

**Harvard University - Concord Field Station  
Emergency Evacuation Plan**

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## **Harvard University Emergency Evacuation Plan**

**Department name: Museum of Comparative Zoology**

**Building name: Concord Field Station**

**Building Address: Old Causeway Road**

**Emergency Coordinator: Jay Taft**

**Emergency Coordinator Phone Number: 617-495-5891**

**Designated Meeting Site for Building:**

**All occupants will meet on the front lawn of the Concord Field Station main building.**

**Plan Prepared By: Jay Taft**

**Date: April 1, 2002**

### **EMERGENCY NUMBERS**

**Please Keep Posted**

**Fire 911**

**Medical 911**

**Bedford Police 911**

**Harvard University Police Department  
Cambridge/Allston Campus 495-1212**

**Longwood Campus 432-1212**

**University Operations Center 495-5560**

**Harvard University  
Environmental Health and Safety Department  
1033 Massachusetts Ave  
Cambridge, MA 02138  
(617) 495-2060**

## **Section I: Purpose and Objectives**

Potential emergencies at the Concord Field Station, such as fire, explosion, spill, chemical releases and all other emergencies require employees to evacuate the building. An Emergency Evacuation Plan (EEP) and adequate occupant familiarity with a building minimize threats to life and property. In addition, the Occupational Safety and Health Administration (OSHA) Emergency Action Plan standard, found at 29 CFR 910.38(a), requires that Concord Field Station has a written Emergency Evacuation Plan (EEP). This plan applies to all emergencies where employees may need to evacuate for personal safety.

This EEP is intended to communicate the policies and procedures for employees to follow in an emergency situation. This written plan should be made available, upon request, to employees and their designated representatives by the Emergency Coordinator for the building.

Under this plan, employees will be informed of:

- The plan's purpose,
- Preferred means of reporting fires and other emergencies,
- Emergency escape procedures and route assignments,
- Procedures to be followed by employees who remain to control critical plant operations before they evacuate,
- Procedures to account for all employees after emergency evacuation has been completed,
- Rescue and medical duties for those employees who perform them,
- The alarm system.

Jay L. Taft, Director of Administration, is the Emergency Coordinator for this facility and has overall responsibility for the preparation and implementation of this plan.

Brenda Wiley, CFS Administrator, is the Alternate Emergency Coordinator.

The Emergency Coordinator will review and update the plan as necessary. Copies of this plan will be maintained in the OEB Admin Office on the first floor.

## **Section II: General Guidelines**

The following guidelines apply to this EEP:

1. All personnel must be trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.
2. The training may include use of floor plans and workplace maps which clearly show the emergency escape routes included in the EEP. Color-coding aids employees in determining their route assignments. Floor plans and maps should be posted at all times in main areas (i.e., stairwells, lobbies, elevator lobbies, exit corridors) to provide guidance in an emergency.
3. Front and rear entries are the primary means for evacuation. There are no elevators in this building. .
4. No employee is permitted to re-enter the building until advised by the Fire Department.

This EEP will be coordinated with efforts in connected buildings. Mutually beneficial agreements can be reached regarding Designated Meeting Sites and shelter in the event of inclement weather. The Environmental Health and Safety Department is available for consultation to assist with the implementation of joint EEPs.

## **Section III: Responsibilities of Emergency Coordinator and Safety Monitors**

The **Emergency Coordinator** is responsible for:

- Obtaining and posting floorplans and route evacuation maps.
- Overseeing the development, communication, implementation and maintenance of the overall EEP.
- Ensuring the training of building occupants, Safety Monitors, and Critical Operations Personnel, and notifying all personnel of changes to the plan.
- Maintaining up to date lists of building occupants, critical operations personnel, and any other personnel with assigned duties under this plan. Lists are included in Appendix I.
- In the event of a fire or other emergency, relaying applicable information to emergency personnel, occupants and Safety Monitors.
- Establishing Designated Meeting Sites for evacuees.

