



**116 HUNTINGTON AVENUE  
BOSTON, MA**

**BUILDING EMERGENCY  
PROCEDURES & RESPONSIBILITIES**

**2022**

## **EMERGENCY PROCEDURES QUICK REFERENCE GUIDE**

The purpose of this Quick Reference Guide is to ensure safe and orderly conduct of all tenant employees, clients and visitors at 116 Huntington Avenue in the event of an emergency. This guide will identify procedures and tasks that must be accomplished by building occupants in the event of an emergency. An emergency is any occurrence that poses a reasonable threat to health and safety.

## **EMERGENCY & EVACUATION PROCEDURES**

Upon activation of the life safety system or a declared building emergency, these procedures are in effect. Tenants should follow their emergency response procedures. It is the tenant's responsibility to ensure that their employees are familiar with all emergency and evacuation procedures.

### **Sequence of events for the alarm signal and high-rise building evacuation**

- The alarm signal will sound on the incident floor and on the floor above and floor below the incident floor.
- The signal starts with a low frequency and rises to a higher frequency, stops, and then continuously repeats.
- Upon hearing the signal, walk to the nearest stairwell and exit the building.

### **Sequence of events for other floors**

Building occupants are not required to evacuate the building until they hear the alarm signal and corresponding message on their floor. The message is as follows:

"Attention please. The signal tone you have just heard indicates an emergency in this building. If your floor evacuation signal sounds after this message, walk to the nearest stairway exit and leave the floor. While the report is being verified, occupants on other floors should await further instructions."

### **Disabled Persons**

In the event a person cannot physically evacuate the building, he/she should be assisted to the corridor adjacent to the stairwell door nearest the freight elevator lobby on the floor (Stair 2) and wait for emergency personnel assistance. Tenant coordinators shall contact the incident commander and inform the building staff at the evacuation assembly areas of the exact location of the disabled persons. The incident commander will inform and the Boston Fire Department, who will conduct an immediate rescue.

### **Tenant Coordinators**

Once tenant coordinators have accounted for their employees, including the location of disabled persons, they should provide that information to the building staff at the evacuation assembly area. Staff accountability is the responsibility of the tenant.

### **After Normal Office Hours**

The building will be evacuated in the event of an alarm. The security guard will direct tenant personnel to the predetermined evacuation assembly area. Only after an "all clear" has been given by the Boston Fire Department can normal after hour activities resume.

On the following page, please find information about the building egress routes and evacuation assembly areas.

## Egress Routes

### ***Stair 1***

Take Stair 1 and continue all the way down the stairwell; exit onto Public Alley 402; turn left to Evacuation Assembly Area A or right to Evacuation Assembly Area B.

### ***Stair 2***

Take Stair 2 to the Lobby Level; exit onto Huntington Avenue; turn right to Evacuation Assembly Area A or left to Evacuation Assembly B.

Do not use the elevators during a building evacuation.

