

Emergency Preparedness Plan (EPP) Awareness Training: Mechanical Engineering Department

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based on presentations by Rosa Liberman (BCS) and Joe Glogowski (BE/DMSE)

Emergency Preparedness: Incident Response

- Emergency preparedness is <u>everyone's</u> responsibility and involves:
 - Considering the range of emergency situations that can affect our Department's short-and-long term ability to function; and,
 - Identifying how we will in this order
 - 1) protect life safety via evacuation, shelter-in-place or defensive action
 - 2) stabilize conditions to prevent further health or environmental hazard
 - 3) protect/mitigate damage to property
- Emergencies have their own life cycle, with "before", "during" and "after" sequences

Emergency Preparedness Life Cycle



Before Emergency Know your: plan, meeting points, shelter location, and communication options



During Emergency Execute the plan, make notifications as necessary



After Emergency Review actions and adjust plan if necessary



The MechE Emergency Preparedness Plan (EPP)

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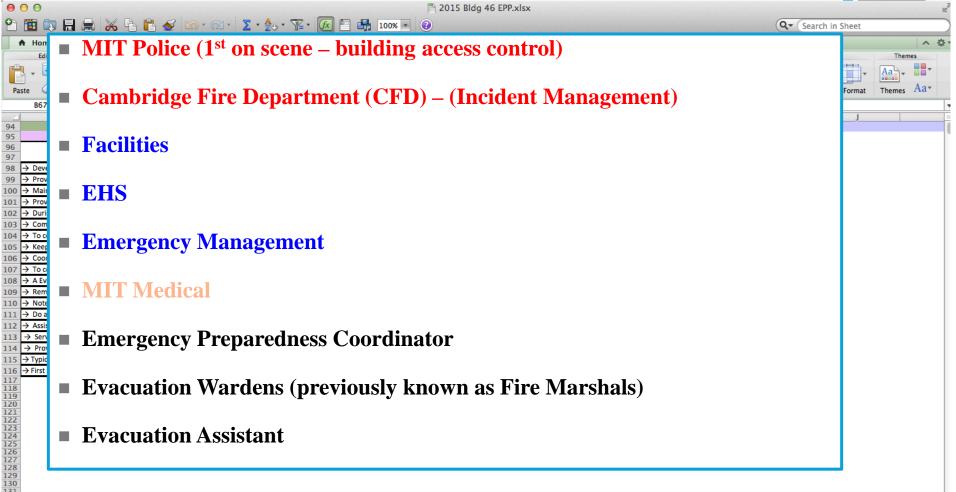
Roles & Responsibilities (or who does what?)

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Normal View

Ready



Roles & Responsibilities:First respondersFirst respondersIncident Man

MIT Police (MIT PD)

Cambridge Fire Department (CFD)

- Facilities
- **EHS**
- Emergency Management

MIT Medical

<u>First responders</u> Building Access Control Incident Management

Other agencies may respond

- Cambridge Police Department
- FBI
- Professional EMTs

<u>"Consultants"</u> Take charge of scene from first responders Update EPPs Prepare ERDs

E23: Open 7 AM – 11 PM On call 24/7: 617-253-4481 Student EMTs

Roles & Responsibilities Emergency Preparedness Coordinator

- Assemble & Update the EPP
- Train Department Personnel on the EPP (OSHA Requirement)
- Assist in communications during an emergency
 - Notifications through Department mailing list
 - Interface between Department and MIT Emergency Response
 - Report to Incident Commander when buildings are affected
 - Stay in touch with the evacuation wardens, that will relay info to you
 - Help coordinate extended response if situation requires

Roles & Responsibilities: **Evacuation Warden** Everyone in MechE is their own evacuation warden.