The **Safety Monitors** are responsible for:

- Familiarizing personnel with emergency procedures.
- Acting as liaison between management and their work area.
- Ensuring that occupants have vacated the premise in the event of an evacuation, and for checking assigned areas.
- Knowing where their Designated Meeting Site is and for communicating this information to occupants.
- Having a list of personnel in their area of coverage, so a head count can be made at their Designated Meeting Site.
- Ensuring that disabled persons and visitors are assisted in evacuating the building.
- Evaluating and reporting problems to the Emergency Coordinator after an emergency event.
- Posting the "Area Evacuation Plan" (Appendix III) in their work areas, communicating plan to occupants, and updating the plan annually.

#### **Section IV: Alerting or Signaling Building Occupants in Case of Fire or Other Emergency**

In case of a fire, employees should actuate the nearest fire alarm box and/or make a telephone call to the local Fire Department at 9-911. The locations of the fire alarm boxes are noted on the evacuation floor plans in Appendix II. The alarm alerts building occupants of the need for evacuation and sends a signal to the Bedford Fire Department that there is an alarm condition in the building.

It may be necessary to activate additional fire alarm boxes, or shout the alarm, if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This can be done while exiting.

Persons discovering a fire, smoky condition, or explosion should pull the fire alarm box. Any pertinent fire or rescue information should be conveyed to the Fire Department. All emergency telephone numbers are listed at the beginning of this EEP.

To report all other emergencies, employees should call the Bedford Police Department by calling 911. State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion the dispatcher may need additional information or may provide you

with additional instructions. When the immediate emergency notifications have been made, advise the OEB Admin Office at 617-495-5891 of the emergency.

## **Section V: Evacuation Procedures for Building Occupants**

When the fire alarm sounds, all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (e.g., compressed gas cylinders), close doors and exit the building using stairwells.

All occupants should proceed to their Designated Meeting Site and await further instructions from their Safety Monitor.

All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations and Designated Meeting Sites are located in Appendix II and are posted in the building.

There are no elevators at this facility.

Notes and Precautions:

Small fires can be extinguished only if you are trained to use a fire extinguisher. However, an immediate readiness to evacuate is essential. All fires, even those that have been extinguished, must be reported to 911 and 617-495-5891 immediately. Never enter a room that is smoke filled. Never enter a room if the door is warm to touch.

Fire

### **-- R A C E --**

**R** - Rescue: When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Exit via safe fire exit. Never use elevators. Close doors to room with fire.

**A** - Alarm: Sound the alarm by pulling a fire box and call 9-911 and (49)5-5560, from a safe distance, to notify fire command center of precise location of fire.

**C** - Confine: Close all doors, windows and other openings.

**E** - Evacuate: Evacuate the building.



## **Section VI: Disabled Occupants**

If a disabled occupant is unable to exit the building unassisted, the Safety Monitor must notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation route.

## **Section VII: Critical Operations Shutdown**

Critical Operation Shutdown: Critical operations, including equipment that must be shut off and persons designated to complete these actions are identified in Appendix I of this EEP. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner.

The Critical Operations Shutdown procedure to be followed by those employees who have been assigned to care for essential building operations include:

<b>Operation</b>	<b>Responsibility</b>
1.	
2.	
3.	

Persons involved in the Critical Operations Shutdown listed above shall be notified by management of this responsibility in advance, identified in the EEP, and will be appropriately trained for the particular situation. Personnel assigned to critical operations responsibilities are listed in Appendix I.

## **Section VIII: Accountability Procedures for Emergency Evacuation**

**Designated Meeting Site:** Groups working together on or in the same area should meet outside the building in the prearranged Designated Meeting Site. A list of the Designated Meeting Site are listed on the floor plans in Appendix II.

**Department Organization List:** A roster of personnel to ensure that everyone has evacuated has been developed by the Emergency Coordinator. The list will be updated whenever there is a personnel change.

**Safety Monitors** are designated by the Emergency Coordinator and will conduct head counts once evacuation has been completed. There is at least one Safety Monitor per floor or per twenty occupants to provide adequate guidance and instruction at the time of an emergency.

