MIT Emergency Response Guide

DIAL 100

For all Police, Medical/Ambulance, Fire/Explosion, Bomb Threats, and Laboratory Spill Emergencies

or 617-253-1212
Medical Emergency

Immediate Response
Remain calm!
Dial 100
Ambulance / Emergency Assistance - Dial 617-253-1212
PROVIDE the following information:
• What happened,
• Injured person's location, and
• Your name, location and telephone number
• DO NOT HANG UP  Remain on the line until the dispatcher disconnects.

Chemical Contamination
If the victim or clothes are chemically contaminated, don appropriate personal protective equipment and remove victim's contaminated clothing, ONLY IF TRAINED and: Using a chemical shower, eyewash, or sink in a safe area, FLOOD contaminated body part(s) with COPIOUS AMOUNTS of water for 15 MINUTES.

Life Saving Measures
Initiate life saving measures if: required, you are trained in first aid or CPR, and you will not be placed at risk of exposure, material contact, or injury.

Victim Movement
Do not move the injured person unless there is danger of additional harm, e.g., fire, explosion, further contamination.

Comfort
Keep injured person warm and continually reassured.

MSDS
As time permits and if you will not be placed at risk, attempt to identify the chemicals involved and obtain MSDS’ or other relevant information. Provide the MSDS to the ambulance crew.

Addition Information
See, "Personal Injury" below, for additional guidance.
### Personal Injury – Skin Contact with Radiological, Chemicals or Biological Materials

<table>
<thead>
<tr>
<th>ACTION</th>
<th>RADIOLOGICAL</th>
<th>CHEMICAL</th>
<th>BIOLOGICAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>REMOVE</td>
<td>contaminated clothing.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>WATER</td>
<td>RINSE exposed area thoroughly with water.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>OBTAIN</td>
<td>medical attention immediately.*</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>REPORT</td>
<td>the incident to your supervisor, your EHS Coordinator, and Contact the EHS Office, 2-EHSS (2-3477).</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Hazardous Material in EYES**
- **IMMEDIATELY** rinse eye and inner surface of eyelid continuously for at least 15 minutes with copious amounts of water.
- Remove contacts lenses first!
- **LIFT** eyelid to ensure effective rinsing behind the eyelids.
- **OBTAIN** medical attention after any chemical contact with the eye.*
- **REPORT** the incident to your supervisor and the EHS Coordinator.

**Minor Cuts and Puncture Wounds**
- **VIGOROUSLY** wash injury with soap and water for several minutes.
- **OBTAIN** medical attention, immediately, as appropriate.*
- **REPORT** the incident to your supervisor.

* **DIAL 100 FOR AN AMBULANCE.**

Non-emergency report to MIT Medical Department, E23.
Open 24 hours per day / 7 days per week.
Phone 617-253-1311.
Critical Laboratory Incidents

Immediate Action

ALERT others in the area that an incident has occurred. EVACUATE or request assistance.

NOTIFY Dial 100 for Emergency Assistance. (Off campus, dial 617-253-1212.)

ACT Take the following actions:

Fire/Explosions

ACTIVATE fire alarm.

DIAL 100 or 617-253-1212 from a safe location.

General Response Action for Radiation, Chemical or Biological Spills

NOTIFY Environmental Health and Safety – during work hours (9AM – 5PM), 2-EHSS (2-3477), off hours DIAL 100. Report incident to your supervisor.

ASSIST injured or contaminated people and remove them from exposure if you will not be placed at risk of exposure or material contact. If any potential for injury obtain medical attention.*

DON appropriate personal protective equipment ONLY IF TRAINED.

CONFINE the spill. Close doors to contain the spread of smoke, vapors, contamination.

ASSIST Have person familiar with laboratory or incident meet and assist emergency personnel.

MSDS If possible and if you will not be placed at risk of contact or exposure, attempt to identify the chemicals or biologics involved and obtain the MSDS or other relevant information.

For EMERGENCY chemical waste pickup, contact the Environment, Health and Safety Office, 2-EHSS (2-3477), off hours DIAL 100.

