

# **MIT Emergency Response Guide**

MIT



# The MIT Environment, Health and Safety Office

Biosafety • Environmental Management • Industrial Hygiene • Radiation Protection • Safety

2-EHSS (2-3477) (617-452-3477)  
<http://ehs.mit.edu>

# MIT Emergency Response Guide

**DIAL 100**

**For all Police, Medical/Ambulance,  
Fire/Explosion, Bomb Threats, and Laboratory Spill Emergencies**

**or 617-253-1212**

## Medical Emergency

### Immediate Response

Remain calm!

Dial 100

Ambulance / Emergency Assistance – Dial 617-253-1212

*PROVIDE* the following information:

- What happened,
- Injured person's location, and
- Your name, location and telephone number
- **DO NOT HANG UP** Remain on the line until the dispatcher disconnects.

### Chemical Contamination

If the victim or clothes are chemically contaminated, don appropriate personal protective equipment and remove victim's contaminated clothing, **ONLY IF TRAINED** and: Using a chemical shower, eyewash, or sink in a safe area, **FLOOD** contaminated body part(s) with **COPIOUS AMOUNTS** of water for 15 MINUTES.

### Life Saving Measures

Initiate life saving measures if: required, you are trained in first aid or CPR, and you will not be placed at risk of exposure, material contact, or injury.

### Victim Movement

Do not move the injured person unless there is danger of additional harm, e.g., fire, explosion, further contamination.

### Comfort

Keep injured person warm and continually reassured.

### MSDS

As time permits and if you will not be placed at risk, attempt to identify the chemicals involved and obtain MSDS' or other relevant information. Provide the MSDS to the ambulance crew.

### Addition Information

See, "Personal Injury" below, for additional guidance.

# Medical Emergency

## Personal Injury – Skin Contact with Radiological, Chemicals or Biological Materials

ACTION	RADIOLOGICAL	CHEMICAL	BIOLOGICAL
REMOVE	contaminated clothing.	✓	✓
WATER	<i>RINSE</i> exposed area thoroughly with water.	<i>FLOOD</i> exposed area with copious amounts of running water from emergency/deluge shower, faucet, eyewash, or hose for at least 15 min.	<i>VIGOROUSLY</i> wash exposed area with soap and water for several min.
OBTAIN	medical attention immediately.*	✓	✓
REPORT	the incident to your supervisor, your EHS Coordinator, and Contact the EHS Office, 2-EHSS (2-3477).	✓	✓

### Hazardous Material in EYES

*IMMEDIATELY* rinse eye and inner surface of eyelid continuously for at least 15 minutes with copious amounts of water.

Remove contacts lenses first!

*LIFT* eyelid to ensure effective rinsing behind the eyelids.

*OBTAIN* medical attention after any chemical contact with the eye.\*

*REPORT* the incident to your supervisor and the EHS Coordinator.

### Minor Cuts and Puncture Wounds

*VIGOROUSLY* wash injury with soap and water for several minutes.

*OBTAIN* medical attention, immediately, as appropriate.\*

*REPORT* the incident to your supervisor.

*\*DIAL 100 FOR AN AMBULANCE.*

Non-emergency report to MIT Medical Department, E23.

Open 24 hours per day / 7 days per week.

Phone 617-253-1311.

# Personal Injury

## Critical Laboratory Incidents

### Immediate Action

**ALERT** others in the area that an incident has occurred. EVACUATE or request assistance.

**NOTIFY** Dial 100 for Emergency Assistance. (Off campus, dial 617-253-1212.)

**ACT** Take the following actions:

### Fire/Explosions

**ACTIVATE** fire alarm.

**DIAL 100** or 617-253-1212 from a safe location.

### General Response Action for Radiation, Chemical or Biological Spills

**NOTIFY** Environmental Health and Safety – during work hours (9AM – 5PM), 2-EHSS (2-3477), off hours DIAL 100. Report incident to your supervisor.

**ASSIST** injured or contaminated people and remove them from exposure if you will not be placed at risk of exposure or material contact. If any potential for injury obtain medical attention.\*

**DO**n appropriate personal protective equipment ONLY IF TRAINED.

**CONFINE** the spill. Close doors to contain the spread of smoke, vapors, contamination.

**ASSIST** Have person familiar with laboratory or incident meet and assist emergency personnel.

**MSDS** If possible and if you will not be placed at risk of contact or exposure, attempt to identify the chemicals or biologics involved and obtain the MSDS or other relevant information.