The employees selected as **Safety Monitors** are to be trained in the complete workplace layout and the various primary and alternate escape routes from the workplace. All trained personnel are made aware of employees with disabilities that may need extra assistance, and of hazardous areas to be avoided during emergencies. Before leaving, the Safety Monitors are to check rooms and other enclosed spaces in the workplace for other employees who may be trapped or otherwise unable to evacuate the area, and convey this information to emergency personnel. A list of Safety Monitors and Alternate Safety Monitors for the Museum of Comparative Zoology Laboratories appears in Appendix I.

Once each evacuated group of employees have reached their Designated Meeting Site, each Safety Monitor:

- Assembles his/her group in the Designated Meeting Site.
- Takes head count of his or her group.
- Assumes role of department contact to answer questions.
- Instructs personnel to remain in area until further notice.
- Reports status to Emergency Coordinator or Incident Commander.
- Instructs personnel to remain at Designated Meeting Site until further notice.

## **Section IX: Rescue and Medical Duties**

The Fire Department, HUPD or Emergency Medical Technicians (EMT) will conduct all rescue and medical duties.

Do not move injured personnel. Keep the person lying down, covered and warm.

First Aid: Emergency medical personnel are available at the emergency rescue squad for Bedford who can be notified by calling 911.

## **Section X: Resource and Responsibilities Lists**

EEP Organization: The lists in Appendix I include the names of employees, managers, staff or other personnel and their job titles, job positions and relative EEP collateral duties. The purposes served by the lists are:

To tell employees who to see for additional information on the EEP.

To provide emergency response personnel with a list of department personnel which may be needed in order to provide additional information about the fire, a chemical, a hazardous waste location, a shipment of chemicals, etc.

The lists should be updated by the Emergency Coordinator on an as-needed basis.

## **Section XI: Training and Communications**

Each occupant should know that evacuation is necessary and what his/her role is in carrying out the plan. Employees should also know what is expected of them during an emergency to assure their safety. Training on the EEPs content is also required by OSHA 29 CFR 1910.38(a).

A method of training building occupants in the requirements of the emergency evacuation plan is to give all employees a thorough briefing and demonstration. The department will have all managers and supervisors present this plan to their staffs in staff meetings. Annual practice drills are to be implemented and documented by the Emergency Coordinator. The Environmental Health and Safety Department can assist with training, drills and demonstrations.

A Training Attendance Record Sheet is included in Appendix I. This record should be maintained by the Emergency Coordinator for a period of five (5) years.

## Appendix I

### Emergency Evacuation Plan Responsibilities List

#### HARVARD UNIVERSITY

Department name: Museum of Comparative Zoology

Building name: Concord Field Station

Address: Old Causeway Road, Bedford, MA

Title: Director of Administration

Name: Jay L. Taft

Location: OEB Admin Office, 26 Oxford St, Cambridge, MA

Telephone: 617-495-5891

<b>Title</b>	<b>Name</b>	<b>Location/Rm#</b>	<b>Phone</b>
<b>Emergency Coordinator</b>	Jay Taft (During Emergency Use Cell Phone 617-699-1691)	OEB Admin	5-5891
<b>Alternate Emergency Coordinator</b>	Peg Hedstrom	CFS Office	781-275-1725
<b>Safety Monitors</b>	Ken Wilcox	CFS Office	781-275-1725

**Title**

**Name**

**Location/Rm#**

**Phone**

**Alternate  
Safety Monitors**

Other management/staff  
with related EEP duties

Total Number of Employees \_\_\_\_\_

**Personnel Assigned to Critical Operations Responsibilities**

Critical Operation	Required Shutdown	Name	Job Position	Work Area
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## **Department Employee List**

(An attached computer list is acceptable)

Name

Job Title / Shift

Workplace

## **Utilities Maintenance Personnel to Contact in the Event of an Emergency**

## Harvard University Training Attendance Record

Training Program: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Location: \_\_\_\_\_

	Name (Printed)	Signature	Department	Harvard ID
1.				
2.				
3.				
4.				
5.				
6.				
7.				

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

## **Appendix II**

In this Appendix, the Emergency Coordinator is to insert Site Specific:

Building Floor Plan

Primary and Secondary Emergency Evacuation Routes

Designated Meeting Sites

Exits

Fire Alarm Box Locations

**Appendix III**

**Area Evacuation Plan (post, and update annually)**

Department/Area: \_\_\_\_\_

Date: \_\_\_\_\_

Completed By: \_\_\_\_\_

Each work area should establish, in advance, a primary and a secondary evacuation route (in case the primary route is blocked) in the event of fire, flood, blackout, earthquake, etc. Do not use elevators to evacuate. Do not block open stairwell doors.

