

# Emergency Action Plan

**Westgate Apartments**

**Building W85**

**540 Memorial Drive**

Prepared by: Michael Collins House Manager

Office: W85 Phone: x3-5146

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Approved by: Bill McShea MIT Safety Office

Approved by: Michael Collins EAP Coordinator

## **Section I – Fire Alarm Information and Evacuation Plan**

### **Westgate** **Building W85**

#### **I. FIRE ALARM**

- A. To activate a fire alarm box in Building W85 pull the alarm handle located on each floor by the elevator and in each low-rise entry by the #1 apartment

This is the preferred method because:

- a. The alarm alerts others.
- b. It alerts the MIT Operations Center and indicates the location of the fire alarm so they direct the Cambridge Fire Department.
- c. It brings the Cambridge Fire Department, Campus Police and the Emergency Response Group to the location.
- d. There is less chance of confusion that could result from a telephone call.

- B. **The fire alarm sound in Building W85 is a loud horn which rings continuously.**

#### **II. EMERGENCY PHONE NUMBER: DIAL 100**

If there is no fire alarm box nearby, dial 100. Give your name, the building and the location of the emergency in the building, your 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.

Housing and off-campus locations may have several phone numbers for fire, police, ambulance, and managers.

#### **III. PERSONNEL WITH DELAYED EVACUATION PERMISSION**

The Institute policy is to evacuate immediately when an alarm is sounded. The Westgate does not have personnel whom may delay evacuation.

#### IV. RESPONSIBILITY FOR COMMUNICATING EMERGENCIES

##### A. FIRE

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

**NOTE:** It may be necessary to actuate 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.

#### V. TRAINED PERSONNEL WHO WILL FIGHT INCIPIENT FIRES

The Institute policy is to evacuate immediately, *NOT* to fight fires. Fire fighting should only be done by trained personnel.

#### VI. EVACUATION PROCEDURE

##### A. GENERAL PROCEDURE IN THE EVENT OF FIRE

###### 1. WHEN AN ALARM SOUNDS:

- a) Do not stop for valuables or to get a coat.
- b) Shut off electrical appliances.
- c) Leave lights on.
- d) Close doors and windows.
- e) If you lock your door, take your keys with you.
- f) Alert others around you.
- g) Assist any special needs people in evacuating.
- h) When evacuating *WALK*, never run, and keep to the right of the hallways.
- i) Leave the building, even if the alarm stops while you are on your way out. ***DO NOT USE ELEVATORS!***
  
- j) Once outside, move away from the building to allow room for the firefighters and their equipment. Proceed to the plaza in front of

Westgate W85. In inclement weather, go into lobby of Tang Hall and await further instructions. Look for others from the house to insure everyone has evacuated.

- k) Give any information about the fire or about people who might still be in the building to your Fire Marshal/Warden, the Cambridge Fire Department, Campus Police, or the MIT Emergency Response Group.
- l) Do not re-enter the building when the alarm stops sounding (or for any other reason) until told you are clear to do so by the Cambridge Fire Department, Campus Police, or the MIT Emergency Response Group.

## 2. IF YOU CANNOT LEAVE BECAUSE ALL EXITS ARE OBSTRUCTED:

- a) Crawl or stay low to the floor where there is cleaner and cooler air.
- b) Feel the hardware (hinges or door handle) for heat before opening.
- c) If you can't get to the exit stairs, keep your room door closed. Put towels around the door to prevent smoke from entering. Stay low and move to a window
- d) If possible, get to a phone and dial 100 to let Campus Police know where you are.

## 3. OF PARTICULAR IMPORTANCE:

- a) Keep calm. A fire may be hot, noisy, and generally overwhelming, but your best weapon is a composed and logical approach.
- b) Assume there is a fire when the alarm sounds. Take it seriously.
- c) Do not call Campus Police or Physical Plant to ask if there is a real fire.
- e) Do not use the elevator. The shaft may act like a chimney, and the car may stop at the fire floor itself. Elevators may also act like giant pistons, pushing smoke and fire to other portions of the building. Use the nearest exit stairway or passageways to an adjacent building.
- f) Do not run if your clothes catch fire. Running will only fan the fire, causing it to intensify. Drop to the floor and roll back and forth to smother the flames. Call for help. Rescuers can smother the flames by quickly wrapping a blanket, coat, sheet or rug over the victim.
- g) Leave the building. This includes the lobby areas. Not doing so is considered interference with fire fighting operations and violators of this Massachusetts State Law are subject to a fine, imprisonment, or both.

#### 4. OTHER CONSIDERATIONS

a) Exiting horizontally. Horizontal evacuation generally means to move on the same floor to another section in the same building or an adjacent building instead of exiting vertically via the stairs or elevator. The advantage to horizontal evacuation is that one may remain inside, protected from the weather and avoid descending over stairs. This is the primary method of emergency evacuation of people with physical limitations.

