

Emergency Procedures

Emergency and Incident Reporting

In the event of an emergency, immediately call the Boston Properties Command Center at 877-729-7441, or notify the appropriate emergency agency directly by dialing 911.

If the emergency agency is contacted directly, also notify Boston Properties Command Center at 877-729-7441. Response to the specific location of the emergency will be timelier if Kendall Center Security is prepared and can direct the emergency agency upon its arrival.

If any of the following incidents occur, they should be reported immediately to the Boston Properties Command Center at 877-729-7441:

- 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 or emergencies that should be reported. The important factor to remember is: "If in doubt...call!"

Because many emergencies may potentially impact other tenants, such as a bomb threat, it is required that each tenant notify the Boston Properties Command Center at 1877297441 of any emergency impacting their area. After an initial impact assessment, Kendall Center Management will forward information to other tenants as appropriate.

Emergency Preparedness

Boston Properties recommends that each customer have an emergency action plan in place to help their employees prepare for a regional emergency. Click on the links below to access a variety of resources that aid in preparing for a regional emergency.

- City of Cambridge: <http://www.cambridgema.gov/emergencymanagement.aspx>
- Massachusetts Emergency Management Agency:
<http://www.mass.gov/eopss/agencies/mema/>
- Department of Homeland Security: <http://www.dhs.gov/>

- Federal Emergency Management Association: <http://fema.gov/>
- American Red Cross: <http://www.redcross.org/>
- Center for Diseases Control and Prevention Emergency Preparedness and Response: <http://www.bt.cdc.gov/>

Fire

Tenant Awareness

Tenants are required to comply with national, state and local building and fire codes.

Additionally, Tenant management should conduct periodic training sessions and inform all their employees of the life safety policies and emergency procedures of the building.

Life Safety Systems

Voice communication systems, where installed, enables Kendall Center Security, Property Management and the Cambridge Fire Department to provide direction and instructions to all building occupants during an emergency.

- Alarm initiation devices such as smoke detectors, heat detectors and manual fire alarm pull stations automatically alert the Cambridge Fire Department when fire or smoke is detected. Sprinkler systems discharge water to contain a fire while simultaneously activating an alarm to summon the Cambridge Fire Department.
- Stairwell doors automatically unlock when an alarm is activated to permit access onto any floor.
- A voice communication system enables Security and the Cambridge Fire Department to communicate information throughout the building.
- Backup power for emergency lighting and life safety system components, if needed, is provided by a generator and batteries.

Sprinkler Systems

This is a fully sprinkled building; sprinkler heads are located throughout the building.

Activation of a sprinkler will activate an audible alarm throughout the building, an alarm condition at Fire Alarm Panels and at the Cambridge City Box. The sprinkler system is integrated with the fire alarm system in order to activate the fire alarm sequence of operation and notify the Cambridge Fire Department if water is discharged from a sprinkler. While the system automatically summons the Fire Department, you should still notify the Cambridge Fire Department by dialing 911.

Manual Fire Alarm Pull Stations

Pull stations are located on each floor near stairwells. To operate – Pull Down. When a pull station is activated, the fire alarm emits a bell tone and sounds throughout the

building. It also activates an alarm at the Fire Alarm Panels and at the Cambridge City Box. You should be familiar with the location of these devices on your floor.

Smoke Detectors

Smoke detectors are located on every floor and in each elevator lobby. Activation of any detector will sound an audible alarm throughout the building and activate an alarm condition at the Fire Alarm Panel and at the Cambridge City Box. Activation of an elevator lobby smoke detector will recall the elevators to the Lobby Level.

Stairwell Doors

Fire rated stairwell doors provide protection from smoke and fire for building occupants during an evacuation. Stairwell doors are normally locked from the stairwell side to prevent unauthorized access to a floor. However, occupants can always enter a stairwell from occupied space. In office buildings, fire rated stairwells provide temporary safe refuge for occupants during an evacuation. They are also designed to be used by firefighters for fire suppression and rescue operations. Fire stairwells should NEVER be used for storage of materials and the routes to them should always be free and clear of obstructions.

Fire Prevention Safeguards

- Report all fire and safety hazards to the management office.
- Report any suspicion of fire to the Management Office, including unusual odor or smoke.
- Store flammable materials in approved containers and in approved locations.
- Check and regularly maintain the proper operation of all doors and exit signs.
- Keep exits, aisles, and corridors free of obstructions.
- Keep electric cords out from under carpets.
- Do not overload electrical outlets and circuits.
- Check for frayed wiring.
- Do not store anything in electrical or telephone closets.
- Make certain electrically operated equipment is properly grounded and regularly maintained.
- Turn off electrically operated office equipment when leaving the office at the end of the day.
- Practice good housekeeping and properly dispose of all unused flammable materials or obsolete fixtures, displays, etc.
- Restrict smoking to designated smoking areas.
- Do not hang anything from the sprinklers or store anything within 18 inches of the sprinkler.
- Things to Think About **BEFORE** an Emergency Occurs:
 - Become familiar with the location of exits, the layout of your floor, and the building evacuation procedures.

