

EMERGENCY MANAGEMENT AND EVACUATION PROCEDURES

The BSMCON Emergency Management and Evacuation Procedures (EMEP) is an emergency preparedness document intended to ensure the safety and protection of associates, students, and visitors during fire, severe weather, loss of utilities and other emergencies at the 8550 and 8570 Magellan campus buildings. All students, faculty, and associates are encouraged to review and familiarize themselves with the emergency procedures as the EMEP outlines the resources, procedures, and roles each BSMCON community member plays in keeping our campus safe in the event of an on-campus emergency.

To view the most recent draft of the EMEP, please do the following:

FOR STUDENTS

- **STEP 1:** Log into Blackboard
- **STEP 2:** Navigate to any available Blackboard course
- **STEP 3:** Once in the course, select *College Resources*
- **STEP 4:** View the EMEP in the *Global Resources* folder

FOR ASSOCIATES

- **STEP 1:** Visit the *RIC Higher Education Institutions* site in Microsoft Teams
- **STEP 2:** Navigate to the *General* channel
- **STEP 3:** Select the *Files* tab
- **STEP 4:** Select your desired campus subfolder within the *EMEP folder* to view the EMEP document

If you have any questions after reviewing the EMEP, do not hesitate to reach out to the Building Operations Manager, Rochelle Upshur (rochelle_upshur@bshsi.org).