

**IN AN EMERGENCY DIAL 911
AND NOTIFY BUILDING SECURITY**

FIRE

- Activate the fire alarm using a manual pull station.
- **EVACUATE** the building and notify others as you exit.
- Do not use elevators.
- Notify emergency personnel of persons with disabilities who are unable to evacuate.
- As you exit, move to a safe distance. Rally point is located between the missile maintenance shed and garage directly across from Kostas Building. Larger emergencies will require a rally point at Elliot Hall. Do not re-enter until notified.

ACTIVE THREAT

- Quickly determine the best way to protect your life
- **Run.** Evacuate if Possible.
Have an escape route and plan in mind
Leave your belongings behind
Keep your hands visible to responding officers
- **Hide.** Find Cover.
Hide in an area out of view
Block entry to your hiding place and lock doors
Silence cell phones
- **Fight.** Take Action.
As a last resort and only when your life is in imminent danger
Attempt to incapacitate the shooter
Act with physical aggression

MEDICAL EMERGENCY

- Contact 911, provide information on the type of injury and the exact location of the victim.
- If possible, notify Building Security. Security will guide EMS.
- Provide first aid or medical assistance, if required.
- Remain with the injured individual until help arrives.
- If the injured person is unconscious and not breathing start CPR, if trained, and if possible, retrieve AED.
- AED is located next to the fire extinguisher in main hallway.

POWER OUTAGE OR UTILITY FAILURE

- Contact Facilities Management, Work Order Control at 617.373.2754 to report a utility failure.
- If there is a possible danger to building occupants, exit the building and call 911.
- Notify emergency personnel of persons with disabilities who are in the building and if there are any individuals trapped in an elevator.
- Follow direction from emergency officials and NU staff.

SUSPICIOUS PACKAGE

- If you observe a suspicious object, which may be a potential bomb, **DO NOT HANDLE THE OBJECT.**
- Contact 911. Provide as much information as possible.
- Evacuate the area and await instructions from emergency personnel.
- Monitor NU Alert for additional information.

HAZMAT RESPONSE

Follow Lab Emergency Action Plan

EMERGENCY CONTACTS

Jeff Foti, NU Facilities	617-908-6075
Max Soto, NU Facilities	617-655-3478
Michelle Yung, Lab Safety	617-851-0294
Fire Department 911 (Emergency)	781-270-1925 (Business)
Board of Health	781-270-1955
DEP Incident Response	888-304-1133
National Emergency Response Center	800-424-8802
Local Hospital - Lahey Clinic	781-744-5100
Clean Up Contractor - Clean Harbors	800-645-8265
Northeastern Police	617-373-3333
Global Safety Operations Center	617-333-5000

CLEAN UP KIT (LOCATION)

Organic Spill (STORAGE SHED)
Caustic Spill (MAINTENANCE SHOP)
Acid Spill (MAINTENANCE SHOP)

SPILL PATHWAYS (PREVENTION)

Boiler Room Drains (Drain Covers & Absorbent Pads)
Parking Lot/Grounds (Secondary Containment for Oil Storage)

BOMB THREAT

- If you observe a suspicious object that may potentially be a bomb, **DO NOT TOUCH THE OBJECT** and Call 911.

If you receive communications that an explosive device may be in the building:

- Get as much information from the caller as possible.
- Call 911.
- If told to evacuate by emergency personnel, do so and move away from the building.

SHELTER-IN-PLACE

During the event of severe weather, tornado warning or a hazardous chemical spill:

- NU will activate appropriate methods of emergency notification, such as NU Alert.
- Immediately seek refuge inside the nearest building.
- Find a safe location in the lowest level, preferably in interior hallways or rooms away from glass windows.
- Remain in a safe location until instructed.

BE INFORMED
TO ENSURE YOU RECEIVE EMERGENCY MESSAGES,
KEEP YOUR CONTACT INFORMATION CURRENT.