Some things you can do in an alarm situation:

- Herd people out during evacuation (without jeopardizing your own safety) TREAT ALL ALARMS AS REAL
 - Remind people to (IF time allows)
 - \Box Close windows and doors
 - □ Turn off equipment (if necessary)
 - □ Take keys, wallets, coats, laptops
- Note location of fire/smoke/emergency situation, if obvious
- Go to meeting area
 - □ Report to EPC/incident commander
 - □ Do a head count of people from your area
 - □ Inform EPC/Incident commander if people stayed in the building
 - □ Update personnel as information becomes available

Emergency Preparedness is Everyone's Responsibility

Roles & Responsibilities: Evacuation Assistant & Horizontal Evacuation

During Evacuation or Shelter-in-Place:

- Escort mobility impaired individual to safe location
 - Typically fire-rated stairwell/area of refuge
 - Do not bring individual to atrium/open area
 - For shelter-in-place follow general instructions
- Communicate information to evacuation warden/responders
 Report to EPC/Incident Commander
 Notify Cambridge Fire/MIT Police of individual's location

Communications

- Campus-wide emergency notification systems
- → MIT Alert
- → SNOW line (617-253-SNOW (7669))
- Department-specific notification methods
- →Me-all, etc
- Communications within your group: How will your group communicate between each other to make sure everyone is safe?
 - Buddy system
 - Group email/phone list: is everyone's contact info handy?

Emergency Preparedness Plan Scope: Multi-Hazard Framework: Why?

Flood: #1 cause of insurance claims across Campus Fire: Toaster ovens, microwaves, lithium batteries Gas Leak/Ventilation Outage: has happened on campus in 2015-16 Power / IT Outage: Several unplanned lately; planned outages frequent Severe Weather: Winter 2014-2015 // Hurricane Sandy (2012) // Tornado Earthquake: Occasionally (8/23/11) Public Health/Medical Emergency: H1N1, Ebola, Zika... Violent Intruder/Active Shooter: Hoax February 2013; April 18 2013 Bomb/Suspicious Package: has happened on campus in 2015-16

Emergency Preparedness Plan Scope: Multi-Hazard Framework

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3 4		Shelter in place instructions							
		Evacuation Route Diagrams (ERDs) aka "egress maps"							
		Maps are consistent all across campus							
		Look f	for EXIT signs in corridors						
			If the building has been evacuated for a chemical or other spill, do NOT leave the designated meeting area until cleared by Cambridge Fire Department or the MIT Incident Communication and the communication of the C	ander. If the possibility exists that individuals were exposed or contaminated, medica	al				
5			• Give any information about the fire, any injuries, or anyone who might still be in the building, to any of the following: your EHS Representatives, your EHS Coordinator, Department Department, MIT Emergency Response Team (ERT), or MIT Campus Police. Look for the "white hat." The Cambridge Fire Department IC and MIT's ERT IC will both have white ha		m				
		Do not re-enter the building for any reason until the Cambridge Fire Department, MIT Campus Police, or the MIT EHS Office indicate it is safe to do so. If you can not leave the building because all exits are obstructed: • If there is dense smoke, crawl or task judy to the floor where there is cleaner and cooler air. • Get to a phone in a smoke-free room, dial 100 or (617) 253-1212, and let the dispatcher know where you are. Do not hang up until the dispatcher instructs you to do so							
6		Do not run if your clothes catch fire. Drop to the floor and roll back and forth to smother flames. Call for help. Rescuers can smother the flames by wrapping a blanket, coat, sheet, or rug over the victim.							
7		Flood	If your area experiences a flood from a ruptured plumbing line, natural disaster, or uncontrolled leak from an overhead or adjacent room, follow these steps: (1) DO NOT make contact with the water; (2) IF possible, shut off electrical equipment; (3) evacuate the building in a direction that is AWAY from the flooding source; and (4) from a safe location, report the incident to the Operations Center (617-253-1500) or contact 617-253-4948 (FIXIT) if the flooding source is from a plumbing or building	flooding source; and					
	Em	Water/Steam/Oliage Dared Organization & R	Loss of water will compromise fire suppression systems and safety showers/eyewashes. A steam outage will compromise comfort heat along with cooling systems for laboratory equiparts are used should evacuate in the event of loss of water. An attempt should be made to stabilize or power off experiments provided this can be done without compromising of the event of loss of water. An attempt should be made to stabilize or power off experiments provided this can be done without compromising of the event of loss of water. An attempt should be made to stabilize or power off experiments provided this can be done without compromising of the event of loss of water. An attempt should be made to stabilize or power off experiments provided this can be done without compromising of the event of loss of water. An attempt should be made to stabilize or power off experiments provided this can be done without compromising of the event of loss of water. An attempt should be made to stabilize or power off experiments provided this can be done without compromising of the event of loss of water of the event of loss of the event						
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How can you summon help?