For horizontal evacuation to be effective, one must pass through smoke barriers and/or fire barriers. Usually this means smoke or fire doors, or perhaps a fire wall. The terms fire doors and smoke doors are really synonymous except a fire door can withstand a fire and prevent its passage more effectively because of heavier construction materials and a heavier frame. Smoke doors and their frames are comparatively more lightly constructed and cannot withstand a rigorous fire for as long a period as a fire door. Both, however, will keep deadly smoke and fire confined long enough to make an escape or rescue possible provided they are kept closed. Doors blocked open with wedges, broken or improperly working doors, a fire hose or other object holding the door even a little is enough to render the designed safety effect of preventing the spread of smoke and fire useless.

It is important to note when evacuating horizontally that it is not enough merely to exit into an adjoining building. It is necessary to go beyond an operating fire or smoke barrier.

#### B. EVACUATION OF PERSONS WITH DISABILITIES

We will attempt to use horizontal evacuation whenever possible. Refer to floor plans for possible routes.

If horizontal evacuation is not possible, residents with physical limitations will be helped to the nearest enclosed stairway that is free from smoke and will remain there until help arrives (Fire Department, Campus Police, etc.). As soon as possible, someone will call 100 to inform Campus Police that a person has taken refuge in a stairway, and the location of the stairway and the floor.

#### C. EVACUATION IN THE EVENT OF A BOMB THREAT

Evacuation procedures are the same as fire evacuation procedure, except it is permissible to use elevators to evacuate. 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.

NOTE: The handling of explosives is a job strictly for professionals. Should 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 Campus Police, Emergency Response personnel, or Fire Department personnel. Be prepared to describe the item and its location.

D. EVACUATION IN THE EVENT OF AN EXPLOSION

In the event that an explosion occurs, follow the fire evacuation procedure.

VII. RESCUE ASSIGNMENTS

Some personnel may be assigned to limited pre-planned rescue duties. No one is expected to be a rescue expert. Minimum rescue duties include aiding anyone with physical limitations with evacuation, and assuring everyone is alerted to the need for evacuation if it can be done without injury or significant danger to the rescuer. We will pre-plan with the MIT Disabilities Services Office and the MIT Safety Office for the evaluation of disabled students or employees. Otherwise, inform the Fire Department of the location of trapped persons and anyone who is unaccounted for. PERSONNEL ASSIGNED SPECIFIC RESCUE ASSIGNMENTS:

<u>Name</u>	<u>Alternate</u>	<u>Task</u>
<u>Campus Police</u>	-	<u>None</u>

VIII. FIRST AID

There is a first aid kit at the desk in the main lobby.

Medical personnel already assigned to the MIT Campus community such as the Campus Police Emergency Medical Technicians, and the staff of the Medical Department handle medical emergencies. These personnel can be requested via telephone (Dial 100) or through emergency personnel. Personnel who are trained to assist those who may be sick or injured, may aid those people only within the scope of their training.

<u>Name</u>	<u>Type &amp; Extent of Training</u>
MIT Medical Dept.	Professional doctors, nurses, etc.
Campus Police	Certified EMT' s

## Section II – Organization and Responsibility

### Westgate Apartments Building W85

Location: W85

Director of Operations: Karen Nilsson E32-200 x2-1505

Housing Operations Manager Carl Seagren E32-200 x 3-5145

House Master: NONE

House Manager: Michael Collins W85 x3-5146

House Safety Coordinator: Michael Collins W85 x3-5146

House Emergency Action  
Plan Coordinator: Michael Collins W85 x3-5146

Total Number of Residents: 210

Total Number of Work Day Staff: 7

Approximate number of visitors per day: 50 - 100

#### **I. OPERATIONS**

1. Westgate provides Apartment style housing for a diverse population of graduate students and their families in a university setting. The hall offers Studio, one and two bedroom units . Westgate includes a a laundry facility, a residents lounge, and exercise room.
2. There are no hazardous materials or equipment involved.
3. Hours and Days of Operation: 24 hours a day/7 days a week, year round.
4. Residential Life Student Life Programs provides a night watch service which patrols dormitories from 4:00pm to 7:30am.

**II. EMERGENCY ACTION PLAN – DUTIES & RESPONSIBILITIES**

**A. DUTIES OF MIT**

- 1. Comply with OSHA requirements. Management acts on behalf of the employer.
- 2. The training of students and staff is the responsibility of the department. The Safety Office recommends a briefing – or meeting - that describes the EAP for the Westgate. The Safety Office is available for consultation.

New and returning students – or staff - should be trained as soon as possible after setting up residence in Westgate, or after arriving for the beginning of the school year. This can be verbal or written, but needs to be documented.

- 3. House management is responsible for the on-going maintenance of the Emergency Action Plan, and informing students and staff affected by changes in the plan.

**B. DUTIES OF THE FIRE MARSHAL**

- 1. To coordinate, instruct, and familiarize Fire Wardens in fire evacuation procedures and related tasks.
- 2. To convey applicable information to one or more of the following: Fire Department personnel, the Department of Facilities Emergency Response Group and Campus Police.
- 3. A Fire Marshal and alternate will usually be assigned an entire floor or wing in his/her living area, directing and coordinating the Fire Wardens. If the Fire Marshal is absent, the alternate will be designated to assume these duties.

