

EMERGENCY PROCEDURES AND EVACUATION PLAN

One Broadway



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1.0 GENERAL INFORMATION

MANAGEMENT COMPANY: Jones Lang LaSalle

BUILDING ADDRESS: One Broadway
Cambridge, MA 02142

MANAGEMENT OFFICE & MAILING ADDRESS: 238 Main Street, STE 501
Cambridge, MA 02142

MANAGEMENT OFFICE TELEPHONE: 617-374-9900

MANAGEMENT OFFICE PERSONNEL:	Group Manager	Erika Clarke
	Senior Property Manager	Joe Gibbons
	Assistant Property Manager	Olivia Thomas
	Tenant Coordinator	Rachel Winsor
	Chief Engineer	Joe Medeiros
	Mechanic	Mike Hickey

ALLIED UNIVERSAL SECURITY: 617-583-2095
617-583-2096
617-785-1002 (Cell)
617-785-1037 (Cell)

STANDARD PARKING: 617-577-8074

POLICE AND FIRE:	Emergency:	911
	Local Police Precinct:	617-349-3301
	Fire Station:	617-349-4900

MEDICAL:	Emergency:	911
	Nearest Hospitals:	
	Mass. General Hospital 55 Fruit Street Boston, MA	617-726-2000
	Mount Auburn Hospital 330 Mount Auburn Street Cambridge, MA	617-449-5025

POISON CONTROL: 617-232-2120

** In a medical emergency, direct the ambulance, physician or paramedics to the Third Street entrance of One Broadway. Alert

the Security Desk to hold an elevator to expedite the response team's arrival to your floor.

2.0 EMERGENCY PROCEDURES AND EVACUATION PLAN

Overview

The purpose of this manual is to acquaint all tenant Evacuation Team members with One Broadway's Emergency Procedures and Evacuation Plan and provide specific information about what to do, who to contact, and what to expect in the event of an emergency. This plan should be considered an evolving document. Revisions will be made as new conditions and threats arise.

The One Broadway Emergency Procedures and Evacuation Plan is comprised of:

- Life Safety Systems
- Emergency Management Team
- Floor Evacuation Teams
- Evacuation Drills
- Employee Awareness

Life Safety Systems

Alarm initiation devices such as smoke detectors, heat detectors and manual fire alarm pull stations automatically alert the Cambridge Fire Department and One Broadway Security 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 activates to permit access onto any floor.

A **voice communication system** enables One Broadway Security, Colliers International and the Cambridge Fire Department to communicate information throughout One Broadway.

Back-up power for emergency lighting and life safety system components, if needed, is provided by the emergency generator and batteries.

Emergency Management Team

One Broadway utilizes a management team approach to ensure that emergency situations are handled in a well-ordered manner. Depending on specific circumstances, an Emergency Management Team will be assembled under the direction of the One Broadway Emergency Coordinator. In most incidents, the Emergency Coordinator is the One Broadway Property Manager. The alternate is the Assistant Property Manager.

The Emergency Management Team works very closely with tenant management, the Cambridge Fire Department, Cambridge Police and Emergency Medical Services during an emergency situation. When the emergency has been mitigated and the danger to life safety has subsided, the Emergency Management Team shifts its focus to recovery and clean up

operations to enable the affected area to be re-occupied and restored to normal conditions.

Floor Evacuation Teams

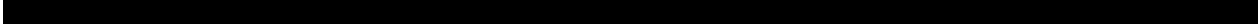
Tenant management should select employees on each floor to comprise an evacuation team. Each team includes a **Floor Evacuation Director(s), Search Warden(s), Exit Warden(s), Elevator Warden(s)** and **Aides to the Disabled**. Each warden(s) is (are) assigned specific duties, which are described herein, to direct, guide or assist people in an orderly evacuation.

Evacuation Drills

Evacuation drills are offered once each year to all tenants to provide familiarity with One Broadway’s life safety systems, exit routes and evacuation procedures. These training exercises are a critical component of our Plan and we strongly encourage active participation by all tenant employees. Colliers International will schedule the drills with our tenant representative contacts and/or the Floor Wardens.

Employee Awareness

Tenant management should conduct periodic training sessions and inform all their employees of the life safety policies and emergency procedures of One Broadway. A representative of Colliers International is available to participate in tenant safety and security awareness sessions.



3.0 HOW TO REPORT AN EMERGENCY

Fire or Smoke

- Activate the nearest fire alarm pull station located next to the emergency stairwells by pulling the handle down. By activating this alarm, the Cambridge Fire Department will automatically be summoned to that specific location.
- Notify One Broadway Security at 617-583-2095 to confirm the fire location.
- Walk to the nearest stairwell and begin evacuation procedures or await instructions from the Cambridge Fire Department and/or Colliers International.

