Fire/Smoke

You see fire/smoke or the fire alarm activates
- Immediately evacuate area/building via the nearest exit
- Do not use elevators
- Pull fire alarm, if not activated
- Alert others, if there is no alarm
- Assist others, if they are unable

You are caught in smoke
- Drop to knees, then crawl to exit
- Breathe through a towel or shirt

You are unable to evacuate
- Call MIT Police 617-253-1212 and provide location

Once outside
- Proceed to assembly area or a safe distance away
- Wait for all clear before reentry

Hazmat

Major spill/release/exposure
Avoid further exposure
- If unsafe, evacuate the area
- Call MIT Police 617-253-1212:
  - Location
  - Name/quantity of material
  - Number of people injured/exposed

If spill/release is outdoors
- Go inside and Shelter-In-Place:
  - Close all doors and windows
  - Turn off A/C and air handling systems
  - Cover any possible air entry points

Minor spill/release
- If there is no immediate danger:
  - Call EHS 617-452-3477 (M-F, 8a-5p) or Facilities Ops Center 617-253-4948
  - If trained and it is safe to do so:
    - Prevent further spill or release
    - Turn off ignition sources

Medical

Life threatening medical
- Call MIT Police 617-253-1212 to provide location and nature
- Assist the victim, if it is safe and you are comfortable doing so:
  - Administer CPR or use AED
  - Protect the Airway and Spine
  - Control Bleeding

Mental Health
- If person is/may be an immediate danger: MIT Police 617-253-1212
- If you are concerned/need help:
  - For students call 617-253-2916 or on nights/weekends 617-253-4481
  - For employees call 844-405-5433

Utility Disruption

Facilities Disruption or repair service requests
- Call Facilities Operations Center 617-253-4948 (extension “FIXIT”)
  - Gas or burning odors
  - Pipe burst, leaks or flooding
  - Elevator entrapment
  - Electrical/network/telecomm outage
  - Heat/cool/chilled water outage

Suspicious Package
- Do not go near or touch/disturb
- Do not use fire alarm/cell phone
- Call MIT Police 617-253-1212

Bomb Threat
- If threat made over phone, ask:
  - Where is it located?
  - When will it go off?
  - What does it look like?
  - Document all details of voice, language and background noises
- Call MIT Police 617-253-1212

Threats of Violence
- Report all details to MIT Police 617-253-1212

Communicate
- “If You See Something, Say Something”
- If you see anything suspicious, call MIT Police 617-253-1212

Be Prepared - Do you know
- Emergency exit locations
- Fire alarm locations
- Blue light phone locations
- Assembly area locations
- Eyewash and safety shower locations
- Your DLC’s Emergency Preparedness Plan and Coordinator

Stay Informed
- Follow instructions from MIT Alert and monitor emergency.mit.net
- Review prepared.mit.edu

Scan and go
Scan the QR code for a mobile version to take with you

Revision: 1.3, Date: 2/1/2019

See Something – Say Something