

MassRobotics

Safety Procedures

Suite 201, 202 and 502, 12 Channel Street, Boston Rev 4 – 2/28/2025

EMERGENCY RESPONSE PROCEDURES

These emergency procedures and response actions are to help provide order during an otherwise confusing emergency, including, but not limited to, fire, power failure, gas leak, chemical spill, crime prevention and workplace violence.

Emergency number: 911

Nearest hospital:

Boston Medical Center, 1 Boston Medical Center Pl, Boston, MA 02118

Head northeast on Channel St toward Northern Ave. Turn left on Northern Ave. then left on Congress St. to I-93 S, Exit 18 toward Roxbury/Andrew Sq. and turn right on Massachusetts Ave Connector. Take right on Harrison Avenue. Turn right onto Boston Medical Center P1

Locations of evacuation routes: Do not take the elevators. There are stairs at the front of the building to the side of the general elevators. If those are inaccessible there are also stairs at the rear of the building next to the rest rooms.

Gathering Point: the gathering point for Suite 202 is across the street at the corner of Harbor Street and DryDock Avenue. During an evacuation alarm, this is the point where ALL employees and/or visitors will gather and receive any information or instructions regarding the emergency.

HOUSEKEEPING - GENERAL

1. Work locations and workstations shall be kept clean and orderly at all times. Keep floors and platforms free of dangerous projections or obstructions, free from oil, grease, or water. Where the type of operation produces slippery conditions, clean the area immediately or employ other methods to reduce the hazard of slipping.
2. Work to prevent the falling or tipping of stored materials.
3. Keep emergency exits, stairways, and material storage areas clear at all times.
4. Materials and supplies shall not be stored in walkways, access doors and fire exits or block access to fire equipment.

FIRE SAFETY AND EXTINGUISHER USE

Fires present very serious dangers to both residents and the workplace. Fires can quickly become out of control and spread rapidly. Fire extinguishing equipment is readily available in Suites 201, 202 and 502. There are multiple fire extinguishers mounted throughout the facility, each clearly marked.

There are five classes of fires and each fire extinguisher will be labeled as to what type of Fire can be extinguished with that unit. Every resident should be aware of the following classes of fires:

Class “A” fires involve paper, wood, and other ordinary combustibles. Class “B” fires involve flammable liquids like gasoline, oil, paints and solvents. Class “C” fires involve energized electrical equipment, wiring, fuses, motors, etc. Class “D” fires involve combustible metals like magnesium, sodium, or potassium, etc. Class “K” fires involve greases found in commercial cooking equipment.

If you encounter a fire that you feel you can suppress without endangering yourself, make sure you have the correct extinguisher suited for the given type of fire. If the fire is increasing in intensity, vacate the area immediately and wait for emergency response. Remember to use the “PASS” system when fighting a fire.

1. P -ULL the pin on the extinguisher to unlock the operating lever
2. A-IM the nozzle at the base of the fire
3. S-QEEZE the lever above the handle to discharge the extinguishing agent
4. S-WEEP the nozzle from side to side at the base of the fire

If the fire is being suppressed you may carefully approach the fire and continue to extinguish. Continue to watch the area after the fire is out for at least 30 minutes. If the fire becomes unmanageable at any time, vacate the area and call the fire department immediately.