Phone

- 100 (Campus Phone)
- 617-253-1212 (from cell, non-MIT phone)

MIT Police can respond to any part of campus within a couple of minutes after someone calls. *This includes leased buildings*.

WHY SHOULD YOU NOT CALL 911 FROM ANYWHERE ON CAMPUS???



When Reporting an Emergency

- Call from a safe (smoke-free) location.
- Clearly state your name, type of emergency and location (building number and room).
- Answer all of the dispatcher's questions and follow instructions to activate the fire alarm, etc.
- Wait until the dispatcher hangs up.

How can you summon help?

Phone

- 100 (Campus Phone)
- 617-253-1212 (from cell, non-MIT phone)
- MIT Police can respond to any part of campus within a couple of minutes after someone calls: *this includes leased buildings*
- Fire call box / pull station



Fire Alarm Pull Stations: Not Just for Fires

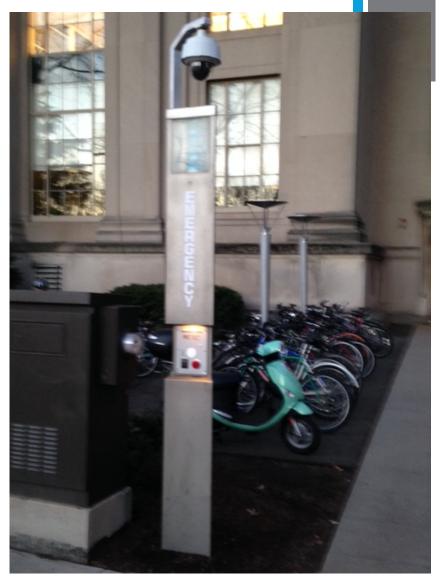
- Fire alarm pull stations let building occupants know they need to leave because of :
- Fire/smoke
- Suspected gas leak
- Other hazardous situation (chemical spill etc)
- As you evacuate, activate a fire alarm pull station by pulling down lever
- Where are the fire alarm pull stations?
 - Fire alarm pull stations are near every exit door leading to the stairway and near the building exits.



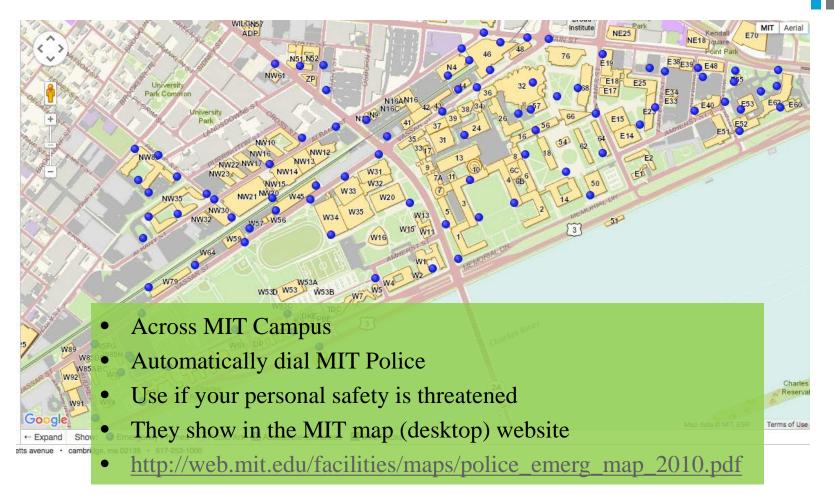
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- Fire call box / pull station
- Police call box (blue phones)



Calling in an Emergency: MIT's Blue Phones



Note that there can be other types of alarms in the building

- Gas monitoring system alarm (building 31, 35)
- Security alarms
- Other lab equipment alarms
- Beeping from fire alarm panel of unknown origin
 - This is registered at MIT Operations Center

Emergency Route Diagram (ERD)

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 You should always look (not only at MIT but in your everyday life as well) for two emergency exits, wherever you are

Because you know it's "when" not "if": Learn Evacuation Routes

- Review the evacuation map, which is posted near every exit staircase (not architectural stairs).
- Find 2 ways out: locate the exit door closest to your office and also find an alternate exit. (You can do this in your personal life also!)
- Walk both routes and check if anything is blocking the corridor or the exits (if so, report this).