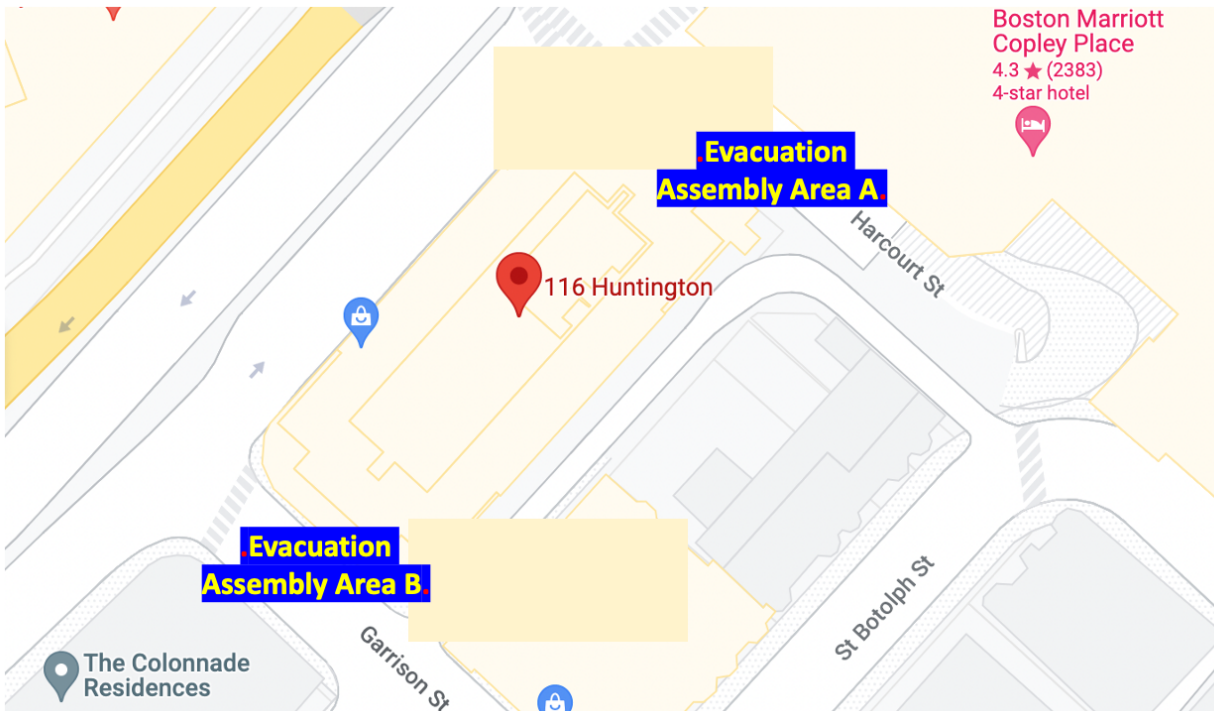
## Evacuation Assembly Areas

***Evacuation Assembly Area A*** is located on the sidewalk area of Harcourt Street, between 116 Huntington Avenue and the Boston Marriott Copley Place.

***Evacuation Assembly Area B*** is located on the sidewalk area of Garrison Street, between 116 Huntington Avenue and the Colonnade Residences.

On the following page, please find the evacuation assembly area map.

## EVACUATION ASSEMBLY AREA MAP



# TENANT RESPONSIBILITIES

## Fire/Smoke

1. Pull closest "pull station" or call 911.
2. Evacuate the building.
3. Notify 116 Huntington Avenue Security at 401-612-6832 as soon as possible.
4. Always follow your company's emergency response procedures.

## Hazardous Spills

1. Immediately evacuate the area of spill.
2. Contact emergency services.
3. Notify 116 Huntington Avenue Security at 401-612-6832 as soon as possible.
4. Only if properly trained and equipped, contain the spill using available spill kits.
5. Always follow your company's emergency response procedures.

## Medical Emergencies

1. Call 911. Be specific as to the type of emergency and location.
2. Contact 116 Huntington Avenue Security at 401-612-6832 as soon as possible.
3. Always follow your company's emergency response procedures.

## Natural Disasters | Earthquakes

For most of us, the biggest danger in an earthquake is not from a building collapsing, but from things inside the building falling or flying around while the building is shaking. Hazards found inside buildings include overhead lights, ceiling tiles, cabinets, windows, furniture and equipment.

- Get under a heavy table or desk and hold on; or sit or stand against an inside wall.
- Keep away from windows.
- If indoors, stay indoors.
- If outdoors, stay outdoors away from falling debris, trees and power lines.
- Many injuries occur when people act on their impulse to run.
- Train yourself to take cover where you are.

## Threats

A threat may be received at any time. It can be conveyed orally, by electronic and computer connections or through the mail.

1. Stay calm. Gather as much information as possible.
2. Dial 911.
3. Contact 116 Huntington Avenue Security at 401-612-6832 as soon as possible. A decision may be made to evacuate the building prior to the arrival of the authorities.
4. Always follow your company's emergency response procedures.

## Violent Acts

At no time should an employee put themselves in danger. Always take cover and perform the following when safe to do so.

1. Call 911. Be specific as to the type of emergency and location.
2. Evacuate the building if necessary and if safe to do so. Otherwise, take cover.
3. Contact 116 Huntington Avenue Security at 401-612-6832 as soon as possible.
4. Always follow your company's emergency response procedures.