






Know What To Do
In An

EMERGENCY



Call 911 to Report an Emergency to Police/Fire/Ambulance
OR

Call 617-747-2333 to Report an Emergency to Berklee Public Safety

EVACUATE	LOCKDOWN	SHELTER IN PLACE
		
<p>WHEN If there is danger inside or near the building</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • Leave immediately via the nearest exit • Don't run or use elevators • Assist other occupants or inform emergency personnel of their location • Take cell phone & valuables if they are close • Move Away from building • Wait for additional instructions or information 	<p>WHEN If there is an active shooter or other violence on campus</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • Run or escape from danger • If you can't escape safely: Hide under furniture; lock and barricade doors; turn out lights; silence cell phone; remain quiet • As a last resort, Fight to defend yourself • Call 911 quietly if you have information for the police • Wait for notice that the incident is over 	<p>WHEN If there is an environmental or hazardous danger outside</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • Seek shelter inside a building, away from exterior windows & doors • Shut windows and doors and seal them if possible • Turn Off air conditioners, fans & heaters • Wait for additional instructions or information

For more information on emergency management, please contact Steven Taddonio, Manager of Emergency Management, at 617-747-2601 or staddonio@berklee.edu