Medical Emergency

- In the event of a medical emergency, call 911 and then call Security at 617-583-2095. Give the Security Officer the tenant name, floor, location on the floor and type of medical emergency.
- Security will respond to the call by doing the following:
 - They will respond to the scene of the accident to be of assistance.
 - They will call the freight elevators to the lobby and hold them for the EMTs. They will direct the EMTs to the freight to take them to the floor and the scene of the accident.

Other Emergencies

- For medical emergencies, bomb threats, suspected criminal activity, water leaks, or other emergencies, immediately call One Broadway Security at 617-583-2095 or notify the appropriate emergency agency directly by dialing 911.
 - If the emergency agency is contacted directly, you must also notify One Broadway Security at 617-583-2095. Response to the specific location of the emergency will be faster if One Broadway Security is aware of, and prepared for, the arrival of the emergency agency you have summoned.
-

4.0 FIRE ALARMS

Activation Sequence

When the fire alarm system has been activated, the following sequence of events will occur:

- An **alert signal**, a series of four (4) "beep tones" repeated three times, is broadcast throughout the building over the voice communication system and the **flashing strobe lights** on the alarm notification devices will activate to gain the attention of building occupants.
- A **pre-recorded voice message** is then broadcast two times throughout the building 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 and leave the floor. While the report is being verified, occupants on other floors should await further instructions."
- The **evacuation signal**, which is a temporal "gong" tone, is broadcast **only** to the floor of alarm and the next contiguous floors directly above and below the alarm floor.
- **Live messages** over the voice communication system from One Broadway Security, Colliers International and/or the Cambridge Fire Department may provide supplemental information and instructions.
- **Building elevators** may be automatically recalled to the lobby level during certain types of alarms.

What to Do When the Fire Alarm System Activates

- **Listen carefully.**
 - **Wait for the evacuation signal** to be given to your floor. The evacuation signal will only sound on the floor of alarm and the next contiguous floors directly above and below the alarm floor.
 - If you hear the evacuation signal faintly sounding from an adjacent floor, **prepare for a possible evacuation.**
 - **Remain in place and listen for further instructions** given over the voice communication system or for the evacuation signal to activate directly on your floor.
 - **It is generally not necessary to evacuate the entire building.** Only the Cambridge Fire Department based upon their assessment of the emergency, orders a total building evacuation.
-

**What to Do When
the Evacuation
Signal Sounds**

- **Remain calm** – do not panic.
 - **Look, listen, smell, and feel** for smoke or fire in your office area or in the corridor.
 - **Do not use** the elevators.
 - Walk; **do not run**, to the nearest stairwell exit and leave the floor.
 - **Proceed down the stairwell to the designated relocation floor**, generally three floors below, unless otherwise instructed.
 - If the stairwell you are using appears impassable, **cross over to the other stairwell and continue down**. You should only proceed to a higher floor if specifically instructed by the voice communication system.
 - **Remain on your relocation floor until an “all clear” announcement** is given over the voice communication system.
 - **Occupants with mobility impairments** should wait in the corridor adjacent to the stairwell nearest the freight elevator lobby for assistance by the Cambridge Fire Department. Emergency intercoms are located on floors 5 and 7 and on floors 13 thru 16. If the corridor becomes untenable, then the occupants should enter the stairwell and wait at the landing area for assistance. If the occupant cannot physically descend the stairs, the stairwell is fire rated and offers refuge until emergency personnel arrive to provide evacuation assistance.
-

**Evacuation Beyond
the Relocation
Floor**

It is only necessary to **evacuate all the way down the stairwell**, beyond the relocation floor, if one of the following events occur:

- The evacuation signal is sounding on the relocation floor.
- You see smoke or fire on the relocation floor.
- You are instructed over the voice communication system to evacuate the building.

If one of the above events does occur:

- **Continue all the way down the stairwell** to the lobby or Third Street exit and **leave the building**.
 - **Wait outside the building** at your assembly area for further instructions.
-

5.0 EMERGENCY EVACUATION TEAM

High Rise Evacuations

High rise office buildings present special challenges in dealing with emergencies. It is generally unnecessary and impractical to immediately commence the total evacuation of a high rise structure. The objective of this Plan is to immediately begin the movement of occupants within and directly adjacent to the floor in an alarm condition to a lower location in the building, beneath the alarm floor. This is considered a preliminary step pending arrival of the Cambridge Fire Department.