For EMERGENCY chemical waste pickup, contact the Environment, Health and Safety Office, 2-EHSS (2-3477), off hours DIAL 100.

**\*DIAL 100 FOR AN AMBULANCE.**

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# Critical Laboratory Incidents

## Radiation Spills–Incident

ACTION		MINOR SPILL* * less than 1 microcurie	MAJOR SPILL
ALERT	others in the area of the incident.	✓	
ASSIST	contaminated or injured personnel and remove them from the spill. If any potential for injury obtain medical attention.*		✓
PROVIDE	appropriate first aid to injured persons, as necessary and trained.		✓
ISOLATE	the spill area, prevent re-entry, and minimize spreading and tracking.	✓	✓
ASSEMBLE	all potentially contaminated people in a safe area and carefully monitor each person's shoes before allowing them to leave the area.	✓	✓
CONTACT	Environment, Health and Safety Office at 2-EHSS (2-3477) during working hours. After hours or on weekends, call Campus Police at 100. Report incident to your supervisor.	✓	✓
REMOVE	contaminated clothing and begin decontamination of exposed skin. Continue to wash exposed skin until all contamination is removed or no further reduction in contamination levels is achieved.	✓	✓
REMAIN	available at the spill site until contacted by the EHS Office.	✓	✓

***\*DIAL 100 FOR AN AMBULANCE.***

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## Radiation Spill–Incident

## Biological Spills – Spills Involving Microorganisms

	BL1, BL2 (RISK GROUP 2 OR LOWER)	BL2+, BL3, OR HIGH CONCENTRATIONS/VOL.OF RG2
LAB PEOPLE	<i>ALERT</i> Lab personnel of incident.	<i>EVACUATE</i> immediately, holding ones breath.
INJURED/CONTAMINATED INDIVIDUALS	<i>ASSIST</i> , remove from area if necessary.	<i>EVACUATE</i> if possible.
CONTAMINATED CLOTHING	<i>REMOVE</i> and clean.	<i>REMOVE</i> and sterilize.
SKIN	<i>WASH</i> with soap and water.	<i>WASH</i> with soap and water followed by <i>ANTISEPTIC</i> .
PERSONAL PROTECTIVE CLOTHING (PPE)	<i>PRIOR TO ENTRY:</i> DON Personal Protective Clothing (PPE), <i>Only if trained.</i>	<i>WAIT 30 MINUTES</i> before re-entering wearing appropriate PPE.
DECONTAMINATION	<ol style="list-style-type: none"> <li>1. <i>COVER</i> spill with absorbent material.</li> <li>2. <i>SOAK</i> with disinfectant.</li> <li>3. <i>COLLECT</i> materials into autoclave bag/sharp container (use dustpan and brush if sharps are involved).</li> <li>4. <i>CLEAN</i> spill area with additional disinfectant.</li> <li>5. <i>PLACE ALL</i> clean up material in autoclave bag or sharp container.</li> <li>6. <i>AUTOCLAVE</i> (consult with BSP).</li> </ol>	
REPORT	to supervisor and BSP (if spill involved rDNA/rRNA or RG 2).	to supervisor and BSP

After hours (5PM - 9AM) & **IN EVENT OF INJURY, DIAL 100** for immediate assistance.  
Contact the Biosafety Program (BSP) for advice and assistance at 2-EHSS (2-3477).

