



Emergency Response Guide

Emergency/MIT Police: 617-253-1212 or x100

Environment, Health, and Safety (EHS):
617-452-3477 (M-F, 8am-5pm) Contact Facilities Ops Center during EHS off hours

Facilities Operations Center:
617-253-4948

Fire/Smoke

You see fire/smoke or the fire alarm activates

- Immediately evacuate area/building via the nearest exit. If the fire alarm has not already been activated, pull the nearest fire alarm box as you exit.
- Do not use elevators
- Alert others, if there is no alarm
- Assist others, if they are unable
- Call MIT Police

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

Once outside

- Proceed to assembly area or a safe distance away
- Wait for all clear before reentry

Hazmat

Major spill/release/exposure

- Is outside or in a public area, is a large volume or highly toxic, presents a fire hazard, etc.
- Evacuate the area
- Call MIT Police 617-253-1212:
 - Give Location
 - Give Name/quantity of material
 - Give Number of people injured/exposed

Minor spill/release

- Is indoors in a controlled area, known material in small volume and not highly toxic, etc.
- If you are unsure if the spill is minor, do not have clean-up materials, or have questions, Call EHS 617-452-3477 (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
 - Clean up the spill

Active Shooter

If violent intruder or active shooter incident is occurring nearby

Run

- Attempt to evacuate the area, if it is safe to do so
- Once safe to do so, call MIT Police 617-253-1212

Hide

- If you cannot evacuate safely, find a safe place to shelter-in-place
- Lock and/or barricade door(s)
- Turn off lights & other electronics
- Silence cell phone, but keep it on

Fight

- As a last resort and if your life is in immediate danger, attempt to disrupt the attacker
- Use improvised weapons

Medical

Physical Health

- Call MIT Police 617-253-1212 for injuries and other medical emergencies that require immediate attention.
- Assist the victim, if it is safe and IF you are comfortable doing so:
 - Administer CPR or use AED if needed
 - Protect the airway and spine
 - Control bleeding

Mental Health

- If person is/may be in immediate danger: MIT Police 617-253-1212
- For additional assistance:
 - Students call 617-253-2916
 - Employees call 844-405-5433

Work-related injury

- Report all work-related injuries to your supervisor and seek medical attention as needed.

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/telecom outage
- Heat/cool/chilled water outage

Scan and go



Scan the QR code for additional information

Threats

Suspicious Package

- Do not go near or touch/disturb
- Do not activate fire alarm or use cell phone
- Evacuate the area and 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

Threats of Violence

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

Communicate

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

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

Stay Informed

- Monitor MIT Alert messages and emergency.mit.net and follow instructions
- Review prepared.mit.edu

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Stay Calm and Follow Instructions