

Mayer Building

Preparation for an emergency and becoming aware of the life safety features of your work environment should not take place during an actual active incident. Developing a proactive awareness of your environment and your options during an emergency is the keystone to safety. I recommend that newly assigned staff members become familiar with the DFCI Fire Response Plan, the location of fire alarm pull stations, exiting options, fire extinguisher cabinets and their meeting place, in this instance it's the Jimmy Fund auditorium or lobby.

Thank you,

Tom Lyons
Fire safety Coordinator

Be Prepared!

(To report a fire dial 2-3232)

(For other assistance dial 2-3131)



Become familiar with the location of:

Pull stations

Exits

Fire extinguishers

And of course, familiarize yourself with your Fire Response Plan!



Pull stations are:

Located by stairwell doors.

They are the fastest way to initiate a building alarm and to initiate a fire department response!



Mayer Building: We'd prefer that you call 2-3232 (FSOC) as well, if you can do so safely. Offer dispatch personnel your name, location and the nature of the emergency.

EXITS:



Elevators **may not be used** during a code red incident. Therefore be proactive and become familiar with two exits off of a floor; if one is impassable, the other becomes an option.



Fire extinguishers are:

Found within 50' of lab space.

Are of the appropriate type for the potential hazard at hand.

Mayer Building

(Code Red Incident)

Re: Fire Alarm System

This fire alarm system will initiate what is called “zone evacuation” when it is activated. If a fire alarm system detection device, pull station or sprinkler head is activated within the Mayer Building a tone alert is generated throughout the building alerting you. This **alert tone** will broadcast to all areas of the building over the fire alarm system speakers. Initially there will be one round of 4 tones at approximately one second intervals.

Next, you will hear a voice message stating, **“Attention please. The signal tone you have just heard indicated a report of an emergency in this building. If your evacuation signal sounds after this message, walk to the nearest stairwell and leave the building. While the report is being verified, occupants of other floors should await further instructions.”** This message will be transmitted three times. No strobes will activate at this time.

- 1) After this message the strobe lights will be activated on the floor of the activation, the floor below and the floor above informing occupants that there is a fire alarm activation on one of those three floors.
- 2) If your fire alarm notification devices activate, leave and meet in the Smith Building lobby
- 3) Elevators may not be used during a code red incident
- 4) The alarm on the floor of the activation will be investigated, upon this investigation if the remaining floors must be evacuated, you will be informed to do so.

If you witness fire or smoke implement R.A.C.E.

“R.” Rescue and remove anyone from immediate harm

“A.” Sound an alarm and notify others of the emergency



“C.” Contain the incident within the area of origin



“E.” Evacuate



FIRE EXTINGUISHER USE

- P** pull the pin
- A** aim at the base of the fire
- S** squeeze the valve
- S** Sweep back and forth at the base of the fire

Make Certain:

Everyone is evacuating
The fire department is notified
The fire is small and confined
You have an unobstructed escape route
If in doubt, get out! Close the door behind you.



Fire or smoke (CODE RED)

Main campus 617-632-3232.... (x2-3232)

All other locations Call 911

Procedure for responding to an alarm:
(R.A.C.E.)

RESCUE • ALARM • CONTAIN • EVACUATE

See Emergency Flip Chart for
patient care staff specific roles

Life-threatening medical emergencies

Main campus 617-632-3232.... (x2-3232)

to activate Adult Medical Response Team
or Pediatric Code Blue

**All other DFCI locations including
Longwood Center Call 911**
to activate local Emergency Medical Service

Exposure: blood/biological/chemical/other

WASH SKIN AND FLUSH MUCOUS MEMBRANES
Call Occupational Health Services (OHS) x 2-3016
or 617-632-3016 - 24 hours a day, 7 days a week

Urgent therapy may be needed

Follow up by notifying your supervisor

Security and other emergencies

Main Campus.... FSOC 617-632-3131 (x2-3131)
(Facilities Security Operations Center)

All other locations:

Serious Incidents.....Call local Security/Police

Minor Incidents.....Call FSOC 617-632-3131

*** BE ALERT AND AWARE ***

*** SEE SOMETHING * SAY SOMETHING ***

Report suspicious activity/behavior, threats or workplace violence

Emergency information & evacuation assembly
points are posted at exits and stairwells