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Critical Laboratory Incidents
# Radiation Spills—Incident

<table>
<thead>
<tr>
<th>ACTION</th>
<th>MINOR SPILL</th>
<th>MAJOR SPILL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALERT</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>ASSIST</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>PROVIDE</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>ISOLATE</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>ASSEMBLE</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>CONTACT</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>REMOVE</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>REMAIN</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

*DIAL 100 FOR AN AMBULANCE.*  
Non-emergency report to MIT Medical Department, E23.  
Open 24 hours per day / 7 days per week.  
Phone 617-253-1311.
Biological Spills – Spills Involving Microorganisms

LAB PEOPLE

BL1, BL2 (RISK GROUP 2 OR LOWER)
ALERT Lab personnel of incident.

BL2+, BL3, OR HIGH CONCENTRATIONS/VOL. OF RG2
EVACUATE immediately, holding ones breath.

INJURED/CONTAMINATED INDIVIDUALS

ASSIST, remove from area if necessary.

EVACUATE if possible.

CONTAMINATED CLOTHING

REMOVE and clean.

REMOVE and sterilize.

SKIN

WASH with soap and water.

WASH with soap and water followed by ANTISEPTIC.

PERSONAL PROTECTIVE CLOTHING (PPE)

PRIORITY TO ENTRY:
DON Personal Protective Clothing (PPE),
Only if trained.

WAIT 30 MINUTES before re-entering wearing appropriate PPE.

DECONTAMINATION

1. COVER spill with absorbent material.
2. SOAK with disinfectant.
3. COLLECT materials into autoclave bag/sharp container (use dustpan and brush if sharps are involved).
4. CLEAN spill area with additional disinfectant.
5. PLACE ALL clean up material in autoclave bag or sharp container.
6. AUTOCLAVE (consult with BSP).

REPORT to supervisor and BSP
(if spill involved rDNA/rRNA or RG 2).

to supervisor and BSP

After hours (5PM - 9AM) & IN EVENT OF INJURY, DIAL 100 for immediate assistance.
Contact the Biosafety Program (BSP) for advice and assistance at 2-EHSS (2-3477).

Biological Spills

DIAL 100 FOR AN AMBULANCE.
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Phone 617-253-1311.
## Chemical Spills

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<td>✓</td>
</tr>
<tr>
<td>ASSIST</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>FLAMMABLE</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>REPORT</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>CLOSE</td>
<td></td>
<td>✓</td>
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<tr>
<td>OBTAIN</td>
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<tr>
<td>DON</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>AVOID</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ASSIST EMERGENCY PERSONNEL</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>OBTAIN APPROPRIATE SPILL KIT</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>CONFINE</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>COLLECT</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>PLACE</td>
<td>✓</td>
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</tr>
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<td>CONTACT</td>
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</tr>
</tbody>
</table>

### Chemical Spill

- **ALERT**: others in area of the spill.
- **ASSIST**: injured or contaminated people in area, if it can be done safely. If any potential for injury obtain medical attention.*
- **FLAMMABLE**: If material is flammable, turn off ignition and heat sources if it can be done safely.
- **REPORT**: emergency DIAL 100 or (3-1212). Report incident to your supervisor.
- **CLOSE**: doors to the affected area.
- **OBTAIN**: MSDS’s if the chemicals are known and you will not be placed at risk of exposure or chemical contact. Provide MSDS’s to emergency response personnel.
- **DON**: appropriate PPE (trained personnel only).
- **AVOID**: inhaling fumes.
- **ASSIST EMERGENCY PERSONNEL**: Have knowledgeable laboratory personnel or those who witnessed the incident standby to assist emergency response personnel.
- **OBTAIN APPROPRIATE SPILL KIT**: (acid, caustic, solvent, etc.) to confine, neutralize, and absorb the chemical.
- **CONFINE**: spill to small area using materials contained in spill kit.
- **COLLECT**: residue using non-sparking tools, place in container, and label with red tag as chemical waste.
- **PLACE**: spill materials into an appropriate container, affix a hazardous waste tag, and request a hazardous waste pickup.

