Emergency Response Guide

EMERGENCY NUMBERS

Fire/Medical/Police call MIT Police 100 or 617-253-1212
Facilities Operations Emergency Service Request FIXIT 617-253-4948
EHS After Hrs Emergency 617-253-4948 8-5 Business Hrs 617-452-3477

STAY CALM AND FOLLOW INSTRUCTIONS

FIRE

Immediate Action
- PULL FIRE ALARM
- Alert Others
- Evacuate
- Call MIT Police from a safe location.

Additional Information
- Do NOT use elevators.
- Close Doors as you leave.
- Feel Doors with the back of your hand. Do NOT open doors that hot.

Wait for Emergency Personnel at the Department’s (Emergency Preparedness Plan) designated Waiting and Meeting Area to provide any useful information:
- Fire Location,
- What happened,
- If there are injuries, and
- Your name, location, and telephone number.

Medical Emergency

FOR LIFE THREATENING SITUATIONS OR MENTAL HEALTH EMERGENCIES

Call MIT Police
Examples of life threatening emergencies:
- Serious injuries or burns
- Poisoning
- Unconsciousness
- Shock

For non-life threatening situations dial MIT Urgent Care: 617-253-4481 - 24 hours/day
Urgent care walk in service 7a.m. – 11 p.m. E23

HAZMAT Spill

MAJOR SPILL - Major hazardous material and waste spills CALL Police (100 or 617-253-1212) and also report incident to your supervisor.

MINOR SPILL - Minor hazardous materials or waste spills that present no immediate threat to personal safety, health, or the environment. Call EHS (617-252-3477)

Facilities Operations Emergency

EMERGENCY SERVICE REQUESTS DIAL FIXIT (3-4948) from any campus telephone. Press “1” to speak with someone immediately.
- After Hours HAZMAT incidents
- Gas or Burning Odor
- Burst Pipe
- Elevator Entrapment
- Loss of Utilities, such as:
  - Electrical
  - Chilled Water
- Any situation that may pose an immediate threat of serious injury to personnel or damage to property.

Active Shooter

RUN (Evacuate the area if safe to do so)
If the sound of gun shots are far away and you can safely access an exit:
- GET OUT! Leave immediately and get away from the MIT Campus
- Notify MIT Police
- Get updates from www.emergency.mit.edu

HIDE (Take immediate refuge)
If you feel the shooter is close to you and you cannot safely exit the building:
- Lock doors, use door stops, bar door with desks, turn off lights.
- Search for objects that can be used as weapons
- Call Police via land line
- MIT Police can trace where you are.

FIGHT (Attack the shooter)
If the shooter has entered the room you are in:
- Obtain improvised weapons (scissors, letter opener, fire extinguisher)
- Immediately attack shooter, direct your attack at his/her head/face
- Do not attempt to plead or bargain with the shooter

Do You Know ……
- fire alarm locations?
- blue light phone locations?
- assembly area locations?
- emergency and safety shower locations?
- Your DLC’s Emergency Preparedness Plan?

Threats
The person who receives the call/package/threat should remain in the area to talk to the MIT Police Officers when they arrive.

SUSPICIOUS PACKAGES
- Do not touch or disturb object
- Move to a safe location and contact MIT Police
- Use a landline / NO CELL PHONE USE
- Tell MIT Police what makes it suspicious to you.
- If told to evacuate, look around for anything else suspicious and report.

PHONE THREATS
- Remain calm and try to obtain as much information as possible from caller
- Obtain an accurate description of what the caller said and try to obtain as much information as possible. (Where, When, What, Who, distinctive speech, accent, sex, background noises)
- Record the number indicated in caller ID
- Contact MIT Police

See Something - Say Something

Revision 1, Date: 5/19/2015