- Learn the locations of, and how to use, the fire alarm pull stations.
- Know the members of your Floor Evacuation Team and their duties.
- Know the telephone number of the management office (617) 4910709 and how to contact the Fire Department 911.
- Know the telephone number of the weekend and after-hour Boston Properties Control Center 18772974411.

Freight Elevators

- Reservations for exclusive service elevator use can be made by submitting the request, including date, time, purpose, and any other special needs, at least twenty-four (24) hours in advance. All requests should be submitted by the Tenant Representative via bptenantservices.com. If access is not available, call the Management Office at (617) 491-0709. Extended loading dock time is only available during non-business hours: Monday-Friday, and all day Saturday and Sunday.
- Freight elevators are available for exclusive use Monday through Friday after 6:00 PM, and 24 hours/day on weekends.
- Exclusive use of elevators is subject to availability and the tenant will be charged an hourly fee.
- Elevator hatches are not permitted to be opened for any reason during operation of the elevator. Oversized furniture and equipment may require an elevator mechanic's involvement, which must be arranged through the Kendall Center Management Office at least seventy-two (72) hours in advance.
- Boston Properties will coordinate for a security officer to assist with any facility, elevator, and security concerns and to supervise the use of the loading dock, building entrances, lobbies, as required for your building. There is a four hour minimum for each security detail.
- All movers must be Union; a preferred vendor list is available from the Management Office upon request. Evidence of insurance must be provided prior to the start of any work.
- Temporary staging of furniture and/or equipment in public areas is not permitted. Arrange with your mover to bring only furniture that can be put in place at the time of the move-in.
- Only rubber wheeled trucks and dollies may be used. These vehicles are not allowed on the passenger elevators.
- All routes on finished floors or carpeting must be protected with plywood or masonite that is to be removed at the end of each workday.
- Reasonable care must be exercised at all times to prevent personal injuries and property damages. Freight or furniture must not be hauled on passenger elevators without permission from Management Office.
- All packing crates must be removed at the end of the day. Trash shall not be staged in common areas.

- All common area lobbies, passenger elevator cars, 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 areas are to be broom cleaned at the end of each workday. Caution must be exercised so debris does not drop in the elevator shaft ways.
- The Janitorial Company utilizes the freight elevator from 6:00 PM – 10:00 PM, Monday through Friday. The service elevator dimensions are as follows:
 - The Freight elevator serves floors: Basement – 12.
 - The inside dimensions of the freight elevator are 5' 5" x 3' 6" x 7'.
 - Maximum weight capacity is 4,500 pounds.

Kendall Square Notes

Bicycles, Skateboards, InLine Skates, Scooters

- Bicycling, skating, or skateboarding is prohibited in Kendall Center.
- Bicycle racks are provided for convenience at various locations around the Center.
- Kendall Center is not responsible for theft or damage of bicycles or other personal property left at these bicycle racks.
- Storage of bicycles in any common area lobby, service area, stairwell, or corridor is prohibited.
- Bicycles, skateboards and gas powered scooters are strictly prohibited from being brought into Kendall Center.

Gardens and Parks

- Those working in and visiting Kendall Center can enjoy the benefit of relaxing in one of the five landscaped gardens on the site.
- The Plaza is located between 255 Main Street and 325 Main Street and features ample bench seating for relaxing. The Plaza features the Entrepreneur Walk of Fame, similar to Hollywood stars; the names of seven of the brightest minds in the history of American business are immortalized with a sidewalk star in the Plaza sidewalks.
- The South Park Perennial Garden is located on Broadway between 105 Broadway and 145 Broadway. Designed to provide interest throughout the seasons, it consists of a variety of colors and textures as well as carefully graduated plant heights in its beds. The garden can be enjoyed from one of its teak garden benches and is accessible year round.
- The West Park Perennial Garden is adjacent to 150 Broadway. The landscaped areas incorporate a variety of colors and textures to provide the visitor with interest throughout the year. The garden is divided into four quadrants around a central grassy knoll. Teak garden benches in each of the quadrants provide a comfortable spot from which to enjoy the seasonal changes in the surrounding landscape.

- Galaxy Park, also known as Point Park, is located at the site's easternmost border, is designed for year-round enjoyment. The fountain is the focal point of the park and consists of a global sphere that operates as a traditional water fountain during the months of April through October and as a steam fountain from November through March.
- The Roof Garden, a beautifully landscaped botanical garden, is situated on top of the East Garage. The garden is equipped with benches making for a perfect outdoor retreat where you can relax and rejuvenate on a three season calendar.

Space Heaters

- Use of space heaters is prohibited at Kendall Center. Exceptions to this policy require express approval from Kendall Center Property Management.