<u>Note</u>: The massive loss of life from the 2003 Station Nightclub fire was due to most occupants relying on the front door exit.

Before Opening a Door to the Corridor or Stairway



Can you see or smell Smoke? >

Then Open Door>



<Is the door Hot?

Created by Joe Glogowski

What If Exit Routes Are Blocked by Smoke?

- Stay low to floor where the air is cooler and there is less smoke. Move away from dense smoke, do not try to go through it.
- Go to a smoke-free room with a window.
- Dial x100 or 617-253-1212.
- Identify your location on the window mark an "X".
- Minimize smoke infiltration. Place a towel, blanket, jacket, etc. along the base of the door. Or use duct tape to seal the door.

Once Outside the Building

- Go to the designated assembly area
 - Good/fair weather exterior assembly points
 - Poor/extreme weather interior assembly points
- Make sure everyone from your group who you know was in the building has made it out safely
- IF you know of somebody that needs help, make YOUR way to a safe location and inform you're an Emergency Responder and/or the Incident Commander who should have on a WHITE HELMET
- DO NOT return to the building until the ALL CLEAR is given!!!
 - Typically a message on MIT Alert, or message from the MIT Operations Center

+ MechE Assembly Areas

			Interior Assembly	Interior Assembly
Building	Exterior Assembly Point A	Exterior Assembly Point B	Point A	Point B
1	Memorial Drive	Killian Court	Lobby 7	Lobby 10
3	Killian Court	Courtyard between Buildings 11 & 13	Lobby 7	Lobby 10
	Mass Ave towards Memorial Drive -			
5	end of Building 1	Kresge Oval	Lobby 7	Lobby 10
7	Mass Ave in front of Building 9	Kresge Oval	Lobby 10	W20
31	Mass Ave in front of Building 37	Vassar St in front of Building 37	Lobby 37	Lobby 34
	grassy area in front of W31 & W20			
35	(traffic semi-circle)	Mass Ave in front of Building 5/1	Lobby 37	Lobby 7
41	139 Mass Ave. Visitor Lot	Vassar Street (towards Bldg 43)	Lobby 35	Lobby 37
	Across Vassar Street in front of Stata			
48	(Bldg 32)	Along Main Street in front of Bldg 46	Lobby 46	Stata Student Street
			E23 Atrium	
E34	Hayward St. Lot	corner of Carleton St and Amherst St	(by MIT Medical)	E40 Lobby
			E23 Atrium	E15 Lobby
E38	Hayward St. Lot	Kendall Lot	(by MIT Medical)	(Media Lab)
NW14	Albany Street	Massachusetts Avenue Lot	NW21	NW22
NE47	Tech Square Lawn	Green Area near Portland St	NE45 Lobby	Lobby 76
NE45	Tech Square Lawn	Green Area near Portland St	NE47 Lobby	NE49 Lobby

Evacuate vs. "Shelter in Place"

Evacuate (LEAVE!) if

Fire

- Spill (major) or incompatible reaction of a hazardous material
- Flooding
- Natural Gas Leak

"Shelter in Place" (seek refuge indoors)

- Sudden Severe Weather
- Earthquake
- *Bomb Threat or Suspicious Package: Follow MIT Police instructions

"Shelter in Place" VS "Defensive Action"

Shelter - in-Place

- Typically agent that cause harm
 - Lightning, tornado/funnel cloud
 - Hazmat: Dirty bomb/Bio-Rad
 - Natural Gas Leak
 - Outdoor fire

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- Stay away from/seal windows
- Convene in interior rooms
- Close off air intakes to outdoors