Upon arrival, the Cambridge Fire Department will take control of the building and will decide whether or not further evacuation is necessary or if the occupants should remain where they are or return to their normal office locations.

The Cambridge Fire Department will also control the alarm system, requiring the alarm evacuation signals to continue sounding until the Cambridge Fire Department official in charge at the scene is satisfied that no threat exists for the occupants and provides an "All Clear" command to Colliers International.

Floor Evacuation Teams

The success of any emergency plan relies heavily on the personnel assigned to coordinate the movement of occupants. Flexibility is a cornerstone of any emergency plan and can best be accomplished by having knowledgeable and experienced evacuation teams that will command respect and have the authority to make decisions.

Each floor should have one or more evacuation teams. The number of wardens on each evacuation team may vary according to the layout and population of the floor as well as scheduled work shifts. Personnel designated as wardens may perform multiple warden tasks. Alternate wardens are appointed to provide direction in the absence of the primary wardens. All wardens should be issued reflective armbands that will enable them to be identified as wardens by occupants and emergency response personnel. The reflective armbands can be obtained by contacting Colliers International.

Floor Evacuation Director

- Appoint floor evacuation team members and ensure that the floor emergency evacuation team roster is continuously updated. (Refer to the form in the Exhibits section in the rear of this manual.)
- Ensure that Search Wardens, Exit Wardens, Elevator Monitors and Aides to the Disabled are aware of their responsibilities.
- Be familiar with the floor layout, including the location of all exits, manual fire alarm pull stations and fire extinguishers.
- Designate a meeting place to which all wardens will return upon completion of their assigned duties. The Floor Evacuation Team should be the last occupants to leave the floor and should evacuate as a group.
- Notify One Broadway Security at 617-583-2095 of any emergency situations.

Provide continuous direction to wardens and floor occupants during an emergency to maintain a controlled and orderly evacuation.

Search Wardens

- Search the assigned area and alert all people of the emergency situation on the floor. This includes areas such as conference and meeting rooms, private offices, file rooms, computer rooms and restrooms. (One male and one female should be assigned these responsibilities.)
 - In areas which cannot be entered, Search Wardens should knock on the door and make it known to potential occupants that an emergency situation is occurring.
 - Be aware of both emergency stairwell locations on the floor and give direction as needed.
 - After completing all tasks, report to the Floor Evacuation Director for further instructions.
-

Exit Wardens

- Be familiar with the assigned stairwell location and designated relocation floor.
 - Ensure the stairwell vestibule and landing is clear and free of obstructions.
 - If an evacuation is necessary, hold open the stairwell door and direct personnel to use the handrail and keep to the right in order to allow passage on the left for the Cambridge Fire Department.
 - Ensure an orderly exit flow is maintained to preclude pushing or overcrowding of people. After all people have been evacuated, close the stairwell door and proceed to the relocation floor, or to a location as otherwise instructed.
 - Unless otherwise instructed, ensure all people are accounted for and have reached the designated relocation floor. If any person is missing, report this to the Floor Warden.
 - Ensure that all people remain at the designated relocation area until the "All Clear" announcement is given as directed by the Cambridge Fire Department.
-

Elevator Wardens

- Be familiar with the location of all stairwells.
 - Stand in the elevator lobby and direct people not to use the passenger elevators during a fire alarm emergency.
 - Direct passengers exiting the elevators to the nearest emergency stairwell.
 - Be available to assist the Floor Evacuation Director and the Cambridge Fire Department as needed.
-

Aides to the Disabled

- Two aides, in good physical condition, who are each able to be contacted immediately when an emergency arises, should be assigned to each disabled person.
- During an evacuation, the aides should assist the disabled person to the corridor adjacent to the stairwell door nearest the freight elevator lobby on the floor. If the corridor becomes filled with smoke or is otherwise untenable, then the disabled person and aides should enter the stairwell. The stairwell landing on each floor serves as the designated waiting area for disabled personnel and their aides to obtain assistance from the Cambridge Fire Department. While waiting in the corridor, or on the stairwell landing, all disabled personnel and their aides should remain off to the side as to not block others who may be using the stairwell.
- An emergency intercom is located in the elevator lobby on floors 5 and 7 and on floors 13 thru 16, which enables the disabled person and their aides to be directly connected to One Broadway Security. Security should be given the floor location, the number of disabled people, description of their disability and their names. This information will be forwarded to firefighters engaged in evacuation operations. Depending upon the circumstances, it may NOT be necessary to evacuate and firefighters may advise to stay in place on the stairwell landing until further notice.
- If the emergency stairwell landing cannot be reached, contact One Broadway Security at 617-583-2095, 617-583-2096, or 617-780-9088 and notify them of your location on the floor.

