Emergency Preparedness Plan
MIT Information Systems & Technology
77 Mass. Ave.
Cambridge, MA 02139
# TABLE OF CONTENTS

I. ORGANIZATION & RESPONSIBILITY ................................................................. 1

II. COMMUNICATIONS .................................................................................. 6

III. IGNITION SOURCES .............................................................................. 10

IV. EMERGENCY EVACUATION PROCEDURES ........................................ 11

V. V. FLOOD ............................................................................................... 17

VI. WATER OUTAGE ................................................................................... 18

VII. POWER OUTAGE .................................................................................. 19

VIII. IT SYSTEM OUTAGE .......................................................................... 19

IX. SNOW/HURRICANE ............................................................................. 20

X. ACTIVE SHOOTER/MASS ASSAULT .................................................... 20

XI. BOMB/SUSPICIOUS PACKAGE .............................................................. 21

XII. SHELTER – IN – PLACE PROCEDURES .............................................. 22
I. ORGANIZATION & RESPONSIBILITY

Total number of employees 300+

Members of this list are on moira lists:
- ist-emergency (IS&T Emergency Communication Email List)

IS&T Emergency Preparedness Coordinator:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret Mahoney</td>
<td>617) 253-5930</td>
<td><a href="mailto:mmahoney@mit.edu">mmahoney@mit.edu</a></td>
</tr>
<tr>
<td>Brown, Geoff (Backup)</td>
<td>(617)324-8957</td>
<td><a href="mailto:grbrown@mit.edu">grbrown@mit.edu</a></td>
</tr>
</tbody>
</table>

IS&T Site Team/Evacuation Wardens

<table>
<thead>
<tr>
<th>Name</th>
<th>Office #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Geoff (W92)</td>
<td>(617) 324-8957</td>
<td><a href="mailto:grbrown@mit.edu">grbrown@mit.edu</a></td>
</tr>
<tr>
<td>Browne, Leo (W91)</td>
<td>(617) 253-4478</td>
<td><a href="mailto:lupo@mit.edu">lupo@mit.edu</a></td>
</tr>
<tr>
<td>Mahoney, Margaret (W92)</td>
<td>(617) 253-5930</td>
<td><a href="mailto:mmahoney@mit.edu">mmahoney@mit.edu</a></td>
</tr>
</tbody>
</table>

