

Be Alert:

- Be aware of where you are and what is going on around you. Report any unusual activity to Public Safety.

Be Informed:

- Know what hazards can occur in the area, what you should do if they should occur and where to go. See *What to do in an Emergency* web page for a general "Emergency Procedures" sheet.

- Attend safety and security classes.

Register your emergency contact information on Olin EAS and keep it up to date. To update your information go to Olin's Emergency Preparedness website: www.olin.edu/campus/emergency-preparedness.

- Program a family or close friend's phone information into your cell phone using ICE (In Case of Emergency) in the name field. If you are incapacitated Emergency Responders could use this information to contact someone.

Be Prepared:

- Develop an Emergency Plan (including a communication plan) for family and friends.
- Know where to get official information.
- Learn CPR and First Aid. It might just save a life, including your own.
- Develop an Emergency Supply Kit.

FOR MORE EMERGENCY PREPAREDNESS & RESPONSE INFORMATION:

Emergency Preparedness: www.olin.edu/campus/emergency-preparedness

Public Safety: 781-239-5555 (or Ext. 5555)

Public Safety Info. Line: 781-239-4636

Massachusetts Non-Emergency#: 2-1-1

Dept. Homeland Security: www.ready.gov

MEMA website: www.mass.gov/mema

FEMA website: www.fema.gov

Red Cross website: www.redcross.org

OTHER CAMPUS RESOURCES:

R2 On Call: 781-953-0061

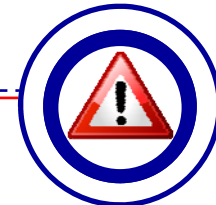
Office of Student Life: 781-292-2321

Health Services: 781-239-6363

Facilities/Service Response Center:
781-292-4444 or workorder@olin.edu or
www.workorders.olin.edu



HOW TO PREPARE FOR AN EMERGENCY OR DISASTER ON CAMPUS



Olin College has developed an Emergency Management Plan designed to prepare us to respond to and recover from a wide range of emergency situations. Building a culture of preparedness is a team effort. To create a safe and secure community requires cooperation and participation from staff, faculty and of course students! The steps outlined in this brochure are suggestions and tips to help you prepare for an emergency.

If you would like to learn more about emergency preparedness, a great online resource is the website for the U.S. Department of Homeland Security at www.ready.gov.



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***Be sure to register on Olin EAS and to keep
your information up to date!***

HOW WOULD I BE NOTIFIED OF AN EMERGENCY?



Every student, staff and faculty member at Olin is responsible for populating his or her emergency contact information into our emergency alert system, Olin EAS. Each person is allowed to enter up to ten communication points through which Olin can notify them of active, major campus-wide emergencies. Olin EAS communication methods include:

- Emails to olin.edu email accounts (required)
Note: Cross-registered Babson and Wellesley students should register their babson.edu or wellesely.edu email accounts.
- Emails to personal email accounts
- Phone calls, text messaging, and voicemails to cell and other phone numbers.

Additional communication as follows:

- Public Safety Department will post updates and information to the Emergency Preparedness website:
www.olin.edu/campus/emergency-preparedness
- Information will be available though Public Safety's Information line at 781-239-4636.

BUILD YOUR PERSONAL EMERGENCY PLAN

- Make sure you have an Evacuation Plan for Home and Work/School which includes:
 - Two ways out of all rooms
 - Pre-designated meeting places for family, friends and/or roommates
 - One location just outside where you live/work
 - A second location further away in case you can't get close to where you live/work
 - Be sure family and friends know both locations
 - Emergency Shelter Locations—check the Emergency Preparedness website for suggestions or ask a Public Safety official.
- Make sure you have an Emergency Communication Plan for family and friends:
 - Designate a single family contact outside your area (be sure family and friends know who this contact is and how to reach them)
 - Notify family and friends if you are affected by an emergency. If you can't reach them, notify the designated family contact person.
 - Do not call 911, or Public Safety unless you need immediate assistance (Police, Fire, Ambulance) - check the Emergency Preparedness website or call 781-239-4636 for official information.
 - Consult the Emergency Preparedness website for further tips and info.

PREPARE AN EMERGENCY SUPPLY KIT

- Bottled Water (1 Gallon per day/person)
- Canned or packaged food
- Manual can opener
- Battery-operated or crank radio
- Flashlight and extra batteries
- First-aid kit
- Emergency light sticks
- Extra batteries for radio
- Toiletries (tooth brush/paste, soap etc.)
- Blanket (emergency type)
- Prescriptions and eyeglasses (if needed)
- Whistle
- Dust mask, plastic sheeting, duct tape
- Moist towelettes, garbage bags w/ties
- Local maps
- Charged Cell Phones(s) with charger(s)
- Wrench or pliers (to turn off utilities)

Don't Forget:

Keys, Identification (Driver's License, Olin ID etc.) wallet/purse; money/credit cards



Public Safety Emergency Vehicle

Be Alert, Be Informed, Be Prepared!