



# Life Safety & Security

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

## 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 local fire department 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 reentry access at any floor.
- ◆ 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.

## Evacuation Teams

- ◆ Each company should designate employees as members of an evacuation team for their floor or area.
- ◆ Each team includes a Floor Evacuation Director; Search, Exit and Elevator Wardens; and Aides to the Disabled.
- ◆ Each Warden has specific duties to direct, guide and assist people in an orderly evacuation.
- ◆ Companies with only a few employees may need to combine duties into a smaller team.

## Assembly Areas

- ◆ Each company should establish an assembly area outside the building where their employees will gather.
- ◆ The assembly area should be within walking distance, but remote enough from the building to provide safety from hazards associated with the emergency.

## Evacuation Drills

- ◆ Awareness training and evacuation drills provide familiarity with 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.*

## What to Do When the Alarm System Activates

- ◆ **Listen for the evacuation signal.**  
The evacuation signal will consist of loud audible tones that will continue until silenced by the fire department.

- ◆ **Remain calm, do not panic.**
- ◆ **Look, listen, smell and feel** for smoke or fire in your office area or the corridor.
- ◆ **Do not use** the elevators.
- ◆ Walk – **Do Not Run** - to the nearest stairwell exit and leave the building. If you do not know where the nearest stairwell **EXIT** is, simply follow the **EXIT** signs installed on your floor or in the corridor.
- ◆ **Always follow EXIT signs and leave the building.** Proceed down the stairwell unless you are directed to a higher floor by an **EXIT** sign.
- ◆ 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 proceed to a higher floor only if specifically instructed.
- ◆ **Wait at a safe distance outside the building** at your company's assembly area for further instructions.
- ◆ **Occupants with mobility impairments** who cannot physically descend the stairs should enter the stairwell and wait on the landing area for assistance by the fire department. The stairwell is fire rated and offers safe refuge until emergency personnel arrive to provide evacuation assistance.

*The evacuation signals can be silenced and elevators returned to service only upon direction from the fire department.*



## 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

- ◆ 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 the fire department **(911)** 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 building management.

- ◆ Report any suspicion of fire to the fire department **(911)** including unusual odors and smoke.
- ◆ Do not overload electrical outlets and circuits.
- ◆ Do not put electrical cords under carpets.
- ◆ Keep **EXITs**, corridors 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.



Boston Properties Control Center  
Security 1-877-297-4411



Boston Properties  
Management (781) 530-1900



Police  
911



Fire  
911



Ambulance  
Services 911

# Security

The **Boston Properties Control Center** is staffed around-the-clock to monitor the Buildings Systems, and to initiate a response to incidents or requests for assistance. The Control Center can be contacted at **1-877-297-4411**.

## Emergency Assistance

In the event of an emergency:

- ◆ Call the Boston Properties Control Center at **1-877-297-4411** (or call the emergency agency directly at 911).
- ◆ However, if the emergency agency is contacted directly, also notify the Boston Properties Control Center. Response to the specific location of the emergency will be quicker if the Boston

Properties Control Center is prepared and can direct the emergency agency upon its arrival.

## Incident Reporting

If any of the following incidents occur, report them immediately to the Boston Properties Control Center at **1-877-297-4411**.

- ◆ 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!"***

## Access Control

- ◆ Most buildings are equipped with a card access system to provide office building access control during non-business hours.
- ◆ Additionally, intercoms are located at most main entrances of our buildings which provide direct voice communication to the Boston Properties Control Center in the event assistance is required.

- ◆ Each tenant should assign an access control coordinator to administer their employee cardholder database and to provide a liaison with Boston Properties Management.
- ◆ Access control badges should not be borrowed or shared by employees, and must never be given to non-employees.
- ◆ Lost or stolen access control badges should be reported immediately to the Boston Properties Control Center at **1-877-297-4411** so that the badge can be deactivated.
- ◆ Malfunctioning access control badges or other problems should be reported to the Boston Properties Control Center at **1-877-297-4411**.

## Security Awareness

- ◆ Laptops, iPhones, iPods, Blackberry or cell phones 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.



- ◆ Report to the Boston Properties Control Center at **1-877-297-4411** any broken or flickering lights, dimly lit corridors, doors that do not lock properly, broken windows or other safety hazards.
- ◆ 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 the Boston Properties Control Center at **1-877-297-4411**.

#### ...And Remember

- ◆ Smoking is prohibited in all common areas of all buildings including the rest rooms, elevators, emergency stairwells, service corridors, and garages.
- ◆ Solicitation or distribution of any kind is prohibited in all common areas of all buildings without prior written permission from Boston Properties Management.

- ◆ No animals are allowed in any buildings, with the exception of animals in the company of, and trained to assist, physically challenged persons.
- ◆ All common area lobbies, 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 any building require the approval of Boston Properties Management.



# 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 emergency **EXIT** and leave the floor.
- ◆ **Proceed down** the stairwell to the relocation floor.
- ◆ Follow **EXIT** signs and leave the building.
- ◆ If the stairwell appears impassable, **re-enter on any floor and cross over to the other stairwell and continue down.**
- ◆ Remain at your **external assembly area until the** until the “all clear” announcement.
- ◆ **If you have a mobility impairment**, wait in the corridor adjacent to the stairwell for assistance. If the corridor becomes untenable, enter the stairwell and wait at the landing area for assistance.

## 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 the Fire Department at **(911)** of your exact location.
- ◆ Await rescue instructions.

## 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.

## 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.

**Life Safety and Security is a matter of individual responsibility.**

