



## 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**

## 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.

### 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

### 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](http://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

Scan



and Go

### 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?

### 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

### 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 the 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