

SECURITY & EMERGENCY PREPAREDNESS CONTACTS

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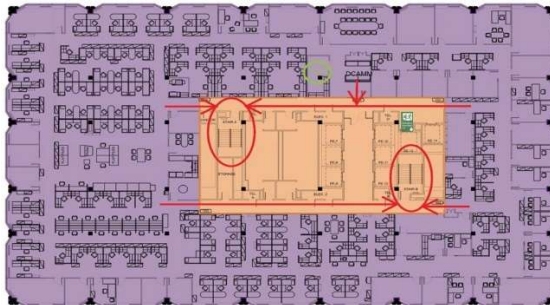
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JOHN W. MCCORMACK BUILDING EVACUATION MAP

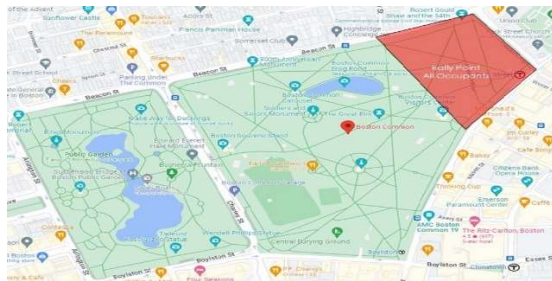
FLOOR 14



FLOOR 15



Assembly Location (B. Common)



JOHN W. MCCORMACK BUILDING

DCAMM SECURITY & EMERGENCY PREPAREDNESS GUIDE



DIVISION OF
CAPITAL ASSET
MANAGEMENT &
MAINTENANCE

HOW TO REPORT AN EMERGENCY

STEP 1

Dial 9-1-1

Be prepared to answer:

- Who are you?
- Where are you? (Address, Floor, Office)
- What is the nature of the emergency?

STEP 2

DCAMM Control Center

617-727-1000

DCAMM Security

X. 1155 (inhouse phone only)

617-727-1155 (x.1155)

(cell/outside line)

Notify building security if 9-1-1 has been contacted.

ARMED INTRUDER/ACTIVE SHOOTER

RUN

If possible, evacuate yourself from the area.

- Leave your belongings behind
- Try to warn/take others with you
- Do not let others' refusal to evacuate stop you

HIDE

If evacuation is not possible, hide where the aggressor is less likely to find you.

- Lock doors & shut off lights
- Use heavy items to block & barricade doors
- Silence cell phones and other technology

FIGHT

As a last resort, incapacitate the aggressor by acting with intense physical violence

- Commit to your actions
- Work with others
- Find items to use as weapons
- Throw items and attack until aggressor is incapacitated

BOMB THREAT

Phone-based threats

- Remain calm & keep caller on the line
- Be polite & show interest
- Get attention of colleague to call police, or call the police as soon as the call ends
- **DO NOT HANG UP**, use second line to call police
- Write down number or letters on caller ID
- Complete bomb threat checklist

Email/Note Threat

- Follow the steps for how to report an emergency
- Do not handle the note or delete the email

Follow the directions of emergency responders