Evacuation Wardens/Evacuation Monitor

<table>
<thead>
<tr>
<th>Building/Floor</th>
<th>Evacuation Warden/Evacuation Monitor</th>
<th>Back-up Evacuation Warden/Evacuation Monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>35-338</td>
<td>Jessica Smith</td>
<td>Pat Curtis</td>
</tr>
<tr>
<td>E17-110</td>
<td>Bill Brids</td>
<td>April White-Frager</td>
</tr>
<tr>
<td>W91-1</td>
<td>Leo Browne</td>
<td>Eileen Kenney</td>
</tr>
<tr>
<td>W91-2</td>
<td>Leo Browne</td>
<td>Matt Wollman</td>
</tr>
<tr>
<td>W92-1</td>
<td>Geoff Browne</td>
<td>John Morgante</td>
</tr>
<tr>
<td>W92-2</td>
<td>Margaret Mahoney</td>
<td>Lisa Gagliardi</td>
</tr>
<tr>
<td>Role</td>
<td>Responsibility</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>→ Develop and maintain Emergency Preparedness Plan template to conform to OSHA standards; review Department plans</td>
<td>Environment Health and Safety Office (EHS Office)</td>
<td></td>
</tr>
<tr>
<td>→ Provide evacuation maps/route diagrams to Departments, Labs and Center and maintain update/map format</td>
<td>Department of Facilities (DoF)-Facilities Information System</td>
<td></td>
</tr>
<tr>
<td>→ Maintain and update list of evacuation assembly areas and shelter-in-place locations; maintain security surveillance and building access systems on campus; oversee and manage mass notifications in the event of a major campus emergency and coordinate campus-wide response</td>
<td>Security and Emergency Management Office (SEMO)</td>
<td></td>
</tr>
<tr>
<td>→ Provides knowledge to responders and Department members on building infrastructure and safety during an emergency. This may include working with Department of Facilities trades to secure gas lines and power systems, and informing department members of the operational status of building ventilation systems.</td>
<td>Facilities Manager</td>
<td></td>
</tr>
<tr>
<td>→ During an emergency that requires evacuation or shelter-in-place, identified to responders individuals who require additional assistance due to mobility, sight, hearing, intellectual or developmental challenges. Works with Evacuation warden and Evacuation monitor to ensure these individuals are placed in a safe location in the event responders are not able to reach these individuals immediately.</td>
<td>Evacuation Assistant</td>
<td></td>
</tr>
<tr>
<td>→ Communicate with Senior Staff and other key personnel in the event of an emergency</td>
<td>Emergency Preparedness Coordinator</td>
<td></td>
</tr>
<tr>
<td>→ To coordinate, instruct and familiarize Evacuation wardens and Evacuation monitors in fire evacuation procedures and related tasks</td>
<td>Emergency Preparedness Coordinator</td>
<td></td>
</tr>
<tr>
<td>→ Keep the Department Emergency Preparedness Plan up-to-date and communicate the plan to Department personnel</td>
<td>Emergency Preparedness Coordinator</td>
<td></td>
</tr>
<tr>
<td>→ Coordinate, instruct, and familiarize Evacuation wardens in fire evacuation procedures and related tasks.</td>
<td>Evacuation warden</td>
<td></td>
</tr>
<tr>
<td>-&gt; To convey applicable information to: Fire Department personnel, MIT’s Emergency Response Team and/or MIT Police Department</td>
<td>Evacuation warden</td>
<td></td>
</tr>
<tr>
<td>A Evacuation warden will usually be assigned an entire building or multiple floors in a building directing and coordinating the Evacuation wardens in his/her area. If an Evacuation Warden is absent, an alternate should assume these duties</td>
<td>Evacuation Warden</td>
<td></td>
</tr>
<tr>
<td>Remind occupants in their area that if possible they should close windows and doors, shut off equipment (if necessary) and to evacuate</td>
<td>Area Emergency/Evacuation Warden-Evacuation Monitor</td>
<td></td>
</tr>
<tr>
<td>Note location(s) of fire and/or smoke if seen, but not to search for it.</td>
<td>Area Emergency/Evacuation Warden-Evacuation Monitor</td>
<td></td>
</tr>
<tr>
<td>Do a sweep of their designated floor(s) to ensure everyone has evacuated safely</td>
<td>Area Emergency/Evacuation Warden-Evacuation Monitor</td>
<td></td>
</tr>
<tr>
<td>Assist any handicapped/mobility challenged individuals</td>
<td>Area Emergency/Evacuation Warden-Evacuation Monitor</td>
<td></td>
</tr>
<tr>
<td>Serve as backup should the Evacuation warden for their area be unavailable</td>
<td>Area Emergency/Evacuation Warden-Evacuation Monitor</td>
<td></td>
</tr>
<tr>
<td>Provide guidance on infrastructure and operations issues to be addressed during the course of the emergency, e.g., if certain lab operations need to be shutdown or start-up considerations following a power outage. May interface with EHS, SEMO, the Cambridge Fire Department and other response agencies as necessary during an emergency.</td>
<td>Local Emergency Management Team</td>
<td></td>
</tr>
<tr>
<td>Typically assumes incident command for campus emergencies involving fire, explosion or hazardous materials. Cambridge Fire is the Authority Having Jurisdiction (AHJ). In these instances, Cambridge Fire takes control of affected MIT buildings and determines when it feels the hazard is brought under control sufficiently to turn control over to MIT.</td>
<td>Cambridge Fire Department</td>
<td></td>
</tr>
<tr>
<td>First responders to campus emergencies; establish boundaries into which responders only are allowed vs. building occupants or the campus public (i.e., establish perimeter control). MIT PD maintains public security and safety during an incident response. MIT PD may take control of a building after Cambridge Fire returns control to MIT.</td>
<td>MIT Police Department</td>
<td></td>
</tr>
</tbody>
</table>
The Duties of the Emergency Preparedness Coordinator are:

1. Communicate with Sr. Staff and other key personnel in the event of an emergency
2. To coordinate, instruct and familiarize Evacuation Wardens and Evacuation Monitors in fire evacuation procedures and related tasks
3. Responsible for keeping the Emergency Preparedness Plan up to date and for communicating the plan to the Sr. Staff and other key personnel

DUTIES OF THE EVACUATION WARDENS

(1) To coordinate, instruct, and familiarize Evacuation wardens in fire evacuation procedures and related tasks.
(2) To convey applicable information to one or more of the following: Fire Department personnel, MIT Police, Security and Emergency Management Office (SEMO) and the Environment, Health and Safety (EHS) Office.
(3) An Evacuation warden will usually be assigned an entire building or multiple floors in a building directing and coordinating the Evacuation wardens in his/her area. If an Evacuation warden is absent, an alternate should assume these duties.

The Duties of the Evacuation Wardens/Evacuation Monitors are:

(1) To remind people in their area that if possible they should close windows and doors, shut off equipment (if necessary) and to evacuate
(2) To note location(s) of fire and/or smoke if seen, but not to search for it.
(3) Do a sweep of their designated areas to ensure everyone is aware they must evacuate the building.
(4) Assist any handicap individuals
(5) Will serve as backup should the Evacuation warden for their area be unavailable

A. EVACUATION OF PERSONS WITH DISABILITIES

The person with disabilities will go to the nearest enclosed stairway that is free from smoke and will remain there until help arrives (Fire Department, MIT Police Department, etc.). If possible, we will send someone to dial x100 to inform MIT Police Department of the stairway and floor location.

