FIRE SAFETY AND EVACUATION PLAN

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APPROVAL:

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DATE
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1 POLICY

The Fire Plan defines individuals’ actions and responsibilities associated with the MBL buildings located in Woods Hole, MA in the event of a fire emergency. All employees of MBL must be aware of the location of the fire alarms, location of fire extinguishers, familiar with both primary and secondary evacuation routes for their area and participate in yearly fire safety training. This plan covers the following information:

- Procedure once a fire is detected;
- Responsibility of the Fire Response Team;
- Evacuation locations;
- Proper use of a fire extinguisher;
- Fire prevention; and
- Training.

2 AUTHORITY AND RESPONSIBILITY

2.1 Environmental Health and Safety (EHS) Manager is responsible for:

- Coordinating Fire Drills;
- Conducting Fire Response Team training;
- Preparing Fire Drill Critique Reports; and
- Providing training for employees covered under this policy.

2.2 Fire Response Team is responsible for:

- Immediate response to Fire alarm;
- Locating and assessing Fire or False Alarm;
- Ensuring complete building evacuation;
- Working with Falmouth Fire Department; and
- Performing annual Fire Drills and training.

2.3 Employees are responsible for:

- Participating in annual Fire Drills and training; and
- Following the Fire Safety and Evacuation plan.
3  PROCEDURE

Upon detection or notification of heavy smoke or flames, employees at MBL will follow the use of the acronym R-A-C-E for response actions.

3.1  Rescue  If safe, RESCUE anyone in immediate danger;

3.2  Alarm  Activate nearest fire ALARM, Call 9-911 for the Falmouth Fire Department; and then call x7911 for MBL Security;

3.3  Contain  CONTAIN smoke and fire to confined area by closing doors and windows (if safe to do so); and

3.4  Evacuate/Extinguish EVACUATE to designated area using appropriate route while notifying other individuals in immediate area. Do not use elevators. EXTINGUISH small fire only if trained and if safe. See Section 6 for proper use.

Note: In the event of a “burning smell” but no visible smoke or flames, call MBL Security at x7217.

4  FIRE RESPONSE TEAM

The Fire Response Team consists of selected members of the MBL staff, which are trained to provide immediate support in the event of a fire at MBL. The Fire Response Team consists of: Security Staff, Plant Operations and Maintenance (POM) Staff, and the Environmental Health and Safety Manager.

4.1  Fire Alarm Sounding

When a fire alarm is activated due to a fire, Security Staff will make the following notifications:

4.1.1  Notify 911 and advise them on the fire location;

4.1.2  Contact the Director of Facilities and Services;

4.1.3  Contact the Environmental Health and Safety Manager; and

4.1.3  Contact the Assistant Director of Facilities and Services.
All available Security Staff and POM Staff will be notified to report to the scene of the fire. The primary communication between the Fire Response Team will take place utilizing Channel 1 on the radios (emergency channel). In addition communication will take place onsite (proximity of the main entrance), once members of the Fire Response Team arrive.

4.2 Response to Fire

On scene, duties of the Fire Response Team will include:

4.2.1 Coordinating responsibilities by a senior team member onsite;

4.2.2 Prior to entering building, team members must verbally inform either a supervisor or a senior team member;

4.2.3 Following the R-A-C-E procedures (see section 3.0);

4.2.4 Assisting with evacuation of individuals from building to designated location;

4.2.5 Attempting to extinguish a small fire using the P-A-S-S procedure for fire extinguishers (see section 6.2);

4.2.6 If area uses oxygen or natural gas, POM staff will immediately close shutoff valves, if available; and

4.2.7 Meet and provide critical information to Fire Department upon arrival.

5 EVACUATION

If an alarm sounds, evacuate the building promptly only pausing to close doors. The evacuation routes are posted in each hallway with a primary and secondary route. Use nearest exit to outside. Upon exiting building, individuals should congregate at the designated evacuation area for their building as follows:

5.1 Evacuation Area: QUAD

5.1.1 Rowe
5.1.2 Homestead
5.1.3 ESL
5.1.4 Starr

5.2 Evacuation Area: Lillie Rear Parking Lot
5.2.1 Lillie
5.2.2 Marine Resources Center (MRC)
5.2.3 Collection Support Facility (CSF)
5.2.4 Candle House

5.3 Evacuation Area: Swope Parking Lot

5.3.1 Swope
5.3.2 Carpenter Shop

5.4 Evacuation Area: Loeb Parking Lot

5.4.1 Loeb
5.4.2 Animal Care Facility (ACF)
5.4.3 Broderick House
5.4.4 Housing; Ebert, Drew, Brick, Veeder, David, 11 North

Note: If the MBL Fire Response Team determines that the designated evacuation area noted above is not safe, individuals will be instructed to another location. Individuals may only re-enter building after all clear is announced by the Fire Response Team.

6 FIRE EXTINGUISHERS

If an employee has been trained and the fire is small and confined, an employee may attempt to extinguish the fire using an appropriate fire extinguisher; however, employee’s first priority should be to ensure that all visitors and staff are removed to a safe area. Training includes understanding which fire extinguisher is appropriate for the fire and operating the extinguisher using the P-A-S-S procedure.

6.1 Types of Fire Extinguishers

Each fire extinguisher is marked with a “Class” designation for the intended use. The following fire extinguishers are present at the MBL:

6.1.1 **ABC** Used on any type of fire combustibles (wood, paper, cloth), flammable liquids (gas, oil, solvents), electrical fires;

6.1.2 **BC** Used on flammable liquids (gas, oil, solvents), electrical fires;

6.1.3 **CO2** Used on electrical fires; and
6.1.4 K Used for kitchen fires.

6.2 Operating a Fire Extinguisher

With the appropriate fire extinguisher in hand, position yourself for easy exit and escape approximately 6-8 feet away from the fire. Operate the fire extinguisher using the acronym P-A-S-S as described below.

6.2.1 Pull Pull the pin;

6.2.2 Aim Aim the nozzle low at the base of the fire while standing about 6-8 feet away from the fire;

6.2.3 Squeeze Squeeze the handle with opposite hand; and

6.2.4 Sweep Sweep slowly side to side at the base of the fire.

Note: Do not attempt to extinguish a fire that continues to spread, exit the building immediately.

7 FIRE PREVENTION

Prevention is the key to fire safety with employees constantly on the alert to prevent conditions that could result in fire. The fire prevention strategies should be followed:

- Observe MBL’s No Smoking in the Building Policy;
- Keep and store properly flammable or combustible materials away from heat sources;
- Keep all work areas clean, and do not allow combustible materials, such as cardboard boxes and paper storage to accumulate;
- Keep all exits and corridors free of obstructions;
- Electrical cords need to be repaired or replaced if damaged, frayed or cracked. Contact POM when found x7776;
- Extension cords shall not be used unless approved by POM;
- Do not overload electrical outlets or run electrical cords under carpets or through doors;
- Do not wedge, prop or tie doors open. Do not block doors;
- Do not block access to emergency equipment i.e. fire extinguishers, fire alarm pull stations, fire standpipe valves etc;
- Do not store items within 18” of an automatic sprinkler head; and
- Report potential fire and safety hazards to Safety at x7424.
8 TRAINING

Environmental Health and Safety shall facilitate training of employees covered by this policy. The training program shall, at a minimum, cover the following:

- Understanding R-A-C-E procedures;
- Use of a Fire Extinguisher with P-A-S-S procedures; and
- Fire prevention.

Employees shall be required to participate in annual training which will typically coincide with the annual Fire Drill. New employees will need to take training through EHS upon hire.

All training shall be documented and records maintained by Environmental Health and Safety.