

- ◆ **Remain on your relocation floor until an “all clear” announcement** is given over the voice communication system.
- ◆ **Occupants with mobility impairments** should wait in the corridor adjacent to the stairwell nearest the freight elevator lobby for assistance by the Boston Fire Department. Emergency intercoms are located in the freight elevator lobbies. If the corridor becomes untenable, enter the stairwell and wait at the landing area for assistance. If the occupant cannot physically descend the stairs, the stairwell is fire rated and offers refuge until emergency personnel arrive to assist.

The evacuation signals can be silenced and elevators returned to service only upon direction from the Boston Fire Department.

Evacuation Beyond the Relocation Floor IF

- ◆ the evacuation signal is sounding on the relocation floor, **or**
- ◆ you see smoke or fire on the relocation floor, **or**
- ◆ you are instructed over the voice communication system to evacuate the building

THEN

- ◆ **Continue all the way down the stairwell** to the main lobby or street level and **leave the building.**
- ◆ **Wait outside the building** at your assembly area for further instructions.

Shelter-in-Place

refers to an emergency procedure in which occupants of a building are advised to remain where they are because external conditions outside the perimeter of their building present an immediate danger or hazard. Shelter-in-Place can be ordered by public safety officials or building management. Examples of conditions for which Shelter-in-Place can be ordered include:

- ◆ Severe weather.
- ◆ Hazardous chemical or biological agent release.

- ◆ Violent criminal activity.
- ◆ Major building system failure (i.e. flooding, HVAC failure or power loss).
- ◆ Natural disaster (i.e. external flooding, etc.).

- ◆ Civil unrest or disturbances.

In office buildings, Shelter-in-Place orders are usually issued for a duration of only a few hours, not days or weeks.

What to Do for Shelter-in-Place

When Shelter-in-Place is ordered, it should be assumed that an immediate hazard exists somewhere other than the area in which occupants are currently located.

- ◆ Remain calm, do not panic.
- ◆ Do not attempt to leave the building unless directed by authorized officials.
- ◆ Stay on your primary floor, do not travel from floor to floor.
- ◆ Listen to live public address announcements from the building.

Prepare for an Emergency Before it Happens

- ◆ Remember all emergencies should be reported to Atlantic Wharf Security at **(617) 603-7190**.
- ◆ Learn where the fire alarm pull stations are located and how to use them.
- ◆ Learn the building evacuation procedure.
- ◆ Know your evacuation team members and their duties.
- ◆ Learn the location of exits and routes to the stairwells. Exit signs are posted throughout the floor.
- ◆ Count and familiarize yourself with the number of doors or openings between your office and both stairwells. A smoke situation may cause disorientation or confusion; plan and know your exit route.
- ◆ Know your relocation floor and exterior assembly areas.
- ◆ Participate in evacuation drills.
- ◆ Ask questions if you are not sure how you should respond.
- ◆ Call the Director, Safety and Security at **(617) 236-2306** for more information, or to arrange an Employee Awareness Training session.

If You are Trapped

- ◆ Go to an area as far away from the fire as possible.
- ◆ Close the doors.
- ◆ Plug door spaces or openings with clothing.
- ◆ Notify Atlantic Wharf Security at **(617) 603-7190** or the Fire Department at **(617) 536-1500** of your exact location.
- ◆ Await rescue instructions.

...And Remember

- ◆ Use the stairwells.
- ◆ Close doors to confine/slow the fire's spread.
- ◆ Get down low and crawl in a smoke filled area.
- ◆ Feel doors - if they are hot, do not open them.
- ◆ If clothes catch fire – Stop, Drop and Roll.
- ◆ Contact family members to inform them of your status as soon as the situation allows.

Do Your Part to Prevent Fires and Accidents

- ◆ Report all fire and safety hazards to Atlantic Wharf Security.
- ◆ Report any suspicion of fire to Atlantic Wharf Security including unusual odors and smoke.
- ◆ Do not overload electrical outlets and circuits.
- ◆ Keep exits, corridors, freight elevator lobbies and stairwells free from obstructions at all times.
- ◆ Never hang anything from a sprinkler or place furniture or equipment in such a way that it may block a sprinkler.