<table>
<thead>
<tr>
<th>Location</th>
<th>Person with Disability</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>35-338</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>E17-110</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>W91</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>W92</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

4
Employer

a. **OSHA Requirements (29 CFR Part 1910)**
   
The employer is obligated to obey OSHA requirements. Management acts on behalf of the employer.

b. **Initial Education of Assigned Personnel**
   
The training of employees and students is the responsibility of the department.
   
The Safety Program recommends sending a memo to all current personnel that describes the department’s Emergency Preparedness Plan or conducting a meeting to communicate the plan to its employees.

c. **The Re-education of Employees /Students**
   
The re-education of personnel is the responsibility of department management. The Safety Program will notify departments of changes to the Emergency Preparedness Plan content.

d. **New Employee Training and Information**
   
This is the responsibility of department management and the Safety Program is available for consultation.
   
The Safety Program suggests that a summary of each department’s EPAP be included in the department’s Safety briefing that all new employees and students receive. This can be written or verbal, but needs to be documented.

e. **Changes in the Emergency Preparedness Plan or Fire Prevention Plan**
   
Department management is responsible for the maintenance of the Emergency Preparedness Plan, keeping it current, and informing personnel that are affected by the changes in the plan.
   
Suggestions are made on the worksheets where references can be made to existing documents that are kept current. Personnel can be informed of changes by updating the floor plans.
II. COMMUNICATIONS

A. FIRE
All staff members have the responsibility of communicating the initial alarm. MIT Police Department will be relied on to check all floors when deemed necessary by the Cambridge Fire Department. First responders to the scene may activate additional fire alarm boxes if people are still in the building and the alarm has stopped ringing.

B. OTHER EMERGENCIES
To report all other emergencies including medical, police, explosions and other accidents dial 617-253-1212 from your cell phone or internally you may dial x100. State your name, location and the nature of the emergency. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion they may need additional information or will provide you with some instructions.

C. COMMUNICATION WITHIN IS&T
After safely evacuating the building, the building Site Team Member/Evacuation Monitor will contact the IS&T Emergency Preparedness Coordinator (refer to section I, page 2 for more information). The Emergency Preparedness Coordinator will contact the IS&T Sr. Staff and Key Personnel to begin the notification process.

D. EVACUATION PROCEDURES
In the event of a fire or other emergency it is important for staff and visitors to know what to do, where to go, and how to respond in order to stay safe. This document outlines where to find the fire alarms, when to activate the alarm, what to do when the alarm sounds, where to meet up with other people from the building and the roles and responsibilities of key individuals within IS&T during an Emergency Evacuation.

E. FIRE ALARM
Fire alarm boxes are located near exits in each of our buildings. Should you smell smoke or see a fire, proceed to the nearest alarm box and activate the alarm. To activate the fire alarm box, follow the instructions in table below:

<table>
<thead>
<tr>
<th>Location</th>
<th>Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>35-338</td>
<td>Tone and strobe</td>
<td>Pull lever</td>
</tr>
<tr>
<td>E17-110</td>
<td>Tone and strobe</td>
<td>Pull lever</td>
</tr>
<tr>
<td>W91</td>
<td>Voice announcement followed by tone and strobe</td>
<td>Pull lever</td>
</tr>
<tr>
<td>W92</td>
<td>Tone and strobe</td>
<td>Pull lever</td>
</tr>
</tbody>
</table>
Occupants of building W92 will only hear a tone; no voice announcement will follow.

It is important to activate the fire alarm box rather than making a phone call because:

1. The alarm alerts staff and visitors to exit the building.
2. It alerts the Operations Center as to the location of the box so they may better direct the Cambridge Fire Department.
3. It brings the Cambridge Fire Department and the MIT Police Department to the location. MIT Police may in turn summon the Security and Emergency Management (SEMO), the Environment Health and Safety (EHS) Office and the Department of Facilities (DoF) to the location.
4. There is less chance of confusion that could result from a telephone call.

EMERGENCY PHONE NUMBER: DIAL X100 or (617-253-1212)
If there is no fire alarm box nearby, dial 617-253-1212 from your cell phone or internally you may dial 100. Give your name, location and a description of the problem. Speak slowly and clearly. Wait to answer any questions or receive instructions the dispatcher may have. Stay on the line until the dispatcher hangs up.

TRAINED PERSONNEL WHO WILL FIGHT INCIPIENT FIRES
The Institute policy is to evacuate the building immediately, NOT to fight fires; Firefighting should only be done by trained personnel.

