

# 100 FEDERAL

## LIFE SAFETY & SECURITY

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# LIFE SAFETY

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

## LIFE SAFETY SYSTEMS

- ▶ The building is equipped with smoke & heat detectors, manual pull stations, and is fully sprinklered
- ▶ The fire alarm system automatically alerts the Fire Department and Security when activated
- ▶ There are visual signals and audible messages when the alarm activates
- ▶ Stairwell doors automatically unlock when alarm activates to allow for re-entry on other floors
- ▶ The building PA system allows for additional messages during an emergency
- ▶ There are emergency intercoms located throughout the building
- ▶ Life Safety systems are supported by backup generators



## FIRE ALARM ACTIVATION

### WHAT YOU WILL HEAR

- ▶ An alert signal of several beeps repeated three times will sound throughout the building – flashing strobe lights will also activate
- ▶ A pre-recorded message will sound throughout the entire building – this message informs occupants that there is a report of an emergency in the building and prepares you for possible activation of the evacuation tone
- ▶ If an evacuation is warranted, the evacuation tone – a continuous series of beeps – will activate
  - ▶ Initially, the evacuation tone will sound only on the floor where the alarm originated and the floor above and below.
  - ▶ The evacuation tone may sound on additional floors based on emergency circumstances.
- ▶ Additional messages may be broadcast over the building PA system by Security, Property Management, or Fire Department officials

## FLOOR EVACUATION TEAMS

- ▶ Evacuation Teams are organized by building clients
- ▶ Each team should include an emergency coordinator, searchers, and aides to those needing assistance - Some roles may be combined, or they may be performed by more than one individual based on client needs and protocols
- ▶ Please review client specific plans with your emergency coordinator

## EVACUATION DRILLS

- ▶ Are scheduled regularly by Property Management
- ▶ Provide familiarity with the life safety systems, evacuation routes and emergency procedures



# LIFE SAFETY

## WHAT YOU SHOULD DO

- ▶ Listen to all messages & tones carefully.
- ▶ Remain where you are unless/until the evacuation tone sounds – it is generally not necessary to evacuate the entire building
- ▶ Listen for additional instructions or information over the PA system

## IF THE EVACUATION TONE ACTIVATES ON YOUR FLOOR

- ▶ Remain calm – do not panic
- ▶ Walk to the nearest emergency stairwell and leave the area – do not use the elevators
  - ▶ Look, smell, feel, listen for fire or smoke conditions
  - ▶ You may need to alter your route and use other emergency stairs
- ▶ Proceed down the emergency stairwell to your relocation floor, generally three floors below, continue evacuating and exit the building if:
  - ▶ The evacuation tone is sounding on the relocation floor
  - ▶ There is fire or smoke present
  - ▶ You are instructed to evacuate further
  - ▶ Your company protocol dictates
- ▶ If the emergency stairwell you are using appears impassable, re-enter on any floor and cross over to another emergency stairwell and continue down
- ▶ You should only proceed to a higher floor if specifically instructed

## IF YOU NEED ADDITIONAL ASSISTANCE EVACUATING

- ▶ Proceed to emergency stairwell nearest the freight elevator lobby
- ▶ Use emergency intercom, call security or dial 911
- ▶ Report your location and type of assistance required; instructions will be provided

- ▶ If necessary, enter emergency stairwell and wait on landing for further assistance
- ▶ The emergency stairwells are fire rated and offer a place of refuge while waiting for assistance

## IF YOUR EXITS ARE INACCESSIBLE

- ▶ Go to an area as far away from the fire as possible
- ▶ If smoke is present, stay low as smoke/heat rises
- ▶ Close all doors between you and the fire or smoke
- ▶ Seal any openings with jackets, sweaters, etc....
- ▶ Notify security and/or the Fire Department by dialing 911
- ▶ Describe your exact location and assistance needed

## PLEASE NOTE

- ▶ All alarms are investigated and may only be silenced after the Fire Department has given the “all-clear”





# LIFE SAFETY

## SHELTER IN PLACE

Sometimes the safest place to be in an emergency is in the building. When this is the case, a Shelter-in-Place order may be given by public safety or building management.

Typically, a shelter-in-place order only lasts until the external emergency is over or mitigated to allow safe exit from the building.

### IF A SHELTER-IN-PLACE IS ORDERED

- ▶ Remain calm, do not panic
- ▶ Stay where you are - do not travel from floor to floor
- ▶ Relocate away from exterior walls & windows if instructed
- ▶ Listen for additional information or instructions over the PA system
- ▶ Tune into local news outlets but remember that official instructions will be made by building/public safety teams on-site

## PLEASE DO YOUR PART

- ▶ Report all fire and safety hazards to Property Management and/or Security as soon as they are discovered
- ▶ Call if you suspect or detect fire or smoke conditions
- ▶ Do not overload electrical outlets and circuits.
- ▶ Always keep exits, corridors, freight elevator lobbies and stairwells free from obstructions
- ▶ Never hang anything from a sprinkler or block a sprinkler head with equipment or material storage.



## PRE-EMERGENCY CHECKLIST

- ▶ Note phone numbers for Security and Property Management at end of this brochure. Consider entering into your phone contacts.
- ▶ Take time to locate emergency stairwells, fire alarm pull-stations, etc
- ▶ Be familiar with building emergency & evacuation procedures
  - ▶ Meet your evacuation team members before there is an emergency
  - ▶ Review location of Emergency Exits on your floor
- ▶ Know your internal relocation floor and external rally points
- ▶ Reach out to your company's emergency coordinator or the Property Management & Security teams if you have any questions or concerns
- ▶ Actively participate in scheduled evacuation drills and training sessions

# SECURITY

The security program consists of trained staff supplemented by systems and technology.

