

**Police/Fire/Ambulance**  
**Call MIT Police 617-253-1212 or x100**

**Stay Calm and Follow Instructions**

## 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

### Once outside

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

## 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 617-452-3477 (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

## Active Shooter

### If violent intruder or active shooter incident is occurring

#### 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 incapacitate the attacker
- Use improvised weapons

## 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

### Mental Health

- If person is/may be an immediate danger: MIT Police 617-253-1212
- If you are concerned/need help:
  - For students call 617-253-2916 or on nights/weekends 617-253-4481
  - For employees call 844-405-5433

## 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

## 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

### Threats of Violence

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

## Scan and go



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

## 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

- Follow instructions from MIT Alert and monitor [emergency.mit.net](http://emergency.mit.net)
- Review [prepared.mit.edu](http://prepared.mit.edu)