**DIAL 100 FOR AN AMBULANCE.**

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# Biological Spills



## Chemical Spill

ACTION		MINOR SPILL	MAJOR SPILL
ALERT	others in area of the spill.	✓	✓
ASSIST	injured or contaminated people in area, if it can be done safely. If any potential for injury obtain medical attention.*		✓
FLAMMABLE	If material is flammable, turn off ignition and heat sources if it can be done safely.	✓	✓
REPORT	emergency DIAL 100 or (3-1212). Report incident to your supervisor.		✓
CLOSE	doors to the affected area.		✓
OBTAIN	MSDS's if the chemicals are known and you will not be placed at risk of exposure or chemical contact. Provide MSDS's to emergency response personnel.		✓
DON	appropriate PPE (trained personnel only).	✓	
AVOID	inhaling fumes.	✓	✓
ASSIST EMERGENCY PERSONNEL	Have knowledgeable laboratory personnel or those who witnessed the incident standby to assist emergency response personnel.		✓
OBTAIN APPROPRIATE SPILL KIT	(acid, caustic, solvent, etc.) to confine, neutralize, and absorb the chemical.	✓	
CONFINE	spill to small area using materials contained in spill kit.	✓	
COLLECT	residue using non-sparking tools, place in container, and label with red tag as chemical waste.	✓	
PLACE	spill materials into an appropriate container, affix a hazardous waste tag, and request a hazardous waste pickup.	✓	
CONTACT	<a href="http://web.mit.edu/environment/wastepickup/index.html">http://web.mit.edu/environment/wastepickup/index.html</a> or call the Environment, Health and Safety Office at 2-EHSS (2-3477) for a chemical waste pickup.	✓	

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## Chemical Spills

## Fire

### EAP Review

Review the Department's Emergency Action Plan (EAP) at least once annually. (See EAP section.) Contact the Department's EAP Coordinator for assistance.

### Fighting Fires

MIT's policy states that no one is required to fight a fire, but everyone is required to evacuate and report the fire. If you are trained in fire extinguisher use and have the appropriate extinguisher, then you may fight a small (incipient stage, e.g., smoldering) fire. However, prepare to evacuate if you cannot control the fire WITH A SINGLE EXTINGUISHER. Never enter a room that is smoke filled or pass through a door that is warm or hot to the touch (top down).

### Never Place Yourself Between the Fire and an Exit!

### Reporting a Fire

**REMAIN CALM!**

**PULL THE FIRE ALARM** and Dial 100, done from a safe location.

**PROVIDE** the following information:

- Fire Location,
- What happened,
- If there are injuries and the location, and
- Your name, location, and telephone number.

**REMAIN ON THE PHONE - DO NOT HANG UP** until the dispatcher hangs up.

### Clothing on Fire

**STOP, DROP, AND ROLL** to extinguish flames.

**WITNESS** If you witness a person on fire, stop them from running. Drop and roll the victim to extinguish flames or smother them with a fire blanket if immediately available.

**DRENCH** affected body parts with cool water from emergency shower, eyewash hose, or at sink.

**OBTAIN** medical attention, immediately, as appropriate.\*

**IMMEDIATELY** report the incident to supervisor.

### Emergency Action

- A** **ALERT** others that there is a fire. Request help if someone needs assistance and it can be done without placing yourself or others in danger.
- C** **CONFINE** the fire by closing hood sash, doors, windows, or other openings if time permits and it can be done without placing yourself or others in danger.
- E** **EVACUATE** the area and wait in the Department's designated **Waiting and Meeting Area** following the Department Emergency Action Plan (EAP).
- S** **SUMMON ASSISTANCE** – On your way to an exit, activate the fire alarm pull station. From a safe location, **DIAL 100** to report the fire. Wait for emergency personnel to provide any useful information.

**\*DIAL 100 FOR AN AMBULANCE.**

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E23. Open 24 hours per day / 7 days per week.  
Phone 617-253-1311.