* DIAL 100 FOR AN AMBULANCE.
Non-emergency report to MIT Medical Department, E23. Open 24 hours per day / 7 days per week. Phone 617-253-1311.
Fire

EAP Review
Review the Department’s Emergency Action Plan (EAP) at least once annually. (See EAP section.) Contact the Department’s EAP Coordinator for assistance.

Fighting Fires
MIT’s policy states that no one is required to fight a fire, but everyone is required to evacuate and report the fire. If you are trained in fire extinguisher use and have the appropriate extinguisher, then you may fight a small (incipient stage, e.g., smoldering) fire. However, prepare to evacuate if you cannot control the fire WITH A SINGLE EXTINGUISHER. Never enter a room that is smoke filled or pass through a door that is warm or hot to the touch (top down).

Never Place Yourself Between the Fire and an Exit!

Reporting a Fire
REMAIN CALM!
PULL THE FIRE ALARM and Dial 100, done from a safe location.
PROVIDE the following information:
  • Fire Location,
  • What happened,
  • If there are injuries and the location, and
  • Your name, location, and telephone number.
REMAIN ON THE PHONE - DO NOT HANG UP until the dispatcher hangs up.

Clothing on Fire
STOP, DROP, AND ROLL to extinguish flames.
WITNESS If you witness a person on fire, stop them from running. Drop and roll the victim to extinguish flames or smother them with a fire blanket if immediately available.
DRENCH affected body parts with cool water from emergency shower, eyewash hose, or at sink.
OBTAIN medical attention, immediately, as appropriate.* IMMEDIATELY report the incident to supervisor.

Emergency Action
A ALERT others that there is a fire. Request help if someone needs assistance and it can be done without placing yourself or others in danger.
B CONFINE the fire by closing hood sash, doors, windows, or other openings if time permits and it can be done without placing yourself or others in danger.
C EVACUATE the area and wait in the Department’s designated Waiting and Meeting Area following the Department Emergency Action Plan (EAP).
S SUMMON ASSISTANCE – On your way to an exit, activate the fire alarm pull station. From a safe location, DIAL 100 to report the fire. Wait for emergency personnel to provide any useful information.

*DIAL 100 FOR AN AMBULANCE.
Non-emergency report to MIT Medical Department, E23. Open 24 hours per day / 7 days per week.
Phone 617-253-1311.
Federal and Massachusetts hazardous waste regulations specify how hazardous waste must be labeled, stored, and disposed and the training requirements for personnel who handle hazardous waste. MIT's Environment, Health and Safety Office [2-EHSS (2-3477)] is available to assist the departments manage their hazardous waste program and ensure compliance with Federal and State regulations. The EHS Office provides training to enable MIT students, faculty, and staff develop the knowledge and experience necessary to safely manage hazardous waste and maintain compliance with regulatory requirements.

**BACKGROUND**

Federal and Massachusetts hazardous waste regulations specify how hazardous waste must be labeled, stored, and disposed and the training requirements for personnel who handle hazardous waste. MIT's Environment, Health and Safety Office [2-EHSS (2-3477)] is available to assist the departments manage their hazardous waste program and ensure compliance with Federal and State regulations. The EHS Office provides training to enable MIT students, faculty, and staff develop the knowledge and experience necessary to safely manage hazardous waste and maintain compliance with regulatory requirements.

**LABELING**

- **LABEL** all HW containers using Red HW tags
- **WRITE** container contents in English. (No abbreviations, trade names, or formulae.)

**STORAGE**

- **STORE** HW containers in designated Satellite Accumulation Area (SAA) or Main Accumulation Area (90-Day storage area).
- **CLOSE** all HW containers. They must remain tightly closed at all times except when adding waste.

**MAINTAIN**

- No more than one HW container for each waste stream in each SAA.

**REMOVE**

- a. filled HW containers from SAA within three days after container is filled and/or tag is dated.
- b. full or dated HW containers from the campus within 90 days.

**STORE**

- Incompatible waste materials separately so that they cannot mix or commingle.