Smoking

- Pursuant to the 1987 City of Cambridge Smoking Ordinance, Kendall Center is a smoke-free environment.
- The smoking of cigarettes, cigars and/or pipes is strictly forbidden within the Kendall Center complex including, but not limited to, all common areas including the rest rooms, elevators, lobbies, stairwells, service corridors, loading docks, and the garages.
- Smoking is permitted outdoors in specially designated areas. However, smoking is prohibited within 25 feet of any pedestrian entrance, or any building air intake.
- The tenant is responsible for ensuring that its employees, agents, contractors and invitees comply with the forgoing requirements. Please note that security staff is directed to remind building occupants and visitors of the smoking ordinance as necessary.

Solicitation and Distribution

- Solicitation or distribution of any kind is prohibited in all common areas of Kendall Center.

Please note the following definitions and guidelines:

- Common Area is any location within the building that is not specifically leased and under the control of a tenant. It includes, but is not limited to, elevators and lobbies, service areas, retail, the garage, and exterior grounds.
- Solicitation is asking, encouraging or recommending that employees, customers, or visitors contribute money to, submit signatures for, or become members of any organization. Solicitation also includes the selling of goods, services, merchandise, or tickets.
- Distribution is delivering or dispensing nonwork related literature, merchandise, or other materials.

Hazardous Chemicals Or Materials

- Tenants are required to furnish the Management Office with an inventory of all hazardous chemicals and materials used or stored within the Tenant space, as well as current copies of Material Safety Data Sheets (MSDS). This inventory should contain the name, type, quantity, specific location, and purpose of the chemical/material, and should be updated on a regular basis.
- According to OSHA regulations, it is the responsibility of an employer (Tenant) to provide its employees with training and essential safety information relative to hazardous chemicals or materials in their work areas at the time of their initial employment and/or whenever a new hazard is introduced into the workplace.
- Tenants shall comply with all federal, state and local safety regulations regarding the use and/or storage of hazardous chemicals and materials
- Tenants shall also ensure compliance with the following building operating procedures:
 - Hazardous chemical containers are not to be stored directly on the floor/ground. Secondary containers or baffled trays are to be used to ensure containment of spills.
 - Flammable chemicals are to be stored in approved, fire rated, flammable liquid cabinets inside the building.
 - All chemical containers utilized by a Tenant shall be labeled in accordance with state and federal regulations.
 - Tenant shall report the location of any/all observed unmarked (unlabeled) chemicals/materials to Management Office.
 - Chemicals of any type are not to be discharged or released into any sewer drain, placed in trash containers, or emptied onto the ground.
 - All unused chemicals and/or original and used chemical containers and related waste products are to be removed by the Tenant and disposed of in accordance with applicable local, state, and federal regulations.
- Tenant shall notify the Management Office at (617) 4910709 during business hours in the event of any chemical spill or leak in order to initiate required emergency responses, proper notifications and cleanup procedures. Chemically contaminated debris resulting or arising from the actions of Tenant are the responsibility of Tenant and are not to be disposed of without notification to management office.

Recycling

Single Stream Recycling

Boston Properties is proud to provide desk side single stream recycling program to all tenant employees in Kendall Center. This comprehensive recycling program is part of our standard building services. In addition to paper and cardboard, all metal or plastic

items with the recycling symbol 17 can be placed in the blue recycling bins beside each desk.

Acceptable materials include:

- paper of any color
- all glossy paper
- newspaper, magazines
- envelopes, including those with windows and/or labels
- all folders, including those with metal hangers and/or hooks
- computer paper, NCR (carbonless) forms and checks
- Paper that has been paper clipped, stapled, and/or taped
- Notebooks or folders that have plastic tabs or are bound together with plastic or wire spirals
- cardboard
- glass or aluminum bottles and cans
- ANY empty plastic item with the recycling symbol 17 on it

Unacceptable materials include:

- overnight mail packaging
- paper towels, facial tissue
- plastic, Styrofoam, or waxed cups
- waxed paper
- rubber
- wood
- items that have to be dismantled into separate materials (staplers, pens, etc.)

Each night, our cleaners collect the trash in one bin and the recycling in another. Sometimes there are separate porters for trash and recycling while at other times, they will bring the bins together. Trash and recycling are placed in separate compactors on the loading dock. The trash is then removed and disposed of while the recycling is picked up and brought to a sorting facility to separate and recycle the various elements.

As plastic liners are not recyclable, blue recycle bins are not lined. It is the responsibility of the tenant to make sure these bins remain clean. If you are interested in having plastic liners placed in these bins, please contact tenant services for a proposal as this is a billable expense.

All paper leaves the property weekly in locked compactors and is bailed at the recycling company's warehouse. Although confidentiality is reasonably preserved through this process, tenants may choose to shred particularly sensitive documents before placing them in the recycling receptacles

By fully utilizing the blue desk side recycle bin, your occupants can:

- contribute to the environment by recycling more waste
- reduces operating expenses at Kendall Center