Summary

When the Fire Alarm System Activates

- ◆ Listen carefully.
- ◆ Wait for the evacuation signal to be sounded on the floor.

If the Evacuation Signal Sounds

- ◆ **Remain calm**-do not panic.
- ◆ **Look, listen, smell and feel** for smoke or fire in the office area or in the corridor.
- ◆ **Do not use** the elevators.
- ◆ **Walk** to the nearest stairwell exit and leave the floor.
- ◆ **Proceed down** the stairwell to the relocation floor.
- ◆ If the stairwell appears impassable, **cross over to the other stairwell and continue down.**
- ◆ **Remain on your relocation floor** until the “all clear” announcement.
- ◆ **If you have a mobility impairment**, wait in the corridor adjacent to the stairwell nearest the freight elevator lobby for assistance. If the corridor becomes untenable, enter the stairwell and wait on the landing area for assistance.

If the Evacuation Signal is Sounding on the Relocation Floor, OR There is Smoke or Fire on the Relocation Floor, OR You are Instructed to Evacuate the Building

- ◆ Continue all the way down the stairwell and leave the building.
- ◆ Wait outside at your assembly area for further instructions.

If Trapped

- ◆ Go to an area as far away from the fire as possible.
- ◆ Close the doors between you and the fire.
- ◆ Plug door spaces or openings with clothing.
- ◆ Notify Atlantic Wharf Security at **(617) 603-7190** or the Fire Department at **(617) 536-1500** of your exact location.
- ◆ Await rescue instructions.

Life Safety and Security is a matter of individual responsibility.



ATLANTIC WHARF

Life Safety & Security

And Remember

- ◆ Use the stairwells during a fire alarm condition.
- ◆ Close doors to confine/slow the fire's spread.
- ◆ Get down low and crawl in a smoke filled area.
- ◆ Feel doors-if they are hot, do not open them.
- ◆ If clothes catch fire-Stop, Drop and Roll.
- ◆ Contact family members to inform them of your status as soon as the situation allows.

If Shelter-in-Place is Ordered

- ◆ Remain calm, do not panic.
- ◆ Do not leave the building.
- ◆ Stay on your primary floor.
- ◆ Listen to live public address announcements.

Please take a moment to familiarize yourself with the enclosed information and then keep this “file” brochure handy in your office for quick reference.

Life Safety

Key components of the Boston Properties Life Safety Program are the **Life Safety Systems, Floor Evacuation Teams and Evacuation Drills.**

Life Safety Systems

- ◆ Alarm initiation devices, such as smoke and heat detectors, manual fire alarm pull stations and sprinkler systems, automatically activate the fire alarm system and alert the Boston Fire Department and Security when fire or smoke is detected.
- ◆ Sprinklers will also discharge water to contain a fire.

- ◆ Stairwell doors automatically unlock when an alarm activates to permit re-entry access at any floor.
- ◆ A voice communication system enables Security, Property Management and the Boston Fire Department to communicate information throughout the building.
- ◆ In addition to audio speakers, flashing strobe lights activate to notify building occupants of an alarm.
- ◆ Generators and batteries provide back-up power for emergency lighting and life safety system components.

Floor Evacuation Teams

- ◆ Selected tenant employees on each floor comprise a floor evacuation team.

- ◆ Each team includes a Floor Warden; Searchers; Exit and Elevator Monitors; and Aides to the Disabled.
- ◆ Each team member has specific duties to direct, guide and assist people in an orderly evacuation.

Evacuation Drills

- ◆ Awareness training and evacuation drills provide familiarity with Atlantic Wharf's life safety systems, **EXIT** routes and evacuation procedures.
- ◆ Active participation in these training programs and drills is strongly encouraged.

Your informed participation in this Program is essential to your safety, as well as the safety of your co-workers and visitors within the facility.