**Primary Evacuation Route:**

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**Secondary Evacuation Route:**

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Establish an outdoor meeting place where evacuees, out of harm's way, can account for all staff and visitors. A short distance from the building, on the same block, should suffice.

**Designated Meeting Site:**

**The designated meeting site for all occupants of MCZ, MCZ Labs, and HUH is on the front lawn of the MCZ between the building and Oxford Street.**

Designate a position/alternate who will take charge in the event of fire or another emergency.

Safety Monitor:

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Alternate Safety Monitor:

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Emergency Coordinator for the building:                      Director of Administration (Jay Taft)

Alternate Emergency Coordinator :                              Facilities Manager (Irvin Dumay)

**Check list of Responsibilities for the Safety Monitor:**

Ensure that R.A.C.E. is followed if smoke or flame are discovered in your work area:

**Rescue, Alarm, Close all doors, Evacuate.**

(If time and distance permit, call 5-1212 in Cambridge, or 2-1212 at the Longwood Campus.) "Sweep" every room in your area to make sure that everyone has evacuated.

Ensure that people follow the appropriate evacuation route, and that they are directed to a safe, post-evacuation meeting place.

Account for all staff and visitors at the Designated Meeting Site.

Identify yourself as the Safety Monitor for your work area to the Emergency Coordinator and emergency responders.

Notify Emergency Coordinator and emergency responders of any personnel who remain trapped in the building, are performing critical operations shutdown, or are unaccounted for.

Special Needs

Be aware of impaired staff and visitors who may need to be alerted or assisted.

Laboratories & Maintenance Areas

Prepare to shut off piped gases and compressed gas cylinders at the valve, which may feed a fire.

## Appendix IV

### OSHA REGULATIONS

#### OSHA 29 CFR 1910.38 - Employee emergency plans and fire prevention plans

(a) Emergency action plan-- (1) Scope and application. This paragraph (a) applies to all emergency action plans required by a particular OSHA standard. The emergency action plan shall be in writing (except as provided in the last sentence of paragraph (a)(5)(iii) of this section) and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(a)(2) Elements. The following elements, at a minimum, shall be included in the plan:

(a)(2)(i) Emergency escape procedures and emergency escape route assignments;

(a)(2)(ii) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

(a)(2)(iii) Procedures to account for all employees after emergency evacuation has been completed;

(a)(2)(iv) Rescue and medical duties for those employees who are to perform them;

(a)(2)(v) The preferred means of reporting fires and other emergencies; and

(a)(2)(vi) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(a)(3) Alarm system. (i) The employer shall establish an employee alarm system which complies with 1910.165.

(a)(3)(ii) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(a)(4) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(a)(5) Training. (i) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and

orderly emergency evacuation of employees.

(a)(5)(ii) The employer shall review the plan with each employee covered by the plan at the following times:

(a)(5)(ii)(A) Initially when the plan is developed,

(a)(5)(ii)(B) Whenever the employee's responsibilities or designated actions under the plan change, and

(a)(5)(ii)(C) Whenever the plan is changed.

(a)(5)(iii) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

(b) Fire prevention plan--(1) Scope and application. This paragraph (b) applies to all fire prevention plans required by a particular OSHA standard. The fire prevention plan shall be in writing, except as provided in the last sentence of paragraph (b)(4)(ii) of this section.

(b)(2) Elements. The following elements, at a minimum, shall be included in the fire prevention plan:

(b)(2)(i) A list of the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;

(b)(2)(ii) Names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and

(b)(2)(iii) Names or regular job titles of those personnel responsible for control of fuel source hazards.

(b)(3) Housekeeping. The employer shall control accumulations of flammable and

combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.

(b)(4) Training. (i) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.

(b)(4)(ii) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

(b)(5) Maintenance. The employer shall regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. The maintenance procedures shall be included in the written fire prevention plan.