Defensive Action

- Violent Intruder (commonly called Active Shooter)
 - Goal : stay out of sight of a person or group who intend to cause bodily harm
 - Grouping people together is discouraged, increases mass injury/casualty potential
 - Options (in order)
 - RUN
 - HIDE
 - FIGHT

Violent Intruder (aka Active Shooter) Incident Awareness Training

course provides instructions on how to personally prepare for and appropriately respond in the event of a violent intruder/active shooter

 point-by-point instructions provided by the MIT Police Department, the Emergency Management Office

features a video prepared by the Department of Homeland Security and the City of Houston, Texas depicting an active shooter event in a busy office building

• available as a web course through the Learning Center

Medical Emergencies

- Medical emergency (seizure, heart attack/stroke, sudden paralysis/loss of movement, loss of blood, unconsciousness)
 - dial x100/617-253-1212
 - Have someone stay with the individual, keep them awake
 - Clearly indicate to Dispatch your location (bldg/room #, street address if outdoors)
 - If the medical emergency is a work-related injury, be sure the individual's PI/Supervisor submits the online injury report to MIT EHS
- MIT has Automated Emergency Defibrillators (AEDs) installed throughout campus; closest are in Infinite Corridor, MIT PD also carry AEDs in cruisers.
 - You must be trained to operate AEDs use with CPR

Severe weather during work day (i.e. suddenly threatening weather)

REMAIN CALM AT ALL TIMES

Stay alert, listen for warning through media device

- 1. If outside \rightarrow move inside as quickly as possible
- 2. If tornado warning \rightarrow move to interior room or basement
- 3. If floor shakes → take shelter under desk or heavy table covering your head
- 4. Hurricanes, tornados, earthquakes → avoid upper floors, large glass areas, windows
- 5. Severe lightning/hurricanes → move inside, stay away from trees, power lines, electrical equipment, windows
- 6. Listen for evacuation directions

When coming back to your space after an evacuation/emergency/severe weather event...

- return to your location if it has been deemed safe to do so;
- survey your area and report any structural or equipment damage to your EPC (if EPC then report to Facilities Manager);
- watch for emerging gas leaks, electrical system damage, and sewer/water line damage;
- stay away from any downed power lines. Do not handle live electrical equipment in wet areas; and
- be sure power is off before entering flooded areas.

Keep Our Hallways Clear and Safe

- Minimum clearance: corridors, 44 inches; offices/labs, 36 inches
- Facilities has suspended disposal costs for items over 50 pounds (furniture, white goods)
- Please submit a work order through Atlas Campus tab, if you have items that need to be removed from a hallway (also a office or lab). Tape the work order to the item.
- Custodians will take any item that is less than 50 pounds that is labeled TRASH.



MIT Emergency Numbers

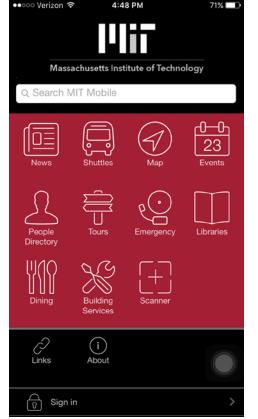
MIT Police Emergency Number	EHS Office (Environment, Health & Safety)	MIT Medical Urgent Care	Facilities Emergency Number 617-253-4948 (FIXIT)		
100 or 617-253-1212	617-452-3477 (x2-EHSS)	617-253-4481			
24/7	8am – 5pm week days After hours and weekends dial x3-4948 & request EHS on-call	24/7 advice line 7am – 11pm daily for walk-in at Bldg E23	24/7		
Medical Emergency/ Ambulance: • Life-threatening injury or exposure Fire Department: • Fire • Explosion • MAJOR chemical spill Police: • Intruder • Suspicious activity • Workplace violence • Suspicious package • Bomb threat • Theft • Vandalism	 EHS issues requiring immediate attention: MINOR chemical spill advice [For MAJOR chemical spill, always dial 100.] Biological or radioactive material spill assistance Strong odor or other air quality concern Exposure concern Report extinguished fire Report chemical release to drain (small quantity) 	Emergency Medical: for immediate assistance, always dial: • 100 • 617-253-1212. Non-emergency Medical: for advice or to make appointment for medical attention dial: • 617-253-4481.	Emergency building issues or immediately hazardous situation for Facilities repair: Natural gas odor Electrical problems Water leaks Bathroom overflows Fire alarm questions Fume hood/BSC problem Door/lock issues Cold/warm room issue Elevator problems Wet floor Non-chemical odors HVAC (heat, vent, A/C) Broken windows		

