### Emergency Response Guide

#### EMERGENCY NUMBERS

**Fire/Medical/Police** call MIT Police  **x100 or 617-253-1212**  
**Facilities Operations** Emergency Service Request  **DIAL FIXIT (253-4948)**  
**EHS After Hrs Emergency** 617-253-4948  8-5 Business Hrs 617-452-3477

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#### 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 are 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.

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#### 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.  

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#### Active Shooter

**Silence Cell Phone**

**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

**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

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#### Haz Mat Spill

**MAJOR SPILL** - Major hazardous material and waste spills CALL Police 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

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#### Facilities Operations

**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.

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

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#### See Something—Say Something

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