Emergency Preparedness Plan

Eastgate Apartments

Building E55

60 Wadsworth Street

Prepared by: Carla Bengtson, House Manager
Office: E55-Lobby Phone: x3-7463
Date: September 12, 2005

Approved by: Mary Jacques, DSL EHS Risk Manager
Approved by: Carla Bengtson, Eastgate Manager and Emergency Preparedness Coordinator
Section I – Fire Alarm Information and Evacuation Plan

Eastgate
Building E55

I. FIRE ALARM

A. To activate a fire alarm box in Building E55 pull the alarm handle located on each floor by the exit doors.

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, MIT Police Department and the Emergency Response Team to the location.

d. There is less chance of confusion that could result from a telephone call.

B. The fire alarm sound in Building E55 is a loud horn which rings after you hear the announcement to vacate the building

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. Eastgate does not have personnel whom may delay evacuation.
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.

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 **Eastgate E55**. In inclement weather, go
into lobby of Sloan School 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, MIT Police Department, or the MIT Emergency Response Team.

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, MIT Police Department, or the MIT Emergency Response Team.

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, 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 MIT Police Department or Department of Facilities 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 is not applicable in E55**

B. EVACUATION OF PERSONS WITH DISABILITIES

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, MIT Police Department, etc.). As soon as possible, someone will call 100 to inform MIT Police Department 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 MIT Police Department, 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 Program 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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Ext.</th>
<th>Phone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carla Bengtson</td>
<td>Eastgate</td>
<td>E55</td>
<td>3-7463</td>
<td>Manager's Office</td>
</tr>
<tr>
<td>Cort Johnson</td>
<td>Eastgate</td>
<td>E55</td>
<td>7-5750</td>
<td>Apt #23C</td>
</tr>
<tr>
<td>Gabrielle Abelard</td>
<td>Eastgate</td>
<td>E55</td>
<td>7-5780</td>
<td>Apt #28C</td>
</tr>
</tbody>
</table>

MIT Police Department

VIII. FIRST AID

There is a first aid kit in the Manager's Office in the main lobby.

Medical personnel already assigned to the MIT Campus community such as the MIT Police Department 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type &amp; Extent of Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIT Medical Dept.</td>
<td>Professional doctors, nurses, etc.</td>
</tr>
<tr>
<td>MIT Police Department</td>
<td>Certified EMT's</td>
</tr>
</tbody>
</table>
Section II – Organization and Responsibility

Eastgate Apartments
Building E55

Location:          E55
Director of Operations:  Karen Nilsson  E32-200  x2-1505
Housing Operations Manager:  Carl Seagren  E32-200  x 3-5145
House Master:            NONE
House Manager                  Carla Bengtson E55   x3-7463
House Safety Coordinator:  Cort Johnson  E55  x7-5750
House Emergency Action
Plan Coordinator:     Carla Bengtson  E55  x3-7463

Total Number of Residents:  450
Total Number of Work Day Staff:  4
Approximate number of visitors per day:  50 - 100

I. OPERATIONS

1. Eastgate provides Apartment style housing for a diverse population of graduate students and their families in a university setting. The hall offers one and two bedroom units, including a laundry facility, a residents lounge, study and children's playroom.

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. The Housing Department 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 Program recommends a briefing – or meeting - that describes the EAP for the Eastgate residents. The Safety Program is available for consultation.

   New and returning students – or staff - should be trained as soon as possible after setting up residence in Eastgate, 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 Team and MIT Police Department.

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.

<table>
<thead>
<tr>
<th>Fire Marshal Name</th>
<th>ROOM #</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cort Johnson</td>
<td>Eastgate E55</td>
<td>7-5750 Apt #23C</td>
</tr>
<tr>
<td>Gabrielle Abelard</td>
<td>Eastgate E55</td>
<td>7-5780 Apt #28C</td>
</tr>
</tbody>
</table>
C. DUTIES OF THE ASSISTANT FIRE MARSHAL

1. An assistant fire marshal is assigned a floor or entry of the building in which they live.

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.

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:

1. Department Manager
2. House Manager
3. Fire Marshal/Fire Warden
   Safety Program

Utilities Maintenance - Emergency & Routine
Dial 3-1500 to report any utility maintenance problem or contact the manager at 3-7463. To contact the Department of Facilities Operations Center 24 hours/day, dial FIXIT.
Section III – Fire Prevention Plan
Eastgate
Building E55

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 Coordinator or House Manager so corrective action may be taken. The identification, proper handling, and storage of any hazardous materials are 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 Eastgate are listed below.

a. Common Fire Hazards

Electrical appliances overheating whose sources are sparks and electrical arcing. These can be controlled by the proper use and maintenance of the equipment.