Assembly Areas

- Each tenant should establish an assembly area outside the building where all floor occupants will gather, should it be necessary to evacuate outside the building. The assembly area should be within walking distance, but remote enough from the complex to provide safety from hazards occurring at the affected building.
 - In the event of an actual emergency where media coverage is probable, the Floor Evacuation Warden should remind all floor occupants to contact family members to inform them of their status as soon as the situation allows.
-

6.0 BOMB THREATS

Types of Threats Bomb threats can be delivered in a variety of ways. The majority of threats are telephone threats called in to the potential target. Telephone threats can also be made by a third party who has become aware of a planted bomb. Occasionally, a bomb threat is communicated in writing or via a voice mail recording.

Rationale of Bomb Threats Terrorist organizations and criminal bombers wishing to cause personal injury or property damage generally do not make bomb threats. They simply plant and detonate an explosive device without warning. They will sometimes claim responsibility for the incident after the fact. Therefore, the two most common reasons a bomb threat is made are:

1. The caller has definite knowledge, or truly believes that an explosive device has been, or will be, placed in the facility and wishes to minimize personal injury or property damage. This caller may be the actual person who placed the device or someone who has become aware of it.
2. The caller wishes to create an atmosphere of anxiety or panic, which in turn results in a disruption of business or a cessation of other activities in the receiving facility.

Almost all threats fall into the second category and are classified as hoaxes after a proper assessment. However, any bomb threat will certainly cause some sort of reaction. A primary objective of this Plan is to minimize any potentially uncontrollable reactions.

Threat Assessment Although 99% of bomb threats are hoaxes, all threats must be taken seriously and reported immediately. Evacuation will be ordered only if an assessment of the threat indicates a reasonable likelihood that an actual explosive or incendiary device is present.

Colliers International's decision to evacuate subsequent to a bomb threat is based on the amount of specific information obtained from the actual threat and consultation with the local police. An immediate evacuation is likely to be exactly what the perpetrator is expecting.

If a full or partial building evacuation is warranted, the building's PA system is generally utilized to communicate information to the affected occupants.

Note: Regardless of Colliers International's position, it always remains the individual **tenant management's** decision as to whether to evacuate their own employees.

Receptionists, telephone operators and all tenant evacuation team members should be familiar with the Bomb Threat Checklist procedure and should keep this form handy (refer to the Exhibits section of this manual).

- Telephone Threats** The call receiver should refer to the Bomb Threat Checklist in the Exhibit section of this manual to assist in gathering accurate information and should also:
- Remain calm – do not panic.
 - Take the caller seriously.
 - Write down every word spoken.
 - Ask the caller for specifics, such as bomb location and detonation time, why he or she has planted the device, etc.
 - Listen closely to the background sounds. Is there music? Does it sound like an outdoor phone? cars? trains? etc.
 - Note the caller's mannerisms: accent, expressions, speech impediments.
 - Keep the caller on the line as long as possible.
 - Notify One Broadway Security immediately at 617-583-2095.
 - Complete the Bomb Threat Checklist, while the information is still fresh.
 - If the threat is on voicemail, **save the recording**.
-

- Written Threats**
- The person receiving the threat should save all material including the note, envelope or package wrappings.
 - After the written threat is identified, avoid unnecessary handling of the letter or package to preserve any latent fingerprints or other evidence.
 - Do not move the letter or package from its current location.
 - Notify One Broadway Security immediately at 617-583-2095.
-

**Colliers
International
Management
Response**

Colliers International will notify the Cambridge Police Bomb Squad and assemble the Emergency Management Team. In implementing the Emergency Procedures and Evacuation Plan, Colliers International will:

- Gather information and perform a preliminary impact assessment.
 - Determine whether evacuation is appropriate and/or to close One Broadway.
 - Notify tenant contacts.
 - Install notification signage at the building entrances, where feasible.
 - Begin conducting a search of the common areas, where appropriate, by on-site security and maintenance personnel.
 - Coordinate with the Cambridge Police Bomb Squad.
 - Continue to monitor the situation and assess any new information.
 - Prepare and deliver media communications and updates as appropriate.
 - Notify tenant contacts upon completion of search and Bomb Squad assessment.
 - Remove notification signage from the building entrances.
-

Tenant Response

Upon receipt of a threat directly or upon notification by Colliers International:

