

Urban College of Boston
Emergency Preparedness Handbook
2022-2023

Introduction

Urban College of Boston (UCB) is committed to promoting learning in a safe, supportive, and respectful environment. Each of our students, faculty, staff, and visitors is responsible for contributing to this environment.

UCB's Emergency Preparedness Handbook includes information about evacuation and other emergency guidelines for all buildings containing classrooms.

Emergency Response & Evacuation

All members of the UCB Community are notified on an annual basis that they are required to notify the Boston Police Department (BPD) and UCB staff of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. BPD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the UCB staff has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Student E-Mail Sign-up for Emergency Notification

In the event of an actual emergency, the campus community will be notified through e-mail, the UCB website, and prominently posted notices throughout buildings that have UCB classrooms. Students should take responsibility for regularly checking their e-mail. In order to receive campus wide email announcements, students must have their email address on file with Enrollment Services and update as needed.

Notification to the UCB community about an Immediate Threat

The UCB President receives information from various offices/departments on campus. If the President confirms that there is an emergency or dangerous

situation that poses an immediate threat to the health or safety of some or all members of the UCB community, the President will determine the content of the message and will use some or all of the systems described below to communicate the threat to the UCB community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The President will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: BPD and/or BFD), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In the event of a serious incident that poses an immediate threat to members of the UCB community, UCB has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the UCB campus community. These methods of communication include student, faculty, and staff emails and posted notices in buildings with UCB classrooms. Updates during a critical incident on the UCB web site at <https://www.urbancollege.edu> will also be available.

Shelter-in-Place Procedures—What it Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside—seeking an interior room—until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the building quickly. If police or fire department personnel are on the scene, follow their directions.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room
 - Above ground level; and
 - Without windows or with the least number of windows.If there is a large group of people inside a particular building, several rooms may be necessary
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (Building Management will turn off ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (UCB Staff, faculty, or building staff) to call the list in BPD so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Emergency Assistance

Anyone in need of help for an emergency should call 911 for the Boston Police Department or call a CSA. - An emergency is an unforeseen event or condition requiring prompt action. Emergencies at UCB are generally classified as medical emergencies, fire/fire alarm emergencies, public safety emergencies and/or environmental emergencies. Emergency conditions may affect an individual, a small group or the entire college. In cases when they affect the entire College, they may involve the evacuation of the campus. For evacuations, follow the instructions and evacuation maps found in the Urban College of Boston Evacuation Procedure Manual.

Emergency Preparedness

Faculty, staff, and students shall receive annual training for incidents involving fire, tornado, and evacuation procedures. Planned fire drills, evacuation, and shelter in place trainings are conducted at least once each year. Evacuation drills are used as a way to educate students, faculty, and staff on issues specific to the building and prepare for an organized evacuation in case of an emergency. - For evacuations, follow the instructions and evacuation maps found in the Urban College of Boston [Evacuation Procedure Manual](#). -Evacuation maps are also posted throughout the campus. -Guidance for persons with disabilities is available in the Urban College of Boston Evacuation Procedure Manual.

Covid Policies

UCB will require all staff, students, faculty coming to campus to be fully vaccinated for COVID-19 or have received an approved accommodation (for a medical or religious exemption) before returning to campus for the spring 2022 semester. This requirement is being put in place to protect the health and safety of our community, particularly people at increased risk for severe illness from COVID-19.

The vaccinations have been found by the Food and Drug Administration (the FDA) and the Centre for Disease Control and Prevention (the CDC) to be highly effective and was the best tool available to ensure that we reopened our campus safely in the spring of 2022.

There are many reasons why we think requiring vaccinations for those returning to campus makes good sense for UCB. They include:

1. It helps prevent severe COVID-19 infection and the potential for related serious and/or long-term adverse health effects among students, faculty, and staff (as well as their family members, some of whom may not be vaccinated);
2. It significantly reduces the likelihood of transmission among members of the UCB community;
3. It creates a safer, more secure environment for UCB community members by drastically reducing the potential for COVID-19 outbreaks on campus;

4. It helps to alleviate anxiety and discomfort for students, faculty, and staff who are fearful of contracting COVID-19;
5. It reflects the College's support of and contribution to a larger public health endeavour with global implications; and
6. It provides clear signals to prospective, new, and current students and other community members about the importance of safety and health at UCB.

Questions regarding updates on the pandemic or getting vaccinated please contact, Rosana Perella (Director of Student Services and Support), at Rosana.perella@urbancollege.edu