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>(1) electrical appliances that produce heat</td>
<td>do not operate unattended, near combustibles, thermostatic controls, tip-over device</td>
</tr>
<tr>
<td>(2) overloaded electrical extension cords</td>
<td>install more electrical outlets</td>
</tr>
</tbody>
</table>
FIRE RELATED HOUSEKEEPING PROCEDURES

Individual students and employees 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 Environment Health and Safety Office at 2-3477 to arrange for a hazardous waste pick-up.

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

Maintenance Responsibility: Department of Facilities Fire Protection Team and Repair and Maintenance are responsible for the maintenance of fire protection equipment and systems

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 Program 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

<table>
<thead>
<tr>
<th>Date mounted in place</th>
<th>serviced less than 1 yr. ago</th>
<th>ok gage reading</th>
<th>pin sealed</th>
<th>no rust or dents</th>
<th>bracket secure</th>
<th>hose &amp; nozzle</th>
</tr>
</thead>
</table>

Fire Hose Checklist

<table>
<thead>
<tr>
<th>Date in rack</th>
<th>hose in ok</th>
<th>nozzle ok</th>
<th>water leaks</th>
<th>serviced less than 1 yr. ago</th>
</tr>
</thead>
</table>
Section V – Shelter In Place Plan

SHELTER-IN-PLACE PLAN
Eastgate Apartments
Building E55, 60 Wadsworth
September 2004

Introduction

Depending on the circumstances and nature of an emergency, the first important decision is whether to stay where you are or leave. There are circumstances when staying where you are and creating a barrier between yourself and potentially contaminated air or physical hazard outside – a process known as “shelter-in-place” – can be a matter of survival. Sheltering in place is a defensive action that building occupants can take to protect themselves against airborne hazards outdoors, and for which there is a warning.

In the event that a shelter-in-place is advised for this area, all building occupants will be notified to proceed to their shelter area and the building doors will be locked. All occupants must decide whether they will shelter-in-place until the “all clear” is announced, or whether they will leave the premises within several minutes. After the building is closed, no one will be allowed to break the seal on the building until the “all clear” is given.

The signal for sheltering in place for this building will be given by the Person in Charge (PIC) via a public address announcement made through the fire command center auto call system and/or the bullhorn.

The Person in Charge (PIC) is the staff member currently on scene and can be any one of the following:

- House Manager
- House Masters
- Maintenance Mechanic
- Dorm Patrol
- Unit 12

Location

The primary pre-determined rooms or areas which have been identified for use as shelter-in-place for this building are the resident rooms. Residents will be advised to stay in their rooms, close their windows, and shut off any local exhaust fans or AC units.
# Shelter in Place Procedures

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Responsible Person</th>
<th>Equipment/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor announcements</td>
<td>PIC</td>
<td>Network, radio, cable TV</td>
</tr>
<tr>
<td>Announce to occupants and visitors that shelter-in-place has been advised</td>
<td>PIC</td>
<td>Public Address System, Bull horn</td>
</tr>
<tr>
<td>Locate cell phone; take to shelter area</td>
<td>PIC</td>
<td>Cell phone</td>
</tr>
<tr>
<td>Locate visitor sign-in sheet, take to shelter area</td>
<td>PIC</td>
<td>Sign in sheet at front desk</td>
</tr>
<tr>
<td><strong>Control of air</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOTE: Staff on hand may not have access to air handling controls and are advised to call the Operations Center at 3-1500 and to shut doors and windows to minimize air flow.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When shelter-in-place is advised, turn off all air handling equipment such as local exhaust fans</td>
<td>PIC</td>
<td></td>
</tr>
<tr>
<td>Close and lock all doors and windows</td>
<td>Each occupant must assure that his/her windows have been closed and locked. The PIC should ensure windows and doors are closed in common areas.</td>
<td></td>
</tr>
<tr>
<td>At 3 minutes, the PIC should place signs on exterior and shelter area doors</td>
<td>PIC</td>
<td>Signs that indicate the building and shelter area are closed and in a shelter-in-place mode</td>
</tr>
<tr>
<td><strong>Shelter Room</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account for all occupants and visitors</td>
<td>PIC with assistance from others</td>
<td>sign in sheet</td>
</tr>
</tbody>
</table>

*Note: since sheltering will take place in individual rooms the PIC and their designees will attempt to account for residents as best possible and ensure that all residents in the building are in resident rooms or an alternate shelter location with doors and windows shut.*
Monitor network, radio and TV broadcasts for information and further instructions

**All Clear**

Listen/ watch radio and TV for “all clear”

Leave the shelter area when the “all clear” is given

When the “all clear” is announced, remove signs, open windows and doors, turn on HVAC equipment you control, and leave the building while the building air is exchanged

Return to building when it has been ventilated

Return equipment and replace supplies used

**Equipment**

Shelter-in-place signs, designated shelter signs, cell phone, portable AM/FM radio, wireless communication device, radio pager, bull horn or other device, flashlight, bottled water, something to read/entertain, extra batteries, etc., are located in room E55-001.

Remember that people can’t be forced to shelter.