## Hazardous Waste Management

BACKGROUND	Federal and Massachusetts hazardous waste regulations specify how hazardous waste must be labeled, stored, and disposed and the training requirements for personnel who handle hazardous waste. MIT's Environment, Health and Safety Office [2-EHSS (2-3477)] is available to assist the departments manage their hazardous waste program and ensure compliance with Federal and State regulations. The EHS Office provides training to enable MIT students, faculty, and staff develop the knowledge and experience necessary to safely manage hazardous waste and maintain compliance with regulatory requirements.
LABELING	<i><b>LABEL</b></i> all HW containers using Red HW tags <i><b>WRITE</b></i> container contents in English. (No abbreviations, trade names, or formulae.)
STORAGE	<i><b>STORE</b></i> HW containers in designated Satellite Accumulation Area (SAA) or Main Accumulation Area (90-Day storage area). <i><b>CLOSE</b></i> all HW containers. They must remain tightly closed at all times except when adding waste.
MAINTAIN	No more than <b>one</b> HW container for each waste stream in each SAA.
REMOVE	a. filled HW containers from SAA within three days after container is filled and/or tag is dated. b. full or dated HW containers from the campus within 90 days.
STORE	Incompatible waste materials separately so that they cannot mix or commingle.
INSPECT	a. Each SAA at least once per week. <b>Lab personnel must perform this inspection.</b> b. Each 90-Day area at least once per week. <b>The EHS Office is responsible for this inspection.</b>
DISPOSAL	a. Laboratory HW disposal is provided by the EHS Office. b. Disposal of other hazardous wastes i.e.: lecture bottles, explosives, excess chemicals, lab cleanouts, etc. incurs additional cost that will be charged to the lab.
PICK-UP	<i><b>REQUEST HW PICK UP ONLINE AT:</b></i> <a href="http://web.mit.edu/environment/wastepickup/index.html">http://web.mit.edu/environment/wastepickup/index.html</a>
TRAINING	All people that generate, handle, or manage HW must be trained initially and annually. Hazardous waste training is available online at: <a href="http://web.mit.edu/environment/training">http://web.mit.edu/environment/training</a> or upon request to the EHS Office. <i>Follow these training guidelines:</i> <ul style="list-style-type: none"><li>• New personnel (students, staff, faculty) may not work in unsupervised positions until they have successfully completed a HW training program.</li><li>• Personnel must successfully complete HW training within six months of an assignment to a position requiring HW training.</li><li>• Personnel must receive annual HW refresher training.</li></ul>

## Hazardous Waste Management

## Special Procedures

Include or reference here, any special procedures that are specific for this Lab. If by reference, where can one find them quickly?

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Special Procedures

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DIAL 100 OR 617-253-1212 for EMERGENCY ASSISTANCE

# Special Procedures

## Emergency Action Plan (EAP)

See your Department EAP Coordinator:

Name:

Extension:

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Your complete EAP is located in room #

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Insert a floor plan/map (or refer to location where it is posted) for *YOUR* escape routes, outside waiting and meeting areas. Also recommended is identifying on the floor plan the location of emergency equipment and supplies such as:

- emergency showers
- eyewash stations
- antidote kits
- spill kits
- protective equipment, e.g., chemical safety goggles, gloves, and long sleeve lab coat, etc,
- fire extinguishers, and
- fire blankets.

## Emergency Equipment Location

(It is recommended that the subsequent applicable items be highlighted and filled in if available in the lab or a nearby location.)

*ANTIDOTE KITS* are located:

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*BLEACH* (for Biological Spills) is located:

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*DISINFECTANTS* are located:

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*EMERGENCY SHOWERS* are located:

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*EVACUATION WAITING AND MEETING AREA* is located:

(Account for everyone's presence or absence — See Department Emergency Action Plan Coordinator for details.)

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*EYE WASH STATIONS* are located:

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*FIRE ALARM PULL STATIONS* are located:

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*FIRE BLANKETS* are located:

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*FIRE EXITS* are located:

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*FIRE EXTINGUISHERS* are located:

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*FIRST AID KITS* are located:

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*GEIGER-MULLER COUNTER* is kept:

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*HAZARDOUS CHEMICAL WASTE SUPPLIES* are kept:

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*HYDROFLUORIC ACID* first aid material (Calcium Gluconate Gel) is located:

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*PERSONAL PROTECTIVE EQUIPMENT* is kept:

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*SPILL KITS AND MATERIALS* are located:

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Other:

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## Emergency Equipment Location (site specific)

## Contacts

LAB	ROOM #	EXTENSION #
DLC EHS COORDINATOR		
CHEMICAL HYGIENE OFFICER		
LABORATORY SAFETY REPRESENTATIVE		
EMERGENCY ACTION PLAN COORDINATOR		
PRINCIPLE INVESTIGATOR		
DEPARTMENT HEAD		
DEPARTMENT ADMINISTRATIVE OFFICER		
<b>OTHERS</b>		
PHYSICAL PLANT ZONE		
ZONE COACH		
BIOSAFETY PROGRAM	2-3477	
ENVIRONMENTAL MANAGEMENT PROGRAM	2-3477	
INDUSTRIAL HYGIENE PROGRAM	2-3477	
RADIATION PROTECTION PROGRAM	2-3477	
SAFETY PROGRAM	2-3477	