Emergency Procedures and Building Evacuation
Why prepare for emergencies?

In 2004, fire was responsible for 3600 deaths, 17000 injuries and $9 trillion in property damage according to the NFPA.

The Bureau of Labor Statistics reported that over 5 million people became ill or injured at work in 2003.

The evening news tells us too often about the latest act of threat of terrorism.
Life Safety Systems

Fire Alarm
- Detection
  Smoke Detector
  Heat Detector
- Notification
  Audible
  Visual
Life Safety Systems

Fire Suppression.
- Sprinkler Systems.
- Portable Extinguishers.

Lighting.
- Battery powered lights illuminate the egress routes.

Protected Areas.
- Fire resistant rated stairways.
Fire Safety: Maintenance and Policies

Maintenance.

- Fire Alarm/Sprinkler Testing - Quarterly.
- Portable Extinguishers - Monthly/Annual Cert.
- Kitchen Suppression - Semi annual.
- Kitchen Exhaust Hood Cleaning - Semi annual.
- Electrical Testing – Every five years.

Policies & Regulations.

- Building Codes- Egress, Electrical, Fire ratings.
- Internal Policies – Smoking, Portable Heaters.
- Insurance – Hot Work & Red Tag, Emergency organization.
Building Evacuation

As soon as a Fire ALARM sounds or Order to Evacuate is given, stop what you are doing and prepare to exit the building.

- If your on a telephone call, politely tell the other party there is a building emergency and you need to hang up.
- Follow any specific department telephone forwarding procedure.
- Collect your coat, keys and medications, only if they are immediately available.
- Proceed to the nearest exit. When exiting down the stairs, move to the inside of the stairway to allow lower floors to enter.
- Follow the safety captain's instructions.
Building Evacuation

- Once you leave the building proceed immediately to your designated Safety Zone, if it is safe to so.

- Do not Leave your Safety Zone until instructed by the Safety Captain/Marshall or your supervisor.

Wellesley Safety Zones.

Crown Colony Safety Zones.
Communication

All communications will be coordinates through the Safety Captains/Marshals.

- When the building is “All Clear“. Re-enter the building and prepare to present your ID.
- Delayed entry or building closing will be communicated through the Safety Captains/Marshals and department managers.
- A message regarding building status will be left on the Weather Emergency Line – 617-509-SNOW.
- Individual department may communicate via established phone trees.
Roles and Responsibilities: Everyone

✓ Know what exit route and alternate to use from your workstation.
✓ Know what exit route to use from conference, cafeteria or other places in the building you go.
✓ Become familiar with pull alarm and portable fire extinguisher locations.
✓ Evacuate the building immediately, proceed with haste but do not run.
✓ Follow the Safety Captains instructions.
✓ Report to your safety zone and remain there until further notice.
✓ Notify a safety captain of anyone who is unable to evacuate due to injury or other condition.
✓ Instruct your visitors on our evacuation procedures.
✓ If you will need assistance during an evacuation register in advance with the Main Desk.
Roles and Responsibilities: Safety Captains

Assist with evacuation:
- Check that all staff have left department.
- Check conference and restrooms.
- Facilitate exit to and within the stairway.

Expedite movement to Safety Zone.
- Account for missing staff.
- Identify any problems/injuries.
- Report to the command center.

Facilitate communication between staff, management, facilities and responders.
If you discover a fire: R-A-C-E

Relocate people in immediate danger.

Alarm, Activate the nearest pull box ALARM.

Confine smoke/fire by closing doors and windows.

Evacuate, by following the exit signs to the nearest exit.

- If you smell smoke but don’t see smoke call the main desk. Crown Colony 617-509-4000, Wellesley 617-509-3000.
Medical Emergency

Immediately Call 9-911.
- Give the 911 operator your name, address, return phone, # and details about the victim and condition.

Call the Main Desk (Wellesley 617-509-3000, Quincy 617-509-4000).
- Tell the operator you called 911, then give your name, floor, location. Security will escort the EMT’s to your location.
- A Trained Building Services/Security person will respond with AED.

First Aid Supplies are located in all town centers.
Bomb Threat

If you receive a Threat by phone:
- Note time of call, details of callers voice, details of bomb, and write down as much info as you can.

If you receive a threat by mail:
- Avoid unnecessary handling of packaging.
- Save all material including the envelop.

Call the Main Desk
- The Main Desk will contact the Police, Fire and internal responders.

If evacuation is called, follow evacuation procedure.

Note: An evacuation may not be called for immediately, Building Services will search all exit routes to ensure they are safe. The police will want to interview the person receiving the threat.
Biological/Chemical Threat

• If you receive a suspicious package:
  ▪ Avoid handling.
  ▪ Isolate the area.

• Notify the Main Desk. (Wellesley 617-509-3000, Quincy 617-509-4000).

• Building Services will:
  ▪ Contact the Fire Department, HAZMAT Unit
  ▪ Shut down air handling equipment.
  ▪ Secure the area.

• Wash you hands with soap and water. If clothes were contaminated remove them and place them in a plastic bag.
• Make a list of staff that may have contacted the material.
Shelter in Place

When a chemical or biological hazard exists outside we may need to shelter in place:

- Shut down all outside air intakes
- Seal up exterior penetrations
- Contact local authorities and monitor local radio and TV for condition updates
- Monitor co-workers for signs of illness
Wellesley Gateway Safety Zones
First Floor Wellesley Gateway Evacuation Plan
Fourth Floor Wellesley Gateway Evacuation Plan

WELLESLEY GATEWAY EVACUATION PLAN
FLOOR 4