## SECURITY STAFF

- ▶ Security is available 24hrs per day, 7 days a week in fixed locations and assigned to patrol the property
- ▶ Trained in emergency protocols and procedures
- ▶ Supported by on-site managers & supervisors

## SYSTEMS & TECHNOLOGY

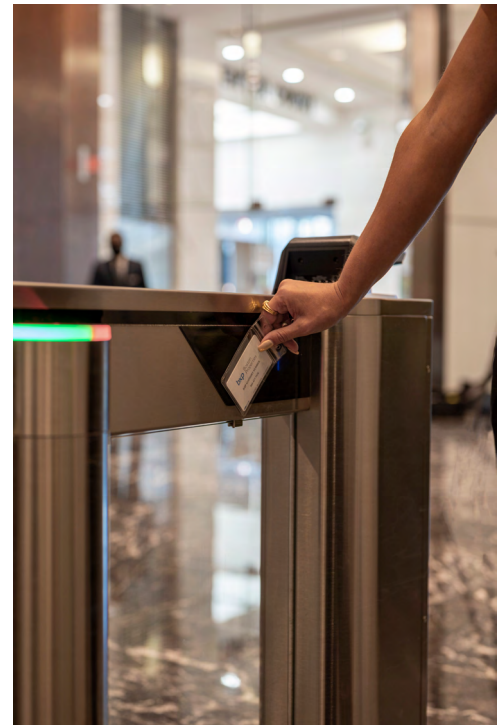
- ▶ Access Control Systems & Credentials
- ▶ Video Monitoring & Recording
- ▶ Emergency Intercoms
- ▶ Public-Address Systems
- ▶ Onsite Operations Center

## WHEN TO CONTACT SECURITY

Please call security whenever there is an emergency, or you have a question or concern about security or safety issues. Examples of when to call include:

- ▶ Fire or smoke
- ▶ Thefts or other criminal activity
- ▶ Suspicious individuals
- ▶ Solicitors on the property
- ▶ Threats or harassment
- ▶ Bomb threats or suspicious packages
- ▶ Safety hazards
- ▶ Building Emergencies such as Power Issues, Flooding, etc
- ▶ Lost or found property

If in doubt, please call!



## ACCESS CONTROL SYSTEMS

Access into the building is managed through card-reader equipped entrances

### CLIENT ASSOCIATES

- ▶ Must present BXP or client issued credential at card reader-controlled access points and/or show ID badge to security to enter the buildings
- ▶ ID badges may be required to access certain floors via the elevators

### VISITORS

- ▶ Visitors must be pre-authorized by entering them into the Visitor Management System in advance
  - ▶ [www.bptenantervices.com](http://www.bptenantervices.com)
  - ▶ If an email is provided during pre-registration, visitors will receive a QR code and instructions on how to enter the building
  - ▶ If an email is not provided during pre-registration, visitors must check in at the security desk to receive a visitor pass
  - ▶ Pre-authorized visits may be set for one-time only or for multiple visits
- ▶ Visitors not pre-authorized will be delayed and will not be allowed into the building until they are entered into the Visitor Management System or until a badged client associate comes to the lobby to personally escort them

### FORGOTTEN BADGES

- ▶ If you forget your ID badge, please have a co-worker enter you into the Visitor Management System so you can be signed in following the Visitor protocols
- ▶ If after-hours, or if a co-worker is unable to assist, please check in at the security desk and present a photo ID – security will attempt to verify your access privileges

## ID BADGES

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

- ▶ The Access Control Coordinator completes a work order to create a new hire employee badge record
  - ▶ If a badge is needed (non-client supplied) a photo of the associate may be attached to the work order

### REPLACEMENT BADGES

- ▶ If an ID badge is lost or stolen, please contact security immediately so that the badge / badge record can be deactivated
- ▶ Access Control Coordinator will complete a work-order to create a replacement badge record
- ▶ If a replacement badge is required from BXP, one will be created and made ready for pickup

### ID BADGE RESPONSIBILITIES

- ▶ ID badges should remain with you when on-site
- ▶ ID badges should be displayed to a uniformed 100 Federal Street Security Officer when requested
- ▶ ID badges should not be borrowed, shared, or given to others
- ▶ Issues with ID badges or building access should be reported to your Access Control Coordinator
- ▶ The Access Control Coordinator must notify security when badges / badge records are no longer needed – building issued ID badges must be returned

## SECURITY AWARENESS

- ▶ Valuable items such as purses, wallets, and electronics should remain with you at all times. Do not leave valuables in plain sight in vehicles
  - ▶ If necessary, lock valuables out of sight in your office, workspace, or vehicle
- ▶ If there is someone in your space who you do not know, introduce yourself and ask if they need assistance
  - ▶ 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
- ▶ Bicycle racks and cages are provided for convenience at various locations around the property
  - ▶ Utilize a strong, u-shaped lock secured to the frame
- ▶ If you notice any suspicious or unusual activity, immediately notify security

## KEEP IN MIND...

- ▶ Smoking is prohibited in all areas including the rest rooms, elevators, emergency stairwells, service corridors, etc
- ▶ Solicitation or distribution of any kind is prohibited in all common areas without prior written permission from Property Management
- ▶ Pets or animals are not allowed with the exception of trained service animals
- ▶ Bicycling, roller blading or skateboarding is prohibited
- ▶ 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 involving photography, video recording, or filming for media or commercial purposes requires the approval from Property Management

## IMPORTANT PHONE NUMBERS

Security  
617-434-3210

Property Management  
617-896-7320

Police/Fire/EMS  
911

*If outside agencies are called for an emergency, please also notify security so that we may assist and prepare for their arrival.*