- Remain calm - do not panic.
- Implement your company's internal procedures regarding notifications of the threat to your executive management and/or your employee population.
- Notify tenant evacuation team members to be prepared for a partial or full evacuation, if it is determined that an emergency evacuation is warranted.
- All inquiries by customers or media should be referred to Colliers International.
- If the threat was specific to a floor or company, or if requested by Colliers International, tenants should conduct a search of their office space (refer to the Exhibits for detailed search instructions). Please note that the Bomb Squad **will not search** your area, because the most efficient search can only be conducted by those familiar with the facility or floor.
 - A search can be conducted by employees searching their own work areas and can be accomplished quickly with minimal disruption to normal activities. Employee search teams can be organized by using existing employee Floor Evacuation teams.
 - Each search team member is instructed:
 1. **Search** for items that appear to be "out of place" or that "do not belong" in the search area(s), especially noting any new objects or signs of alteration.
 2. **Do not touch** any suspicious or "out of place" item. No attempt to examine or move the suspect item should be made.
 3. **Notify** One Broadway Security to investigate if any such suspicious or "out of place" items are found. At this point the Bomb Squad will respond and take over.
 4. **Notify** tenant management when the search of the assigned area is complete.
 - Tenant management should notify Colliers International when all affected tenant space has been searched.

7.0 OTHER EMERGENCY PROCEDURES

Emergency Management and Notification

One Broadway has a comprehensive Emergency Management Program in place to facilitate efficient management of a crisis or emergency situation. The One Broadway evacuation procedures may be needed for a variety of other emergencies such as major water leaks, power failures, or natural disasters.

Because many emergencies may potentially impact other tenants, such as a bomb threat or major water leak, each tenant must notify One Broadway Security at 617-583-2095 of any emergency affecting their area. After an initial impact assessment, Colliers International will forward information to other tenants as appropriate.

Major Water Leaks

Although not frequent, major water leaks are the most common emergency incident due to the number of sources of water in the building that can malfunction (i.e. kitchens, restrooms, heating and cooling systems, sprinkler systems, etc.). If a major water leak is observed:

- Notify One Broadway Security at 617-583-2095.
- Evacuate the immediate area.
- Turn off all sources of electricity if the switch is accessible and away from the water.
- Colliers International will turn off the water source and shut down electrical power as required.
- Depending upon the severity of the leak, Colliers International will notify tenants whether evacuation of the area is necessary.

Power Failures

Power failures generally do not pose an immediate threat of personal injury. All critical life safety system components are supported by back-up emergency power. Sufficient back-up lighting is provided in tenant spaces, common areas and in the stairwells. Should a power failure occur:

- Stay calm.
 - Remain where you are and listen carefully to instructions broadcasted over the voice communication system.
 - Colliers International will notify tenant contacts regarding the expected duration of the outage and whether the area should be evacuated.
 - Should evacuation be necessary, the emergency evacuation procedures detailed in this manual should be followed.
 - Do not use elevators, unless directed otherwise. Power consumption for the elevators should be limited and reserved for emergency response personnel.
-

Natural Disasters

Although natural disasters, such as hurricanes, tornadoes and earthquakes, do not occur frequently in New England, it is prudent to be prepared.

Should a natural disaster strike while in the building, there are several generic safety precautions recommended for all occupants. It is important to note that falling objects and/or flying glass and debris are generally the greatest danger.

During an Incident

- Remain calm.
- Take cover under a sturdy table or desk, where feasible.
- Stay away from windows and the building's exterior walls.
- Move to an inside corridor and/or walls adjacent to the center core of the building, where possible.
- Stay on your floor, unless otherwise directed. Remaining in the building is generally considered safer than outdoors.
- Do not use elevators.
- If you are inside an elevator at the time of an earthquake, exit the car at the first opportunity and move to a doorway. If the elevator stops, use the elevator phone. You will be connected to building security.

After an Incident

- Check for injuries to other occupants on the floor. Do not attempt to move seriously injured persons, unless there is immediate threat of further injury.
- Wear shoes for protection from debris and broken glass.
- Use a flashlight, if additional lighting is needed. Do not use matches, cigarette lighters or electric switches or appliances for lighting.
- Do not use telephones, except for emergencies.
- Remain in place and listen for instructions. Remaining in place may initially be the safest location.
- Stay calm and be patient. It will take time to perform a damage assessment and research the most appropriate time and means of evacuation.
- If the floor becomes untenable, proceed to the nearest stairwell exit and relocate down at least three floors to a lower floor that is tenable.
- Avoid going all the way down to the building's lobby or outdoors unless otherwise directed.
- Be prepared for aftershocks in the event of an earthquake.

Again, remaining in the building may be the safest temporary location. Until an assessment is complete, it may be more dangerous outdoors. Additionally, natural disasters are generally geographically widespread and initially there may be no other place to go to wait or to seek alternative shelter. Roads and public transportation may be temporarily closed. Priority will be placed on emergency services and dealing with injured persons.

