



ROOM 1301

500 Rutherford Avenue Boston, Massachusetts 02129 (rev 10/2025)

This poster outlines ways for you to be prepared to reach to various possible emergency situations. Please review this information carefully, and remember to program the Security phone number into your cell phone.

IN CASE OF AN EMERGENCY DIAL 911

For non-emergency assistance call the CAMBRIDGE COLLEGE SECURITY DESK AT 617-873-0111 OR VIA CELL AT 413.657.3508

FIRE

- If you discover smoke or fire, pull the nearest alarm, notify others and leave the building immediately.
- Follow the instructions of College officials and emergency responders.
- Do not use elevators during a fire evacuation.
- After evacuation, clear exit doorways and move away from the building.

BUILDING EVACUATION

- Be aware of emergency exits.
- Follow the instructions of College officials and emergency responders.
- Never use elevators to evacuate.
- Persons with physical disabilities should call Security and wait in the elevator lobby of their floor for assistance.
- After evacuation, clear exit doorways and move away from the building.

FACILITIES ISSUES

- Please report water leaks, building damage, or power outages.
- Use caution around wet floor areas.
- To report an issue of an urgent nature, please call Security.
- For a non-emergency Facilities issue, please contact the Business Operations office via email or phone.

SUSPICIOUS ACTIVITY

- If you observe something, or someone, that seems suspicious, please alert College officials or Security.

- Do not confront a suspicious person or handle a suspicious package or item yourself.

ACTIVE SHOOTER

- Dial 911 and give accurate information about what is happening
- Notify CC of “ACTIVE SHOOTER ON CAMPUS” via one of the following numbers:
 - 413.657.3508 cell-1
 - 617.504.8647 cell-2

- Evacuate the premises if you are able to do so
- Lock down your room and shelter in place if you cannot escape
- Turn off lights and ringers on mobile devices
- Immediately identify yourself when approached by law enforcement

CAMPUS VIOLENCE

- Report campus violence to Security.
- If you believe someone is prone to violence, please share your concerns with a College official or Security.
- Consider using the buddy system when leaving campus.

MEDICAL EMERGENCY

- Call 911 if someone is experiencing a medical emergency.
- Report the exact location and nature of the emergency.
- Stay with the person until help arrives if it is safe for you to do so.
- Let emergency responders decide the best course of action