F. GENERAL PROCEDURE IN THE EVENT OF FIRE

1. WHEN AN ALARM SOUNDS:
   - Do NOT stop for valuables or to get a coat.
   - Do NOT use the Elevators – take the stairs.
   - Do NOT run, WALK when evacuating and keep to the right of the hallways.
   - Leave lights on.
   - Close doors and windows, if it is safe to do so
   - If you lock your door, take your keys with you.
   - Alert others around you.
   - Assist any special needs people in evacuating.
   - Leave the building, even if the alarm stops while you are on your way out.
   - Once outside, move away from the building to allow room for the firefighters and their equipment. Look for others who work with you to insure everyone has evacuated. Go to your designated meeting area.
- Give any information about the fire or about persons who might still be in the building to your Evacuation warden/Evacuation Monitor or the Building Evacuation Monitor (refer to Section I, page 2 for more information), the Fire Department, MIT Police Department, SEMO, or EHS.

- Do not re-enter the building for any reason until told to do so by MIT's MIT Police Department, SEMO or EHS.

**IS&T MEETING AREAS**

<table>
<thead>
<tr>
<th>Building</th>
<th>Outside Meeting Area</th>
<th>Inclement Weather Meeting Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>E17-110</td>
<td>Corner of Main St &amp; Ames St (Koch Building Courtyard)</td>
<td>Building 68 Lobby</td>
</tr>
<tr>
<td>W91</td>
<td>Across from W91 Parking lot on Audrey Street between buildings W85ABC &amp; W84</td>
<td>W92 Back Bay A &amp; B</td>
</tr>
<tr>
<td>W92</td>
<td>Across from W91 Parking lot on Audrey Street between buildings W85ABC &amp; W84</td>
<td>W91 1st floor kitchen and hallway</td>
</tr>
<tr>
<td>35-338</td>
<td>Behind bldg 37 near wind tunnel</td>
<td>Behind bldg 37 near wind tunnel (under overhang)</td>
</tr>
</tbody>
</table>
FIRST AID
There are no first aid kits in IS&T

Medical personnel already assigned to the MIT Campus community such as the Medical Department, MIT Police Department and Emergency
Medical Technicians satisfy the requirements of OSHA regulations 1910, Subpart K. These trained and skilled personnel can be requested via telephone by dialing 617-253-1212 from your cell phone or internally you may dial 100 or through emergency personnel. Those who are trained to assist the injured may aid the wounded only within the scope of their training and on a voluntary basis.

**Trained Skilled Personnel**

MIT Medical Dept. Professional doctors, nurses, etc.

(Note): **On-Site:** Urgent Care is available 7:00am-11:00pm at E23-189; please dial 617 253-1311 between 11pm and 7am or at any time during the day.

MIT Police Department (617-253-1212)

SEMS (Student Emergency Medical Service can be reached for medical emergencies by dialing 617 253-1212.

### III. IGNITION SOURCES

a. **Common Fire Hazards**

   electrical appliances and equipment

   **Controls are**

   the proper use and maintenance of electrical equipment

   **Sources are**

<table>
<thead>
<tr>
<th><strong>Location</strong></th>
<th><strong>Sources</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>W91, W92, E17-110</td>
<td>Toaster</td>
</tr>
<tr>
<td>W91, W92, ,Bldg 35</td>
<td>Microwave</td>
</tr>
<tr>
<td>W91, W92, ,E17-110</td>
<td>Refrigerator</td>
</tr>
<tr>
<td>W91, W92</td>
<td>Self-service carbonated beverage makers</td>
</tr>
<tr>
<td>IS&amp;T Data Center/Server Rooms</td>
<td>Server Racks/Batteries</td>
</tr>
<tr>
<td>W91, W92, E40, 24, OC11</td>
<td>Server Racks/Batteries</td>
</tr>
<tr>
<td>OC11-100 Summer St hosted facility</td>
<td>Server Racks/Batteries</td>
</tr>
<tr>
<td>W92 Garage</td>
<td>Emergency 400 gal #2 diesel fuel storage for emergency generator</td>
</tr>
<tr>
<td>W91-162</td>
<td>Emergency 300 gal#2 diesel fuel storage for emergency generator</td>
</tr>
</tbody>
</table>

b. The procedure for hazardous operations or materials to minimize fire hazards are as follows:
<table>
<thead>
<tr>
<th>Ignition Sources</th>
<th>Control Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical appliances that produce heat</td>
<td>Do not operate unattended or near combustibles-keep free of food and debris</td>
</tr>
<tr>
<td>Overloaded electrical extension cords</td>
<td>Install more electrical outlets</td>
</tr>
<tr>
<td>Overheating in Data Center/Server room</td>
<td>Temps monitoring &amp; alarms implement fail-over procedures.</td>
</tr>
</tbody>
</table>

FIRE RELATED HOUSEKEEPING PROCEDURES

Individual employees and students are responsible for the safety of their own areas regarding the following:

- safe use and maintenance of electrical equipment
- other fire-related housekeeping procedures

There will be an annual spring clean-up to keep clutter, unwanted materials, excess equipment, and outdated hazardous materials to a minimum.

