**Emergency Response Guide**

**Police/Fire/Ambulance**

Call MIT Police 617-253-1212 or x100

Stay Calm and Follow Instructions

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**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

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**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 617-252-3477 (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

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**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

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**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

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**Threats**

**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

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**Threats of Violence**

- Report all details to MIT Police 617-253-1212

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**Communicate**

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

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**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

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**Stay Informed**

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

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**Scan and go**

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

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See Something – Say Something