

# EMERGENCY PROCEDURES

## IS THERE A NUMBER I CAN CALL IN CASE OF AN EMERGENCY?

You should call 911 in case of an emergency. If you need to alert the 50 Milk St. Security team to an issue, you may reach them at 617-590-0047.

## WHAT ARE THE PROCEDURES IN THE EVENT OF AN EMERGENCY ALARM?

Building evacuations occur only very rarely, but they do occur. Each CIC client company is responsible for its own evacuation.

### To summarize the building emergency procedures:

- The **pre-alarm** consists of a series of 4 “beeps” repeated 3 times as well as flashing strobe lights and a pre-recorded voice message (“Attention please: the signal tone you have just heard indicates an emergency in this building...”). Together, these signals indicate that there may be an emergency somewhere in 50 Milk Street. You should pay attention to the alarm system and await further instructions. As always, though, use your judgement (if you see smoke or fire, or if you gut is simply telling you to leave, leave).
- The **evacuation signal**, which is an unmistakable high-pitched screech, is broadcast to those areas that should be evacuated. If the evacuation signal sounds on your floor, or if you are instructed to evacuate, please calmly walk to the nearest exit stairwell and leave your floor.
- **Live messages** over the voice communication system from 50 Milk Street Security, CBRE (the building management company), and/or the Boston Fire Department may also provide instructions.

CIC is sometimes able to obtain more information about an emergency, and may relay it to you over email, but this in an alternate alerting system which you should not rely on.

In the event of an evacuation, if you cannot make it down the stairs on your own, the fire department requests that you go to the stairwell landing, rather than waiting at your desk. CIC team members will do their best to help and to report pertinent information to the fire department, but please know that CIC team members are not trained fire safety experts. If you are simply tempted to ignore the evacuation signal and the fire department is made aware of your presence in the building they will be compelled to enter and get you out.

Once outside, please **proceed to a rendezvous point away from the building**. Crowding in front of the building can create traffic for emergency responders and put you in danger in the case of falling debris. We encourage all client companies to review their own emergency procedures and have an evacuation plan in place.

## **WHAT ARE THE PROCEDURES FOR A HANDICAPPED PERSON IN AN EMERGENCY?**

It is important that you notify CIC in advance if you have any handicapped individuals or any other individuals who might have a difficult time descending the emergency staircase.

Each client company should designate two people to be aids to the handicapped person. The handicapped person should be assisted in an evacuation to enter the North stairwell, and should wait on the landing inside the door, or just outside depending on smoke, while others notify the fire department and/or security of the person's location there.

Of course, in all situations, use your best judgement.

For more detailed information on building management's procedures during any type of emergency you can download the Tenant Handbook [here](#).