Emergency Action Plan
Fire Alarm Information and Evacuation Plan

Department of Mathematics
2-236

I. Fire Alarm

A. To activate a fire alarm box in Building 2, lift to break cover and then pull down lever

This is the preferred method because:

a. The alarm alerts everyone to evacuate the building.
b. It alerts the Facilities Department (Operations Center) as to the location of the box so they may better 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 in Building 2 is continuous slow whoops.

II. Emergency Phone Number: Dial 100

If there is no fire alarm box nearby, dial 100. Give your name, 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.

III. Personnel With Delayed Evacuation Permission

The Institute policy is to evacuate immediately when an alarm is sounded. The Mathematics Department does not have any 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.
I may be necessary to actuate additional firer 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 Procedures

A. General Procedure in the event of fire

1. When 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 lawn in front of Bldg. 14 library on Memorial Drive side of building. In inclement weather go to lobby of Bldg. 14. Look for others who work with you to insure everyone has evacuated.
k) Give any information about the fire or about persons who might still be in the building to your Fire Warden, the Frie Department, MIT Emergency Response Group or Campus Police.
l) Do not re-enter the building for any reason until told to do so by the Fire Department or Campus Police.

2. If you cannot leave because all exits are obstructed

a) Crawl or stay low to the floor where there is a cleaner and cooler air.
b) Get to a phone, dial 100 and let someone 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) Don not call Campus Police or Facilities to ascertain if there is a real fire.
d) Do not use the elevator. The shaft may act like a chimney and the car may stop at the fire 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 adjacent building.
e) 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.
f) Leave the building. This includes 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. Hence, this method is of primary importance for people with disabilities. 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 withstands a fire and prevent its passage more effectively because of heavier construction materials and a heftier frame. Smoke doors and their frames are comparatively more lightly constructed and cannot withstand a rigorous fire for a s 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 open 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 use horizontal evacuation whenever possible. Refer to floor plans for possible routes.

If horizontal evacuation is not possible, staff will assist disability individuals to the nearest enclosed stairway that is free form smoke and ell the person to remain there until help arrives (Fire Department, Campus Police, etc.). If possible, we will send someone to dial 100 to inform Campus Police of the stairway and floor location.

C. Evacuation in the Event of a Bomb Threat

Evacuation procedures are the same as fire evacuation procedures except it is permissible to use elevator to evacuate. The elevators, however, should be reserved primarily for those who are disabled, elderly, pregnant, have a heart or respiratory conditions, or other medical problems. Others should exit via the stairwells to expedite evacuation. Please follow the directions of supervisory personnel during this situation.

NOTE:

The handling of explosives is a job strictly for professionals. Should you notice something you suspect may be a bomb because is an unusual item in an area with

which you are very familiar, 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, use the Fire evacuation Procedure.

VII. Rescue Assignments

Some personnel may be assigned to limited preplanned rescue duties. No one is expected to be a rescue expert. Minimum rescue duties include aiding the disabled with evacuation and assuring everyone is alerted to the need for evacuation, if they can be done without injury or significant danger to the rescuer. We will preplan 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

3rd , 4th and 5th Floor	Claire Wallace	Alternate: Rhonda Culbert
2nd Floor	Tony Pelletier	Alternate: Kim Makara
1st Floor	Jan Wetzel	Alternate: Anna Ward

VIII. First Aid

There are no first aid kits in the Mathematics Department

Medical personnel already assigned to the MIT Campus community such as the Medical Department, Campus Police and Emergency Medical Technicians satisfy the requirements of OSHA regulations 1910, Subpart K. These trained and skilled personnel can be requested via telephone (Dial 100) or through emergency personnel. Those who are trained to assist the injured may aid the wounded only within the scope of their training and on a voluntary basis.

Name

MIT Medical Dept: Professional doctors, nurses, etc

Campus Police: Certified EMT’s

EMERGENCY ACTION PLAN
ORGANIZATION AND RESPONSIBILITY

Mathematics Department
2-236

Location: Building 2, Headquarters: Room 236

The Mathematics Department covers floors 1-5 as well as 15 rooms in the basement.