**INSPECT**

- a. Each SAA at least once per week. **Lab personnel must perform this inspection.**
- b. Each 90-Day area at least once per week. **The EHS Office is responsible for this inspection.**

**DISPOSAL**

- a. Laboratory HW disposal is provided by the EHS Office.
- b. Disposal of other hazardous wastes i.e.: lecture bottles, explosives, excess chemicals, lab cleanouts, etc. incurs additional cost that will be charged to the lab.

**PICK-UP**

- **REQUEST HW PICK UP ONLINE AT:** [http://web.mit.edu/environment/wastepickup/index.html](http://web.mit.edu/environment/wastepickup/index.html)

**TRAINING**

- All people that generate, handle, or manage HW must be trained initially and annually. Hazardous waste training is available online at: [http://web.mit.edu/environment/training](http://web.mit.edu/environment/training) or upon request to the EHS Office.

Follow these training guidelines:

- New personnel (students, staff, faculty) may not work in unsupervised positions until they have successfully completed a HW training program.
- Personnel must successfully complete HW training within six months of an assignment to a position requiring HW training.
- Personnel must receive annual HW refresher training.
Special Procedures

Include or reference here, any special procedures that are specific for this Lab. If by reference, where can one find them quickly?

DIAL 100 OR 617-253-1212 for EMERGENCY ASSISTANCE
Emergency Action Plan (EAP)

See your Department EAP Coordinator:

Name:  
Extension:  

Your complete EAP is located in room #

Insert a floor plan/map (or refer to location where it is posted) for YOUR escape routes, outside waiting and meeting areas. Also recommended is identifying on the floor plan the location of emergency equipment and supplies such as:

- emergency showers
- eyewash stations
- antidote kits
- spill kits
- protective equipment, e.g., chemical safety goggles, gloves, and long sleeve lab coat, etc,
- fire extinguishers, and
- fire blankets.
Emergency Equipment Location

(It is recommended that the subsequent applicable items be highlighted and filled in if available in the lab or a nearby location.)

**ANTIDOTE KITS** are located:

**BLEACH** (for Biological Spills) is located:

**DISINFECTANTS** are located:

**EMERGENCY SHOWERS** are located:

**EVACUATION WAITING AND MEETING AREA** is located:
(Account for everyone’s presence or absence — See Department Emergency Action Plan Coordinator for details.)

**EYE WASH STATIONS** are located:

**FIRE ALARM PULL STATIONS** are located:

**FIRE BLANKETS** are located:

**FIRE EXITS** are located:

**FIRE EXTINGUISHERS** are located:

**FIRST AID KITS** are located:

**GEIGER-MULLER COUNTER** is kept:

**HAZARDOUS CHEMICAL WASTE SUPPLIES** are kept:

**HYDROFLUORIC ACID** first aid material (Calcium Gluconate Gel) is located:

**PERSONAL PROTECTIVE EQUIPMENT** is kept:

**SPILL KITS AND MATERIALS** are located:

Other:

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Emergency Equipment Location (site specific)
<table>
<thead>
<tr>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LAB</strong></td>
</tr>
<tr>
<td>DLC EHS COORDINATOR</td>
</tr>
<tr>
<td>CHEMICAL HYGIENE OFFICER</td>
</tr>
<tr>
<td>LABORATORY SAFETY REPRESENTATIVE</td>
</tr>
<tr>
<td>EMERGENCY ACTION PLAN COORDINATOR</td>
</tr>
<tr>
<td>PRINCIPLE INVESTIGATOR</td>
</tr>
<tr>
<td>DEPARTMENT HEAD</td>
</tr>
<tr>
<td>DEPARTMENT ADMINISTRATIVE OFFICER</td>
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<tr>
<td><strong>OTHERS</strong></td>
</tr>
<tr>
<td>PHYSICAL PLANT ZONE</td>
</tr>
<tr>
<td>ZONE COACH</td>
</tr>
<tr>
<td>BIOSAFETY PROGRAM</td>
</tr>
<tr>
<td>ENVIRONMENTAL MANAGEMENT PROGRAM</td>
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<tr>
<td>INDUSTRIAL HYGIENE PROGRAM</td>
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<tr>
<td>RADIATION PROTECTION PROGRAM</td>
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<tr>
<td>SAFETY PROGRAM</td>
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