It is recommended that all tenants have a thorough internal natural disaster preparedness plan, including a pre-incident survey and checklist, as well as internal business resumption plans for dealing with the aftermath.

**Biological,
Chemical or
Radiation Threat**

In the event of a biological, chemical or radiation threat, building management will rely upon guidance from local authorities to determine response to insure the safety of our tenants and visitors.

Conditions will be monitored via radio and television.

In certain situations, local authorities may advise that a “shelter in place” strategy is preferable and safer than a building evacuation. “Shelter in place” means that all occupants should move to interior sections of the building and close doors to perimeter offices and conference rooms. Building management will communicate all instructions via the public address system.

**Hazardous
Materials Incident**

In the event of a hazardous materials spill, call Security at 617-583-2095.

If possible, locate the Material Data Safety Sheet (MSDS), which will identify the substance and proper procedures for treatment.

Building management will notify local and governmental authorities as required by the specifics of the incident. They will also conduct an assessment to determine the following:

1. Name of substance/chemical
2. Is substance flammable or explosive
3. Location of incident/substance
4. Time of occurrence or detection
5. Attempts to contain substance/chemical
6. Are sewer, water & HVAC system protected
7. Estimate quantity of substance/chemical
8. Will evacuation be necessary

Management will contact a licensed environmental remediation company to clean the affected area.

Civil Disorder

In the event of a civil disorder in or around the building, management will take actions as appropriate, to protect the building and our occupants.

Management may decide to go to after hours sign in procedures, to keep protesters from entering the building and disrupting our businesses. If a protest is known of in advance, extra security officers, and in some cases a police detail will be hired to maintain order.

Our cleaning crew will be standing by in the event that a clean up is required.

Workplace Violence In the event of an incident involving workplace violence, call 911 and Security at 617-583-2095.

Please notify building management of any layoffs in advance so security can be ready to respond in the event of an incident.

If an employee has been awarded a restraining order by the courts, the employer should furnish a photograph of the individual to security to post at the lobby security desk. If security sees the person in the building, they will immediately call 911 for police assistance and they will contact the employer.



8.0 EMPLOYEE AWARENESS

Tenant Employee Training and Participation

The success of any Life Safety and Security Program depends on the informed participation and cooperation of all tenant employees. All employees should receive periodic training and instruction by tenant management regarding One Broadway's Life Safety and Security Program.

This manual includes several Exhibits that are designed as handouts to be photocopied and given to each employee. They can be included in a tenant's new employee orientation program and as part of a tenant's ongoing periodic emergency procedures training program.

A representative of Colliers International is available to participate in any type of tenant training and awareness programs. Please call the Property Manager at 617-374-9900 at anytime to arrange tenant-training sessions for your employees.

9.0 EXHIBITS

EXHIBITS

LIFE SAFETY SYSTEMS

System Overview	All of the systems and components described below are designed to detect report and, in some cases, control the spread of fire. Each system has emergency power capabilities supplied from generators and internal batteries should a loss of normal electrical power occur. Each system is periodically tested by licensed fire alarm technicians and sprinkler contractors.
Sprinkler Systems	Sprinklers are activated by high temperatures that cause the sprinkler to discharge water in a given area. Sprinklers are designed to suppress and contain a fire until it can be fully extinguished by firefighters. Additional sprinklers will activate in succession should the fire spread beyond its point of origin. Water pressure is maintained by automatic fire pumps to ensure a continuous flow of water is applied to the fire. The sprinkler system is integrated with the fire alarm system in order to activate the fire alarm sequence and notify the Cambridge Fire Department if water is discharged from a sprinkler.
Manual Fire Alarm Pull Stations	Manual fire alarm pull stations are located at stairwell exits and are designed to initiate an alarm and notify the Cambridge Fire Department. You should be familiar with the location of these devices on your floor. The device is activated by pulling the lever down fully.
Smoke Detectors	Smoke detectors are located on every floor and in each elevator lobby. Smoke detectors are also located in building mechanical rooms and electrical closets. Additionally, detectors are installed in the ventilation ductwork on each floor. Activation of any of these devices will summon the Cambridge Fire Department and start the fire alarm system sequence.
Speaker / Strobe Devices	Speaker/strobe units are alarm notification devices designed to alert building occupants of an active fire alarm and to provide live voice communication during an emergency. These devices are located throughout each floor to enable One Broadway Security, Colliers International and the Cambridge Fire Department to communicate information throughout the building.
Stairwell Doors	Stairwell doors are fire rated to provide protection from smoke or fire for occupants during an evacuation. These doors are normally locked from the stairwell side to prevent unauthorized access onto a floor, but will always allow entry into the stairwell. When a fire alarm occurs, all stairwell doors will automatically unlock to allow re-entry onto any floor during an evacuation. The doors are designed to close and latch to minimize the spread of smoke into the stairwell and should not be held or blocked open during a fire alarm event.

