

## Fire Evacuation Plan

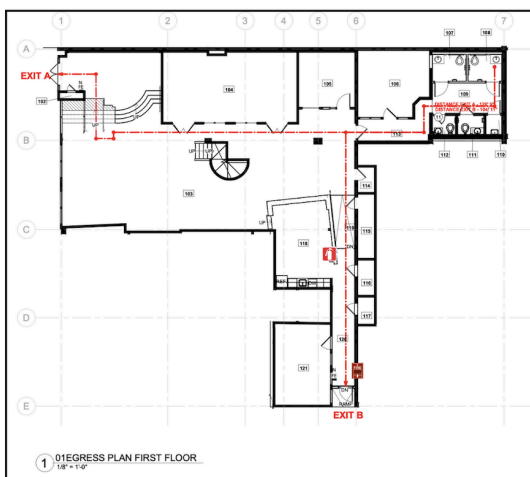
Fire drills shall be held within the first 24 hours of the beginning of each camping session.

### Fire Evacuation Procedure:

1. If a student or staff member sees a fire or smoke, or if the fire alarm sounds:
  - a. Immediately pull the fire alarm if it has not already sounded.
  - b. Go to the designated meeting area (St. Peter's Field) and call 911.
  - c. Give name, address, and details of fire emergency.
2. All students and staff are to immediately evacuate the building.
  - a. Elevators are not to be used during a fire alarm. Use the stairs.
  - b. Follow designated exit routes which are posted in each classroom.
  - c. If the designated exit way is blocked, go to the nearest available exit.
  - d. The last staff member out of the room shall verify that the room is empty and close the door.
  - e. After exiting the room the Lead Instructor will be responsible for ensuring the group calmly exits the building. The Assistant Instructor will be responsible for checking adjacent spaces that are not currently in-use by a camp and the restrooms for students before exiting.
  - f. Meet at the designated meeting area (St. Peter's Field) directly across the street from our center's location (see map below).
  - g. The Lead Instructor and Assistant Instructor will count the children in their group and confirm their count immediately upon reaching the designated meeting point.
  - h. The Program Director is responsible for confirming with the Lead Instructors that everyone has safely exited the building.
3. A physical copy of necessary documentation will be kept in the First Aid bag and be kept with the group as they exit the building.
  - a. Documentation must include the names, caregiver contact information, and any medical information submitted during the registration process for all registered campers.
  - b. Caregivers will only be contacted if emergency responders indicate that it is unsafe to re-enter the building. The staff member contacting caregivers will clearly indicate timeline information provided by emergency responders so that they can make an informed decision about whether or not to pick-up their child before the scheduled end-of-day.
4. The fire alarm system is not to be silenced unless approved by the Fire Department.
5. Teachers should stress to students that evacuations are to be conducted in a brisk, quiet, and orderly manner.
6. Notify fire fighters immediately if anyone is unaccounted for and advise of their likely location if thought to be in the building.
  - a. The Program Director will meet the arriving fire fighters and provide them with a copy of the building's floor plan, keys to the building, and location of fire.
7. Students and staff are not to reenter the building until fire officials give their approval.

# THE ROBO HUB EVACUATION PLAN

86a Sherman St. Cambridge, MA 02140



# Plan Approval

M

**Matt Segil** <matt@therobohub.com>  
to kaibert, Rjutrass, Rick ▾

10:33AM (3 hours ago) ☆ ↶ ⋮

Dear Chief Albert,

My name is Matt Segil and I help run a Cambridge-based K-8 education center called [The Robo Hub](#). I am currently working to ensure we are in compliance with DPH standards to run a summer camp at our center.


One of the documents we need to submit is a Fire Evacuation Plan that has been approved by the Cambridge Fire Department. Below I have shared our plan with the attached map.

I am writing now to request a review of our plan and feedback that would help us ensure a safe evacuation in the event of a fire. Please let me know if there is any further information I can provide or if you have any questions for me.

Thank you,

Matt Segil

One attachment • Scanned by Gmail ⓘ



Fire Evacuation P...

R

**Jutrass, Robert J.**  
to me ▾

1:54 PM (3 minutes ago) ☆ ↶ ⋮

Matt,

Your plan is approved. Please make sure all staff members are familiar with this safety plan. Your students should be instructed on what to do in an emergency at the beginning of the camp.

Best,

Captain Robert Jutrass  
Cambridge Fire prevention Bureau