN)
- 34 Lake Hall (LA)

- 56 Latino/a Student Cultural Center (LC)
- 17 Marino Recreation Center (MC)
- 44 Matthews Arena (MA)
- 29 Meserve Hall (ME)
- 48 Mugar Life Sciences Building (MU)
- 31 Nightingale Hall (NI)
- 27 O'Bryant African American Institute (AF)
- 63 Renaissance Park (RP)
- 42 Richards Hall (RI)
- 49 Robinson Hall (RB)
- 73 ROTC Office (RO)
- 24 Ryder Hall (RY)
- 30 Shillman Hall (SH)

- 58 Snell Engineering Center (SN)
- 59 Snell Library (SL)
- 37 Stearns Center (ST)
- 23 West Village F, G, H (WV)
- 74 101 Belvidere (BV)
- 80 140 The Fenway (TF)
- 79 177 Huntington (177)
- 81 238 Huntington (238)
- 84 271 Huntington (271)

#### Residence Buildings

- 21 Burstein Hall (BU)
- 67 Davenport Commons A, B (DC)

- 82 East Village (EV)
- 77 International Village (INV)
- 1 Kennedy Hall (KY)
- 4 Kerr Hall (KH)
- 12 Levine Hall and St. Stephen Street Complex (LV)
- 9 Light Hall (LH)
- 5 Loftman Hall and 153 Hemenway Street (LF)
- 3 Melvin Hall (MH)
- 20 Rubenstein Hall (464)
- 2 Smith Hall (SM)
- 16 Speare Hall (SP)

- 20 Rubenstein Hall (464)
- 2 Smith Hall (SM)
- 16 Speare Hall (SP)
- 14 Stetson East (SE)
- 15 Stetson West (SW)
- 23 West Village Residence Complex A, B, C, E (WV)
- 23 West Village Residence Complex F, G, H (WV)
- 18 White Hall (WH)
- 28 Willis Hall (WI)
- 69 10 Coventry Street (CV)
- 8 142-148 Hemenway Street (142-148)

#### Parking Garages

- 11 319 Huntington Avenue (319)
- 13 337 Huntington Avenue (337)
- 19 407 Huntington Avenue (407)
- 76 768 Columbus Avenue (768)
- 64 780 Columbus Avenue (780)
- 65 Columbus Parking Garage (CPG)
- 75 Belvidere Parking Garage (BVG)
- 45 Gainsborough Parking Garage (GG)
- 62 Renaissance Park Garage (RPG)
- 25 West Village Parking Garage (WPG)

#### Legend

- Academic and Service Buildings
- Academic/Service-Residence Buildings
- Residence Buildings
- Parking Garages
- Parking (permit required)
- Visitor Parking
- Handicapped Parking
- Handicapped-Accessible Entrance
- Emergency Telephone
- MBTA Station
- Visitor Center
- Alumni Center at Columbus Place

# PREPARING FOR AN EMERGENCY

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## 1. Get a kit of emergency supplies.

- Be prepared to improvise and use what you have on hand to make it on your own for at least three days, maybe longer. While there are many things that might make you more comfortable, think first about fresh water and food. Always have a ready supply of water along with some non-perishable food – enough to get you through a few days. Think about all possible situations and where you would likely be during an emergency – think about being prepared in your home, your car, and your office.

## 2. Make a plan for what you will do in an emergency.

- Plan in advance what you will do in an emergency. Be prepared to assess the situation. Use common sense and whatever you have on hand to take care of yourself and your loved ones. Work out a communication plan with you family in the event that cell service is not available. Consider how far you would have to travel to get home and where you might go if you were unable to initially go home. Do you have friends or relatives within driving distance to Northeastern? Communicate in advance with your family in the event that you lose communication with them (do not forget about Social Media as another form of communication to your friends and family).

## 3. Be informed about what might happen.

- NU Alert is the University's primary method of emergency communication. Go to [www.neu.edu/nupd](http://www.neu.edu/nupd) to learn more about the NU Alert system and confirm your information is current on the myNortheastern Portal.

Some of the things you can do to prepare for the unexpected, such as assembling a supply kit and developing a family emergency plan, are the same for both a natural or manmade emergency. However there are significant differences among potential terrorist threats, which will impact the decisions you make and the actions you take. By beginning a process of learning about these specific threats, you are preparing yourself to react in an emergency.

NOTES



## INSIDE BACK COVER

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# OUTSIDE BACK COVER

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