EMERGENCY EVACUATION TEAM OVERVIEW

Floor Evacuation Director

- Selects personnel to serve as wardens.
- Instructs wardens and personnel in evacuation procedures and of exit routes.
- Oversees the floor evacuation during actual emergencies and drills.
- Designates a meeting place for wardens and evacuates with them as a group.

Search Warden

- Announces the alarm condition or emergency to floor occupants.
- Directs personnel to proceed to the stairwell exits.
- Searches every room for people who may not be aware of the alarm or who may need assistance.
- Advises the Floor Evacuation Director of special needs, problems or injured persons.

Exit Warden

- Checks the exit route to ensure that it is free of fire, smoke or obstructions.
- Directs personnel to the designated relocation floor via the stairwells and ensures an orderly exit flow.
- Ensures all personnel are accounted for in the designated relocation area.

Elevator Warden

- Advises personnel not to use the elevators during a fire alarm emergency and directs those people to the exit stairwells.

Aides to the Disabled

- Identifies people who may need assistance during an emergency situation and assists them in an evacuation.
 - Provides reassurance to injured or disabled people and waits with them for assistance by public safety personnel.
 - Summons additional assistance from the Cambridge Fire Department or Security as needed.
-

FLOOR EVACUATION TEAM ROSTER

**Report All Emergencies to One Broadway Security at
617-583-2095 or 617-583-2096.**

Tenant _____	Floor _____
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Position	Primary Person	Telephone	Alternate Person	Telephone
Evacuation Director(s)				
Search Wardens				
Exit Wardens				
Aides to the Disabled				
Elevator Wardens				
Additional				

BOMB SEARCH PROTOCOL

Bomb Search Areas Bomb searches are normally conducted by personnel most familiar with the affected areas. Generally, the Bomb Squad **will not** search for a device since they are least familiar with the property or area in the threat condition.

Common area search teams are comprised of building security, janitorial, garage and maintenance personnel. These team members typically search publicly accessible common areas, to include:

- Building entrances
- Main lobbies
- Public area restrooms
- Public stairways
- Elevators
- Garage/loading docks
- Exterior areas
- Mechanical floors and spaces

Based upon the facts surrounding the incident, it may be warranted to conduct a specific search of tenant occupied office space. A search can be conducted by tenant employees searching their own work areas and can be accomplished quickly with minimal disruption to normal activities.

Employee search teams can be organized by using existing employee Floor Evacuation Teams. These Team members search accessible tenant common areas on their floor, to include:

- Reception areas
- Floor corridors
- Copy/fax/mail rooms
- Conference rooms
- Unlocked closets & storage areas
- Unoccupied offices

Bomb Search Instructions

Each search team member is assigned a specific area and provided the instructions below:

- **Search** for items that appear to be “out of place” or that “do not belong” in the search area(s), especially noting any new objects or signs of alteration.
 - ***Do not touch*** any suspicious or “out of place” item. No attempt to examine or move the suspect item should be made.
 - **Notify** One Broadway Security to investigate, if any such suspicious or “out of place” items are found. At this point, the Bomb Squad will respond and take over.
 - **Notify** the Floor Evacuation Warden when the search of the assigned area is complete.
-

**Room Search
Technique**

The room search technique guidelines are as follows:

1. Conduct a visual sweep of the room and listen for unusual sounds. (If an unusual sound is heard, skip to step #5.)
2. Divide the room by height into stages as outlined below:
 - Floor to waist level
 - Waist level to eye level
 - Eye level to ceiling

Note: A search of the area above a suspended ceiling, if warranted, should only be conducted by building staff. Notify Security if a ceiling tile appears to be out of place.