Department Head:	Michael Sipser	2-365	x34992
Administrative Officer:	Paula Duggins	2-236	x33685
Department Safety Coordinator:	Tony Pelletier	2-235	x45291
Department Emergency Action Plan Coordinator:	Tony Pelletier	2-365	x45291

Total Number of :

Employees	Students	Others

Approximate number of patrons and visitors per day 35-40

Operations

1. The Mathematics Department provides a broad-based undergraduate curriculum as well as offering graduate education and research training.
2. There are three lab areas I the Department 2-xxx, 2-031(a fluids lab), and 2-033 (a machine shop). Aside from a small quantity of mercury and machine lubricants, no hazardous materials or equipment is involved.
3. Hours and Days of Operation: Mon-Fri 9-5
4. There are no night watchmen.

The Duties of the Fire Marshall

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 Facilities Emergency Response Team and Campus Police.
3. A Fire Marshall will usually be assigned an entire floor, wing or area directing and coordinating the Fire Wardens in his/her area. If a Fire Marshal is absent, an alternate should assume these duties.

Fire Marshals by Floor

3rd , 4th and 5th Floor	Claire Wallace	Alternate: Rhonda Culbert
2nd Floor	Tony Pelletier	Alternate: Kim Makara
1st Floor	Jan Wetzel	Alternate: Anna Ward

The Duties of the Fire Wardens

Before a fire occurs:

1. To familiarize new employees and students 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.

During a fire:

1. To remind people in their areas 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.

Additional suggested assignments:

1. Monthly visual checks of fire protection equipment
2. Participate in fire alarm tests.
3. Set up an annual fire evacuation drill (contact the Safety Office)

A Fire Warden is usually assigned a floor or a section of the respective area in which they work. I f the Fire Warden is absent the duties would be performed by the alternate.

FIRE WARDENS BY FLOOR

3rd , 4th and 5th Floor	Claire Wallace	Alternate: Rhonda Culbert
2nd Floor	Tony Pelletier	Alternate: Kim Makara
1st Floor	Jan Wetzel	Alternate: Anna Ward

For Further Information Concerning Employee Duties and Responsibilities

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

a. Fire Warden/Fire Marshal
b. EAP Coordinators
c. Supervisors/Department Management
d. Safety Office – N52-496

Utilities Maintenance-Emergency & Routine

Dial x8-9428 for the C-Zone or email the Mathematics Department's zone team (c-zone@mit.edu) to report any utility maintenance problem. To contact the Facilities Operations Center 24 hours/day, dial 3-1500.

FIRE PREVENTION PLAN

Mathematics
2-236

1. Requirements

   OSHA requires a written Fire Prevention Plan that is to be kept in the workplace and is available to employees. The Department must also review with each new employee the parts of the fire prevention plan that the employee needs to know to protect him/herself. This can be included in the Departments 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 recognize hazards and report these to the supervisor so corrective action may be taken. The identification, proper handling and storage of hazardous materials is the responsibility of the Department management and the principal investigator or supervisor.

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

a. Common Fire Hazards	Controls are:	Sources are:
Electrical appliances and equipment	The proper use and maintenance of elec. Equipment	Overheating sparks and electrical arcing

b. The procedure for hazardous operations or mate4rials to minimize fire hazards are as follows:

Ignition Sources	Control Procedures
(1) electrical appliances that produce heat	Do not operate unattended or near combustibles
(2) overloaded electrical extension cords	Install more electrical outlets

Fire Related Housekeeping Procedures

Individual employees and students 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 Spring clean-up to keep clutter, unwanted materials, excess equipment and outdated hazardous materials 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

a. The following areas are sprinkled: Hallways of Basement, 1st, 2nd, and 3rd floors, 4th and 5th floor Graduate Area, 2-108, 4-182, 4-174 and 2-034.
b. Maintenance Responsibility: Facilities Mechanical and Electrical Operations are responsible for the maintenance of fire protection equipment and systems.

Monthly Visual Inspection of Fire Extinguishers and Fire Hoses

Facilities Mechanical Operations is responsible for inspecting and testing extinguishers and hoses once a year. As required by OSHA the Safety Office suggests that the Frie Wardens briefly inspect the extinguishers and hoses in their areas once a month. Refer to the attached sample charts that lists what to look for. These charts or tags can be used to document the inspections.

Call Facilities to request service and to replace missing equipment.