Emergency Preparedness is Everyone's Responsibility

Before an Emergency There's an app for that \bigcirc

Look for "MIT Mobile" In the App Store (iPhone) or Google Play (Android)

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Emergency Response Guide Massachusetts Institute of Technology EMERGENCY NUMBERS (m) 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** Medical Emergency 📫 Active Shooter 🍃 FIRE Silence Cell Phone FOR LIFE THREATENING SITUATIONS **Immediate Action OR MENTAL HEALTH EMERGENCIES DULL FIRE ALARM** can safely access an exit **Call MIT Police** Alert Others GET OUT! Leave immediately and get awa Examples of life threating emergencies: from the MIT Campus Evacuate Notify MIT Police · Serious injuries or burns Get updates from www.emergency.mit.edu Call MIT Police Poisoning Unconsciousness HIDE (Take immediate refuge) from a safe location. Shock If you feel the shooter is close to you and you Additional Information cannot safely exit the building For non-life threating situations dial MIT Urgent Lock doors, use door stops, bar door with Do NOT use elevators. Care: 617-253-4481 - 24 hours/day desks, turn off lights. Close Doors as you leave. Urgent care walk in service 7a.m. - 11 p.m. E23 Search for objects that can be used as weap Feel Doors with the back of your hand. Do NOT open doors that hot. Call Police via land line CO. MIT Police can trace where you are. **HAZMAT Spill** Wait for Emergency Personnel at the FIGHT (Attack the shooter) Department's (Emergency Preparedness If the shooter has entered the room you are in: Plan) designated Waiting and Meeting MAJOR SPILL - Major hazardous material and Obtain improvised weapons (scissors, letter Area to provide any useful information: waste spills CALL Police(100 or 617-253-1212) and also report inciopener, fire extinguisher) dent to your supervisor. Fire Location, Immediately attack shooter, direct your What happened, attack at his/her head/face MINOR SPILL - Minor hazardous materials or waste spills that If there are injuries, and present no immediate threat to personal safety, health, or the en- Your name, location, and shooter vironment. Call EHS (617-252-3477) telephone number. Threats Facilities Do You Know Operations 🤳 The person who receives the call/package/threat emergency exit locations? should remain in the area to talk to the MIT Police fire alarm locations? Emergency Officers when they arrive blue light phone locations? SUSPICIOUS PACKAGES EMERGENCY SERVICE REQUESTS assembly area locations? Do not touch or disturb object DIAL FIXIT (3-4948) from any campus emergency and safety shower locations? telephone. Press "1" to speak with someone Your DLC's Emergency Preparedness Plan? Use a landline / NO CELL PHONE USE. mmediately. After Hours HAZMAT incidents suspicious and report. Gas or Burning Odor PHONE THREATS Burst Pipe Remain calm and try to obtain as much Elevator Entrapment a SCAN р information as possible from caller Loss of Utilities, such as: Electrical 60 Chilled Water Any situation that may pose an speech, accent, sex, background noises) immediate threat of serious injury to personnel or damage to property. Record the number indicated in caller ID

Emergency Preparedness is Everyone's Responsibility mething - Say Something

Contact MIT Police

- Move to a safe location and contact MIT Police
- Tell MIT Police what makes it suspicious to you. If told to evacuate, look around for anything else
- Obtain an accurate description of what the caller said and try to obtain as much information as possible. (Where, When, What, Who, distinctive

- \$?

- Do not attempt to plead or bargain with the

- If the sound of gun shots are far away and you
- RUN (Evacuate the area if safe to do so)

Remember, Emergency preparedness is *everyone's* responsibility

- Know your assembly areas
 - Communicate these to new people as they join the group
- Know how to summon help
- Know how to respond to different types of emergency situations



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Emergency Preparedness is Everyone's Responsibility