Fire Alarm Activation Sequence

Upon activation of the fire alarm system, the following will occur:

- ◆ An **alert signal**, a series of four (4) "beep" tones repeated three times, is broadcast to all floors in the building and **flashing strobe lights** activate.
- ◆ A **pre-recorded message** is then broadcast three times to all floors in the building: "Attention please. The signal tone you have just heard indicated a report of an emergency in this building. If your floor evacuation signal sounds after this message, walk to the nearest stairway and leave the floor. While the report is being verified, occupants on other floors should await further instructions."
- ◆ The floor **evacuation signal**, a temporal tone, is broadcast **ONLY** to the floor of alarm and the next contiguous floors directly above and below the alarm floor.

- ◆ **Live messages** are broadcast by Security or the Boston Fire Department to provide supplemental information and instructions.

Please note that elevators may be recalled to the lobby during certain types of alarms.

What to Do When the Fire Alarm System Activates

- ◆ **Listen carefully.**
- ◆ **Wait for the evacuation signal** to be given to your floor. The evacuation signal will only sound on the floor of alarm and the next contiguous floors directly above and below the alarm floor.
- ◆ **Remain in place and listen for further instructions** given over the voice communication system.
- ◆ **It is generally not necessary to evacuate the entire building.** The Boston Fire Department will make an assessment of the need for a total building evacuation.

What to Do When the Evacuation Signal Sounds

- ◆ **Remain calm** – do not panic.
- ◆ **Look, listen, smell, and feel** for smoke or fire in your office area or in the corridor.
- ◆ **Do not use** the elevators.
- ◆ Walk – **Do Not Run** - to the nearest stairwell exit and leave the floor.
- ◆ Proceed **down** the stairwell to your relocation floor, generally three floors below, unless otherwise instructed.
- ◆ If the stairwell you are using appears impassable, **re-enter on any floor and cross over to the other stairwell and continue down.** You should only proceed to a higher floor if specifically instructed by the voice communication system.

ATLANTIC WHARF SECURITY can be contacted at **(617) 603-7190**. Key components of the Program are the **Security Systems** and **Security Staff.**

Security Systems

- ◆ Closed circuit television cameras monitor various locations throughout Atlantic Wharf.
- ◆ Radio communication systems provide continuous contact among all Security staff.
- ◆ Public emergency assistance intercoms are located in the garage, which provide direct voice communication to Security.
- ◆ A card access system provides office building access control.

Security Staff

- ◆ Uniformed Security Officers are posted in the main lobby.
- ◆ Additional uniformed Security Officers provide random patrols and are available for response to incidents, emergencies or general requests for assistance.
- ◆ Atlantic Wharf Security monitors the Security Systems and initiates responses to incidents or requests for assistance.

Security

Emergency Assistance

In the event of an emergency:

- ◆ Call Atlantic Wharf Security at **(617) 603-7190** (or call the emergency agency directly at 911).
- ◆ However, if the emergency agency is contacted directly, also notify Atlantic Wharf Security. Response to the specific location of the emergency will be quicker if Atlantic Wharf Security is prepared and can direct the emergency agency upon its arrival.



Incident Reporting

If any of the following incidents occur, report them immediately to Atlantic Wharf Security at **(617) 603-7190**:

- ◆ Fire or smoke.
- ◆ Thefts or other criminal activity.
- ◆ Strangers or suspicious individuals.
- ◆ Solicitors on the property.
- ◆ Threats or harassment.
- ◆ Bomb threats or suspicious packages.
- ◆ Safety hazards.
- ◆ Flooding.
- ◆ Lost or found property.

The above list does not include all possible incidents that should be reported. The important factor to remember is: **"If in doubt...call!"**

Security Escorts

Escorts **within Atlantic Wharf** are available from Atlantic Wharf Security upon request. Advance notification is encouraged to avoid any delays in waiting for an escort.

Access Control

Access into the office buildings is controlled.