For a hazardous waste pick-up either visit this web-site: [http://web.mit.edu/environment/environmental/ehsservices/ehsareas/hazardous_waste/forms/chem_collection.html](http://web.mit.edu/environment/environmental/ehsservices/ehsareas/hazardous_waste/forms/chem_collection.html) and fill out the form or call EHS at 2.3477 to arrange for a pick-up.

If you have questions about the varieties of waste and how they are handled on our campus, go to this web-site: [http://web.mit.edu/environment/environmental/ehsservices/ehsareas/hazardous_waste/contact/index.html](http://web.mit.edu/environment/environmental/ehsservices/ehsareas/hazardous_waste/contact/index.html)

Fire Protection Equipment Available to Control the Identified Fire Hazard is indicated on the Floor Plans

a. Sprinklers are present in all areas
b. Maintenance Responsibility: Department of Facilities Mechanical and Electrical Operations are responsible for the maintenance of fire protection equipment and systems
c. Fire suppression equipment in Data Center and Server Rooms

IV. EMERGENCY EVACUATION PROCEDURES
I. **INTRODUCTION**

In the event of a fire or other emergency it is important for staff and visitors to know what to do, where to go, and how to respond in order to stay safe. This document outlines where to find the fire alarms, when to activate the alarm, what to do when the alarm sounds, where to meet up with other people from the building and the roles and responsibilities of key individuals within IS&T during an Emergency Evacuation.

II. **FIRE ALARM**

A. Fire alarm boxes are located near exits in each of our buildings. Should you smell smoke or see a fire, proceed to the nearest alarm box and activate the alarm. To activate the fire alarm box, follow the instructions below:

<table>
<thead>
<tr>
<th>Location</th>
<th>Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>E17-110</td>
<td>Tone and flashing</td>
<td>Pull lever</td>
</tr>
<tr>
<td>W91</td>
<td>Tone and flashing</td>
<td>Pull lever</td>
</tr>
<tr>
<td>W92</td>
<td>Tone and flashing</td>
<td>Pull lever</td>
</tr>
</tbody>
</table>

B. It is important to activate the fire alarm box rather than making a phone call because:

1. The alarm alerts staff and visitors to exit the building.
2. It alerts the Operations Center as to the location of the box so they may better direct the Cambridge Fire Department.
3. It brings the Cambridge Fire Department and the MIT Police Department to the location. MIT Police may in turn summon the Security and Emergency Management Office (SEMO) and the Environment, Health and Safety (EHS) office to the scene.
4. There is less chance of confusion that could result from a telephone call.

III. **EMERGENCY PHONE NUMBER: DIAL x100**

If there is no fire alarm box nearby, dial x100. Give your name, location and a description of the problem. Speak slowly and clearly. Wait to answer any questions or receive instructions the dispatcher may have. Stay on the line until the dispatcher hangs up.

IV. **RESPONSIBILITY FOR COMMUNICATING EMERGENCIES**

A. FIRE

All staff members have the responsibility of communicating the initial alarm. MIT Police Department will be relied on to check all floors when deemed necessary by the Cambridge Fire Department.

First responders to the scene may activate additional fire alarm boxes if people are still in the building and the alarm has stopped ringing.
B. OTHER EMERGENCIES
To report all other emergencies including medical, police, explosions and other accidents dial 100. State your name, location and the nature of the emergency. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion they may need additional information or will provide you with some instructions.

C. COMMUNICATION WITHIN IS&T
After safely evacuating the building, the building Site Team Member/Evacuation Monitor will contact the IS&T Emergency Preparedness Coordinator (refer to section VI for more information). The Emergency Preparedness Coordinator will contact the IS&T Sr. Staff and Key Personnel to begin the notification process.

TRAINED PERSONNEL WHO WILL FIGHT INCIPIENT FIRES
The Institute policy is to evacuate the building immediately, NOT to fight fires; Fire-fighting should only be done by trained personnel.

A. EVACUATION PROCEDURES

GENERAL PROCEDURE IN THE EVENT OF FIRE

WHEN AN ALARM SOUNDS:
- Do NOT stop for valuables or to get a coat.
- Do NOT use the Elevators – take the stairs.
- Do NOT run, WALK when evacuating and keep to the right of the hallways.
- Leave lights on.
- Close doors and windows, if it is safe to do so.
- If you lock your door, take your keys with you.
- Alert others around you.
- Assist any people with special needs in evacuating.
- Leave the building, even if the alarm stops while you are on your way out.
- Once outside, move away from the building to allow room for the firefighters and their equipment. Look for others who work with you to insure everyone has evacuated. Go to your designated meeting area.
- Give any information about the fire or about persons who might still be in the building to your Evacuation warden/Evacuation Monitor or the Building Evacuation Monitor (refer to section VI
for more information), the Fire Department, MIT Emergency Response Team or MIT Police Department.

- Do not re-enter the building for any reason until told to do so by MIT’s Emergency Response Team or MIT Police Department.

