



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)

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
- ➔ 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

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.

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?

SCAN



and GO

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