	NAME	ROOM #	PHONE
Fire Marshal –	<u>Nathan Stott</u>	<u>W85-E2</u>	<u>7-5879</u>

**C. DUTIES OF THE ASSISTANT FIRE MARSHALL**

1. An assistant fire marshall is assigned a floor or entry of the building in which they live.
2.
  - A. Before a fire occurs:
    1. To familiarize themselves with fire evacuation procedures.
    2. To assist persons with disabilities with evacuation pre-planning, drills and actual evacuations.
    3. To note any malfunctioning alarms.
    4. To discourage tampering with fire alarm and protection equipment.
  - B. During a fire:
    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 the location(s) of fire and/or smoke if seen, but not to search for it.

	NAME		ROOM #
Assistant Fire Marshall –	Trudy Wilcox	1606	7-5849
Assistant Fire Marshall -	<u>Ephrate Most</u>	<u>1603</u>	<u>7-5846</u>
Assistant Fire Marshall	<u>Micah Boyd</u>	<u>1501</u>	<u>7-5834</u>
Assistant Fire Marshall	Joy /Trevor McKee	1204	7-5807
Assistant Fire Marshall -	<u>Jenney/Scott Vickers</u>	<u>206</u>	<u>7-5505</u>
Assistant Fire Marshall	Mariam/Michael Kaminsky	B5	7-5864
Assistant Fire Marshall			
Assistant Fire Marshall –			
Assistant Fire Marshall -			

For Further Information Concerning Employee Duties and Responsibilities

The following names or regular job titles of persons or departments that can be contacted for further information or explanation of duties under the plan are:

- a. Department Manager
- b. House Master
- c. House Manager
- d. EAP Coordinator
- e. Resident Graduate Tutor
- f. Fire Marshal/Fire Warden
- g. Safety Office

Utilities Maintenance - Emergency & Routine

Dial 3-5130 for \_D Zone or email the Westgate zone team (\_\_dzone@mit.edu) to report any utility maintenance problem. To contact the Department of Facilities Operations Center 24 hours/day, dial x3-1500.

## Section III – Fire Prevention Plan

### Westgate Building W85

#### 1. Requirements

The MIT Emergency Action Plan Program, and Occupational Safety and Health Administration Standards, requires that a written Fire Prevention Plan be developed and kept in each workplace, and be available to students and employees. The Department must also review with each new student and employee the parts of the fire prevention plan that the student and the employee need to know to protect him/herself. This can be presented in a Department - or dormitory - safety briefing.

#### 2. The Identification of Operations that are Fire Hazards, and the Handling, Storage, and Disposal of Materials that Present Fire Hazards

All employees and students should be able to recognize hazards and report these to the Emergency Action Plan Coordinator, Resident Graduate Tutor, House Master, or House Manager so corrective action may be taken. The identification, proper handling, and storage of any hazardous materials is the responsibility of the House Manager.

It would be impossible to list all the possible fire hazards you may encounter, however, the ones you are most likely to encounter while living or working in the Westgate are listed below.

a. <u>Common Fire Hazards</u>	<u>Controls are</u>	<u>Sources are</u>
electrical appliances and equipment	the proper use and maintenance of elec. equipment	overheating, sparks and electrical arcing

#### b. The procedure for hazardous operations or materials to minimize fire hazards are as follows:

<u>Ignition Sources</u>	<u>Control Procedures</u>
(1) electrical appliances that produce heat	do not operate unattended, near combustibles, thermostatic controls, tip-over device
(2) overloaded electrical extension cords	install more electrical outlets

FIRE RELATED HOUSEKEEPING PROCEDURES

Individual students and employs 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 Winter clean-up to keep clutter, trash, unwanted material, and unused/broken furniture and equipment to a minimum.

Call the Safety Office to arrange for a hazardous waste pick-up.

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

Monthly Checks of Fire Extinguishers and Fire Hoses

The Department of Facilities Fire Protection Team is responsible for inspecting and testing extinguishers and hoses once a year. As required by OSHA, the Safety Office suggests that the Fire Wardens conduct brief checks to ensure that the extinguishers and hoses in their areas are in place and in good condition, once a month. Call the Department of Facilities Operations Center at x3-1500 to request service and to replace missing equipment. A chart or list should be used to document any checks. Refer to the attached sample headings below that list what to look for.

**Fire Extinguisher Checklist**

Date	mounted in place	serviced less than 2 months ago	ok gage reading	pin sealed	no rust or dents	bracket secure	hose & nozzle
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**Fire Hose Checklist**

Date	hose in rack	hose ok	nozzle ok	water leaks	serviced less than 2 months ago
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## **Section IV – Evacuation Floor Plans**

### **Westgate** **Building W85**

**Note: Representative evacuation floor plans for this dormitory are attached.**

Currently we are trying to establish coordinators similar to Tang hall