**B. IS&T MEETING AREAS**

<table>
<thead>
<tr>
<th>Building</th>
<th>Outside Meeting Area</th>
<th>Inclement Weather Meeting Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>35-338</td>
<td>Behind bldg 37 near wind tunnel</td>
<td>Behind bldg 37 near wind tunnel (under overhang)</td>
</tr>
<tr>
<td>E17-110</td>
<td>Corner of Main St &amp; Ames St (Koch Building Courtyard)</td>
<td>Building 68 Lobby</td>
</tr>
<tr>
<td>W91</td>
<td>Across from W91 Parking lot on Audrey Street between buildings W85ABC &amp; W84</td>
<td>W92 Back Bay A &amp; B</td>
</tr>
<tr>
<td>W92</td>
<td>Across from W91 Parking lot on Audrey Street between buildings W85ABC &amp; W84</td>
<td>W91 1st floor kitchen and hallway</td>
</tr>
</tbody>
</table>

W91/W92 Meeting Location
V. FIRST AID

There are no first aid kits in IS&T

Medical personnel already assigned to the MIT Campus community such as the Medical Department, MIT Police Department and Emergency Medical Technicians satisfy the requirements of OSHA regulations 1910, Subpart K. These trained and skilled personnel can be requested via telephone (Dial 100) or through emergency personnel. Those who are trained to assist the injured may aid the wounded only within the scope of their training and on a voluntary basis.

Name Type & Extent of Training

| MIT Medical Dept. | Professional doctors, nurses, etc. |
| MIT Police Department | Certified EMT’s |
| SEMS (Student Emergency Medical Service) | Certified EMT’s |

VI. Roles and Responsibilities

IS&T Emergency Preparedness Coordinator:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Primary)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Margaret Mahoney</td>
<td>(617) 253-5930</td>
<td><a href="mailto:mmahoney@mit.edu">mmahoney@mit.edu</a></td>
</tr>
<tr>
<td>(Backup)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geoff Brown</td>
<td>(617) 324-8957</td>
<td><a href="mailto:grbrown@mit.edu">grbrown@mit.edu</a></td>
</tr>
</tbody>
</table>

IS&T Site Team/Evacuation Wardens

<table>
<thead>
<tr>
<th>Name</th>
<th>Office #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Geoff (W92)</td>
<td>(617) 324-8957</td>
<td><a href="mailto:grbrown@mit.edu">grbrown@mit.edu</a></td>
</tr>
<tr>
<td>Browne, Leo (W91)</td>
<td>(617) 253-4478</td>
<td><a href="mailto:lupo@mit.edu">lupo@mit.edu</a></td>
</tr>
<tr>
<td>Mahoney, Margaret (W92)</td>
<td>(617) 253-5930</td>
<td><a href="mailto:mmahoney@mit.edu">mmahoney@mit.edu</a></td>
</tr>
</tbody>
</table>

Evacuation Wardens/Evacuation Monitor

<table>
<thead>
<tr>
<th>Building/Floor</th>
<th>Evacuation warden/Evacuation Monitor</th>
<th>Back-up Evacuation warden/Evacuation Monitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>35-338</td>
<td>Jessica Smith</td>
<td>Pat Curtis</td>
</tr>
<tr>
<td>E17-110</td>
<td>Bill Brids</td>
<td>April White-Frager</td>
</tr>
<tr>
<td>W91-1</td>
<td>Leo Browne</td>
<td>Eileen Kenney</td>
</tr>
<tr>
<td>W91-2</td>
<td>Leo Browne</td>
<td>Matt Wollman</td>
</tr>
<tr>
<td>W92-1</td>
<td>Geoff Brown</td>
<td>John Morgante</td>
</tr>
<tr>
<td>W92-2</td>
<td>Margaret Mahoney</td>
<td>Lisa Gagliardi</td>
</tr>
</tbody>
</table>
The Duties of the Emergency Preparedness Coordinator are:

(1) Communicate with Sr. Staff and other key personnel in the event of an emergency
(2) To coordinate, instruct and familiarize Evacuation wardens and Evacuation wardens in fire evacuation procedures and related tasks
(3) Responsible for keeping the Emergency Evacuation plan up to date and for communicating the plan to the Sr. Staff and other key personnel

DUTIES OF THE EVACUATION WARDEN
(4) To coordinate, instruct, and familiarize Evacuation monitors in fire evacuation procedures and related tasks.
(5) To convey applicable information to one or more of the following: Fire Department personnel, MIT's Emergency Response Team and MIT Police Department
(6) An Evacuation warden will usually be assigned an entire building or multiple floors in a building directing and coordinating the Evacuation wardens in his/her area. If an Evacuation warden is absent, an alternate should assume these duties.