Employees

- ◆ All employees are required to show their ID badge to the Security Officer and to activate the ID badge reader at the lobby checkpoints.
- ◆ Any employee who does not have a valid ID badge will be treated as a visitor and will follow the procedures below during business hours. During non-business hours, the employee is

required to check in at the Lobby Security Desk, present another form of photo ID, and have their status verified by the Security Officer.

Visitors

- ◆ Access for scheduled visitors is authorized by entering their information into the Atlantic Wharf Visitor Security System in advance.
- ◆ Visitors who have received an authorized email credential from the Atlantic Wharf Visitor Security System may use that credential for admittance to the building.
- ◆ All other visitors are required to check in at the Lobby Security Desk and will be issued a visitor pass.
- ◆ Any individuals not listed in the Atlantic Wharf Visitor Security System will be delayed and provided with the use of a telephone at the Lobby Security Desk to obtain access approval from an authorized employee. The visitor will not be allowed access into the building until their information is entered into the Atlantic Wharf Visitor Security System by an employee, or is personally escorted by an employee with a valid Atlantic Wharf badge.

ID Badges

Each company assigns an Access Control Coordinator to administer their employee cardholder database.

Procedures for Acquiring ID Badges

- ◆ The Access Control Coordinator completes a new work order to create a new hire employee badge.
- ◆ The employee ID badge is issued within twenty-four (24) hours.



- ◆ Replacement ID badges require the same procedure and a replacement fee may be charged.
- ◆ Companies which maintain their own badge stock can use the work order system to activate a badge by providing the badge number and attaching a photo file to the work order.

Employee ID Badge Responsibilities

- ◆ ID badges should remain with the employee and not be left in the office.
- ◆ ID badges should be displayed to a uniformed Atlantic Wharf Security Officer when requested.
- ◆ ID badges should not be borrowed or shared by employees, and must never be given to non-employees.
- ◆ Lost or stolen ID badges should be reported immediately to the Access Control Coordinator so that the badge's access authorization can be deactivated.
- ◆ Malfunctioning ID badges or other problems should be reported to the Access Control Coordinator.
- ◆ ID badges must be surrendered upon termination of employment.

Security Awareness

- ◆ Any laptop, cell phone, or other electronic devices should be placed out of sight in a locked drawer or cabinet when not in use.

- ◆ Keep your purse, wallet, or other valuable items with you at all times or locked in a drawer or cabinet.
- ◆ Do not leave a purse under a desk or a wallet in a jacket that's left on a chair or behind an office door.
- ◆ Do not hang your purse, or your jacket with your wallet in the pocket, on the back of your chair in a restaurant. If you place your purse on the floor, keep it between your feet.
- ◆ Check the identification of any strangers, delivery or repair persons.
- ◆ A simple "May I help you?" can go a long way in deterring a suspicious person.
- ◆ If the person is there legitimately, the question will appear courteous and helpful. If the person is there for some unlawful reason, the attention will provide undesired visibility. Even individuals claiming to be looking for Human Resources, or for a friend or relative could be intruders or potential thieves.
- ◆ If you notice any suspicious or unusual activity, immediately notify Atlantic Wharf Security at **(617) 603-7190**.

...And Remember

- ◆ Smoking is prohibited in all areas including the rest rooms, elevators, emergency stairwells, service corridors, garage and outside within twenty-five (25) feet of all building entrances.
- ◆ Solicitation or distribution of any kind is prohibited in all common areas without prior written permission from Atlantic Wharf Property Management.
- ◆ No animals are allowed in Atlantic Wharf, with the exception of assistance animals.
- ◆ Bicycling, skating, or skateboarding is prohibited. Bicycle racks are provided for convenience at various locations around Atlantic Wharf. A secured bike cage is located on P1 for use by office customers only.
- ◆ All common area lobbies, freight bays, stairwells, and corridors must remain clear and free of debris at all times. Storage of furniture, boxes, or equipment in these areas is strictly prohibited.
- ◆ All activities in the common areas of Atlantic Wharf involving photography, video taping, or filming for media or commercial purposes requires the approval of Atlantic Wharf Property Management.

