

TIP:

If there is an emergency you will be notified via Olin EAS so stay tuned for updates/information!

**Fire**

- Activate the nearest fire alarm and call Public Safety from a safe place, if possible.
- Knock on doors and yell "fire" as you exit the building.
- **DO NOT use the elevators!**
- Close doors as you leave.
- Feel closed doors with the back of your hand. **DO NOT open if doors are warm!**
- Once outside move away from building.
- Proceed to your designated muster point, where a roll call will be taken.

**Power Failure**

- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.
- For localized outages, contact the Service Response Center at 781-292-4444 or via the web: workorders.olin.edu
- For information about a prolonged outage, consult Olin's Emergency Preparedness website.

**Violent Acts**

- DO NOT physically confront the person or block access to an exit!
- DO NOT let anyone into a locked building/ office.
- Call Public Safety. Provide as much information as possible about the person and his/her direction of travel.
- Follow instructions of emergency personnel.
- If told to seek safe shelter, get inside immediately and lock doors.

**Earthquake**

- If inside, stand in doorway or get under a sturdy piece of furniture.
- Stay away from windows, hanging objects or tall furniture that may topple.
- Stay where you are until shaking stops.
- After shaking stops evacuate building. Do NOT use elevators.
- Use caution when exiting to avoid falling objects
- If outside move to a clear area away from trees, poles and buildings.

**Hazardous Materials**

- Provide 1st aid and/or decontaminate if you or others are exposed or hurt
- If an emergency or if anyone is in danger, call Public Safety and provide as much info as possible (what material, how much, location, injuries/ exposure).
- Follow instructions of emergency personnel.
- Close windows/shut doors/put up signage alerting others to stay clear of the area. Evacuate area.
- If outside stay uphill/upwind. Notify emergency personnel if you have been exposed to the hazard or have information about the release.

**Suspicious Package/ Bomb Threat/Explosion**

- Do not touch or disturb object.
- Notify Public Safety immediately with as much detail as possible about the threat or object.
- Notify your supervisor or R2.
- Be prepared to evacuate.
- If told to evacuate, report anything that looks suspicious to authorities.

**Virus Outbreak/Contagious Threat**

- If infected, avoid being around others.
- Avoid large gatherings.
- Wash hands frequently with soap and water.
- See a physician immediately.

**Severe Weather/Tornado**

- Seek shelter; get inside.
- Shut all doors and windows.
- Stay away from exterior windows and doors.
- Seek information: check Olin's Emergency Preparedness website.
- Do not go outside until severe weather has passed.
- Be aware of downed wires and falling objects.

**If told to EVACUATE**

- Move calmly to exits.
- DO NOT rush or push.
- Follow instructions of emergency personnel.
- Alert personnel if someone needs help evacuating. Bring keys, purse/wallet, cell phone, medications if needed.

**If told to SHELTER IN PLACE**

- Get indoors.
- Shut and lock all doors and windows.
- Turn off air conditioners, fans, heaters if possible.
- Stay inside until informed it is safe to go outside.
- Follow instructions of emergency personnel.
- Seek information on Olin's Emergency Preparedness website.

For Additional Information on Emergency Preparedness:

<http://www.olin.edu/campus/emergency-preparedness/office/>

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FOR EMERGENCY ASSISTANCE – PLEASE CALL PUBLIC SAFETY AT 781-239-5555 OR EXT. 5555