The Duties of the Evacuation Wardens/Evacuation Monitors are:

(6) To remind people in their area that if possible they should close windows and doors, shut off equipment (if necessary) and to evacuate
(7) To note location(s) of fire and/or smoke if seen, but not to search for it.
(8) Do a sweep of their designated floor(s) to ensure everyone is aware they must evacuate the building.
(9) Assist any handicap individuals
(10) Will serve as backup should the Evacuation warden for their area be unavailable

V. FLOOD

Flooding, Plumbing, or Steam Line Failure
If your building has a plumbing failure, a flood, or a steam line failure:
- Stop using electrical equipment
- Evacuate the building if necessary and proceed to the designated meeting location
- Call the Operations Center (x3-1500) (or call 3-4948) if necessary

Natural Gas Release or Leak
If you smell natural gas: Cease all operations immediately
- Do not switch lights on or off
- Evacuate area as soon as possible
- Call facilities from outside the area (x3-1500) (or call 3-4948)
Ventilation problem
If you smell odors coming from a ventilation system:

- Immediately notify Facilities Operation Center (x3-1500) and the EHS Office (x2-3477)
- If necessary, stop all operations immediately and where necessary contact Facilities to turn off the ventilation.
- If necessary, evacuate the building and go to the emergence evacuation point
- If smoke is present, activate the fire alarm.

VI. WATER OUTAGE

Flooding, Plumbing, or Steam Line Failure
If your building has a plumbing failure, a flood, or a steam line failure:

- Stop using electrical equipment
- Evacuate the building if necessary and proceed to the designated meeting location
- Call the Operations Center (x3-1500) (or call 3-4948) if necessary

Natural Gas Release or Leak
If you smell natural gas: Cease all operations immediately

- Do not switch lights on or off
- Evacuate area as soon as possible
- Call facilities from outside the area (x3-1500) (or call 3-4948)

Ventilation problem
If you smell odors coming from a ventilation system:

- Immediately notify Facilities Operation Center (x3-1500) and the EHS Office (x2-3477)
- If necessary, stop all operations immediately and where necessary contact Facilities to turn off the ventilation.
- If necessary, evacuate the building and go to the emergence evacuation point
- If smoke is present, activate the fire alarm.
VII. POWER OUTAGE

A major power outage may not in itself be destructive, but a resulting panic or fire could endanger life and property. Panic can be averted by a public announcement explaining the situation, a prompt decision on the need to cancel classes or meetings in progress, or a decision to evacuate the building. In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is restored. Fume hoods should be closed when power is out.

Elevator Failure

If you are trapped in an elevator, use the emergency telephone to call for assistance. If the elevator does not have an emergency telephone, activate the emergency alarm to signal your need for help.

VIII. IT SYSTEM OUTAGE

Please refer to the following website: http://3down/3down/

PUBLIC HEALTH/ MEDICAL EMERGENCY

**EMERGENCY EVACUATION/INSTRUCTIONS:** Dial x100 from a campus phone or (617) 253-1212 from a cell phone. You will be connected to MIT Police. Please call from a safe location and remember to stay calm and be ready to answer the following questions:

- Where is the emergency located?
- What is the emergency? (Fire, Medical, Hazardous Material, etc.)
- How did the event happen?
- When did the event happen?
- Identify yourself, first and last name
- Give any other information that is relevant to the emergency, or may help responders.
- Do not hang up the phone until instructed to do so by the dispatcher. If calling, quickly and safely gather as much information as possible. Give the dispatcher a telephone number or location where the emergency responders can reach and/or meet you. Then, wait for the responders at the specified location.
- If evacuation is necessary, evacuation procedures are the same as general evacuation procedures except that it is permissible to use elevators to evacuate. The elevators, however, should be reserved primarily for those who are disabled, elderly, pregnant, have heart or respiratory conditions, or other medical problems. Others should exit via
the stairwells to expedite evacuation. Please follow the directions of supervisory personnel during this situation.

IX. SNOW/HURRICANE

**EMERGENCY EVACUATION/INSTRUCTIONS:** Severe weather can pose serious threats to university personnel. When severe weather occurs, the administration will determine whether Institute offices will be closed. Check the MIT web page, call the weather line at 253 SNOW (7669), or listen to local TV and radio news broadcasts for this information.

Follow these recommendations if severe thunderstorms, threatening weather, or tornados occur during the workday:

- If weather appears threatening, listen for an alert warning through a media device.
- If you are outside, move inside as soon as possible.
- If necessary move to an interior hallway or basement, or take shelter under a desk or heavy table and cover your head.
- Avoid upper floors, large glass areas, and windows.
- Stay away from electrical equipment.
- Stay calm.

After a severe storm:

- Report damages to facilities.
- Watch for gas leaks, electrical system damage, and sewer or water line damage.
- Stay away from downed power lines, do not handle live electrical equipment in wet areas, and be sure power is off before entering flooded basements.

X. ACTIVE SHOOTER/MASS ASSAULT

If you are the victim of, are involved in, or a witness to any on-campus violence such as assault, robbery, theft, overt sexual behavior, etc., do not take any unnecessary risks. Call the MIT Police at 617-253-1212 as soon as possible, and try to provide the following information:

- Nature of the incident
- Location of the incident
- How many people are involved
- Descriptions of people involved
- Description of property involved
If the shooter seems to threaten the occupants of the building, please take the following actions:

- Alert all persons in the area of the current situation.
- Lock all doors, windows, desks, and cabinets.
- Close the blinds.
- If necessary, your building may stop normal operations.
- Follow police directions if told to evacuate.

If evacuation occurs, meet at the designated outside evacuation location for your building.

Assist the police when they arrive by supplying them with any additional information requested. Please ask others in the area to do the same.

XI. BOMB/SUSPICIOUS PACKAGE

IN THE EVENT OF A BOMB /SUSPICIOUS PACKAGE

EMERGENCY EVACUATION/INSTRUCTIONS:

Notify MIT Police at 617-253-1212. Explosives handling is a job strictly for trained professionals. If you notice something you suspect may be a bomb -- because it is an unusual item in an area you are very familiar with -- do NOT touch it! Report it to the MIT Campus Police, SEMO, EHS or Fire Department personnel. Be prepared to describe the item and its location.

1. Suspicious package

Please act cautiously. Do not handle or touch the package. Move to a safe location near a phone and dial 617-253-1212 from your cell phone or internally you may dial x100 to contact MIT PD. Suspicious packages could have the following characteristics: excessive postage, improper labeling, misspellings, incorrect titles, no names, no return address, stains, foreign mail, air mail or special delivery, excessive securing (tape, string, etc), any other visual distractions.

2. Bomb threat over the phone

Any person receiving a bomb threat over the telephone should remain calm and try to obtain as much information as possible from the caller. Document an accurate description of what the caller said. Keep the caller on the telephone, as long as possible. Dial MIT Police 617-253-1212 from your cell phone or internally you may dial x100. The person who receives the call should remain in the area to talk to the MIT Police Officers when they arrive. Be sure to ask the following questions:
If time bomb, when is it set to explode?

- Where is the bomb located?
- What kind of bomb is it?
- Why is caller doing this?

Be sure to note details such as, sex, accent, speech impediment, age, background noises, unusual phrases, record number in caller ID, etc. While on the phone, a second person, if available, should call the MIT PD by dialing 617-253-1212 from your cell phone or internally you may dial x100.

After the phone call instruct everyone in the area not to turn off any lights or electrical devices in the building, and do not touch any suspicious packages, boxes, or other items you may not recognize. Please report these unusual items immediately.

A bomb threat evacuation is entirely different from a fire evacuation. The use of a fire alarm is not recommended since it does not allow for a controlled evacuation. In this instance you will receive information from the Police, Cambridge Fire Department, or the emergency responders.

If evacuation is deemed necessary due to a bomb threat, evacuation procedures are the same as fire evacuation procedures except that it is permissible to use elevators to evacuate. The elevators, however, should be reserved primarily for those who are disabled, elderly, pregnant, have heart or respiratory conditions, or other medical problems. Others should exit via the stairwells to expedite evacuation. Please follow the directions of supervisory personnel during this situation.

If an explosion should occur, building occupants should then leave the building using the same evacuation plan and procedures as they would for a fire.

XII. SHELTER – IN – PLACE PROCEDURES

Sheltering in place is a defensive action that building occupants can take to protect themselves against airborne hazards originating outdoors, and for which there is forewarning. A shelter is a pre-determined interior room or area of the building, which – with special provisions - can provide a barrier to protect the occupants from the external environment.

Sheltering in place Procedures:

1) Shut and lock all windows and doors in
2) Turn off all air handling equipment (heating, ventilation and/or air conditioning, both supply and exhaust). Contact -3-1500 for instructions.

3) Go to building sheltering room and/or adjacent conference room

4) Turn on the radio and listen for further instructions.

5) When the “all clear” is announced, open windows and doors, turn on ventilation systems and go outside until the building’s air has been exchanged with the now clean outdoor air.

Below is a list of Shelter Kit Supplies that are kept in each building.

- W91-102 tall grey file cabinet
- W92-110 front Desk- 4th cabinet below the clock behind receptionist desk
- 35-338 – on top of the Macintosh work bench in 35-338

Battery operated radio with fresh batteries - in the event of a power outage.

Flashlight and fresh batteries

Available water to wet towels for sealing door bottoms and for drinking

Stay off the phone during the shelter-in-place action to keep lines free for emergency responders. If you have an emergency in your shelter room, use the phone to call 617-253-1212 from your cell phone or internally dial x100 for help.

**Shelter in Place areas for each site**

- E17 E17-121 Learning Center
- Bldg 35-338 Corridor outside of room 338
- W91 W91-250 Conference Room
- W92 W92 garage
- (Or you can go to one of these interior rooms with no windows):
- W92-206 Collaboration Rooms
- W92-225 Downtown Crossing (close skylight)
- W92-222
- W92-234
- Interior first floor cubicle area across from first floor ladies room