3. If there are multiple searchers for a room, divide the room into areas of responsibility by the height stages above. Overlap the areas slightly for better coverage.
 4. The physical search should begin at the walls and work inward to the center. As areas are completed, chalk, tape or Post-It notes can be used to mark a completed zone.
 5. Refer to Bomb Search Instructions, if a suspicious device or package is found or when search is complete.
-

BOMB THREAT CHECKLIST

Time: _____ Date: _____ Length of call: _____

EXACT WORDING OF THREAT:

Questions to ask:

- 1. When is the bomb going to explode? _____
- 2. Where is it right now? _____
- 3. What does it look like? _____
- 4. What kind of bomb is it? _____
- 5. What will cause it to explode? _____
- 6. Did you place the bomb? _____
- 7. Why? _____
- 8. What is your name? _____
- 9. What is your address? _____

Caller's Voice: Apparent Age: _____ Apparent Sex: _____

- | | | | |
|--|------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Slow | <input type="checkbox"/> Calm | <input type="checkbox"/> Rapid | <input type="checkbox"/> Distinct |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Crying | <input type="checkbox"/> Laughing | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised | <input type="checkbox"/> Normal | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Excited | <input type="checkbox"/> Stutter | <input type="checkbox"/> Voice Cracking |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Nasal | <input type="checkbox"/> Angry | <input type="checkbox"/> Accent or dialect: _____ |
| <input type="checkbox"/> Throat Clearing | | | |

Background Sounds: Local: _____ Distant: _____

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Subway | <input type="checkbox"/> Static | <input type="checkbox"/> Street Noises |
| <input type="checkbox"/> Music | <input type="checkbox"/> House | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Motors | <input type="checkbox"/> Factory Machines |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Phone Booth | |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Other _____ | |

Threat Language:

- Foul
- Well Spoken
- Incoherent
- Irrational
- Taped
- Message Read by Threat Maker

If the voice was familiar, whom did it sound like?

Did you identify this location to the caller? _____

Number at which call was received: _____

Your Name: _____ Company: _____

Your Position: _____ Phone: _____

**REPORT THIS CALL IMMEDIATELY TO ONE BROADWAY SECURITY
TELEPHONE: (617) 583-2095**

FACILITY PREPARATION GUIDELINES FOR ANTHRAX THREAT

As a result of recent incidents involving the use of Anthrax in various locations throughout the country Collier's International engineering and maintenance personnel are requested to perform inspections of their assigned properties to ensure proper facility readiness. The following is a guideline for Anthrax threat. Please review and adapt it to your building.

Mechanical Rooms

- Provide bullet documentation of each unit's HVAC functions.
- Change locks to mechanical rooms. Keys should not be able to be duplicated and should not be on master system.
- Card Access System installation.

Main Shut Offs

- Identify locations of main shut offs.
- Identify all equipment that is tied into main shut offs.
- Review alternative methods to shut off mains in an emergency. (Especially review alternatives in high rises).
- Identify all equipment that is tied into fire alarm panel.
- Review and know EMS shut down procedures.
- Review elevator tie-in.

Facility Entry and Exit Points (Including Loading Docks)

- Review all entry and exit procedures.
- Which entry and exit points are not necessary?
- Review hours of entry and exit point operation.
- Are camera and recording devices needed?

Security

- Contract Security personnel. Ensure that site procedures are known. Review facility security needs if contract security personnel are not currently in place.
- Develop site specific tests for contract security personnel. Ensure they are administered.
- Update all call lists.
- Review after hour's procedures.

Facility Specific Information

- Identify locations of Street exhausts and outside air dampers.
- Note all facility specific site information (i.e., Does facility contain asbestos? Identify locations where hazardous materials are stored.)

ANTHRAX THREAT PROCEDURES

Do not Panic

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin (cutaneous anthrax), swallowed or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics.
2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life threatening lung infection can occur, but prompt recognition and treatment are effective. Anthrax cannot be spread from one person to another person.

IF SUSPICIOUS UNOPENED LETTER OR PACKAGE MARKED WITH THREATING MESSAGE SUCH AS "ANTHRAX" IS DISCOVERED:

1. Do not shake or empty the contents of any suspicious envelope or package.
2. PLACE the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
3. If you do not have any container, then COVER the envelope or package with anything (e.g., clothing, paper, trashcan, etc.) and do not remove this cover.
4. LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e. keep others away).
5. WASH your hands with **soap and water** to prevent spreading any powder to your face.
6. Report the incident to local police and notify building management or security personnel.
7. LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local health authorities and law enforcement officials for follow-up investigation and advice.

IF ENVELOPE OR PACKAGE WITH POWDER SPILLS OUT ONTO SURFACE:

1. DO NOT TRY TO CLEAN UP THE POWDER. COVER the spilled contents immediately with anything (e.g., clothing, paper, trashcan etc.) and do not remove this cover!
2. LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
3. Wash your hands with **soap and water** to prevent spreading any powder to your face.
4. Report the incident to local police, **and** notify building management or security personnel.
5. Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling
6. SHOWER with **soap and water** as soon as possible. *Do Not Use Bleach Or Other Disinfectant On Your Skin.*
7. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, and to leave law enforcement officials for further investigation.

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS

Excessive postage	Excessive weight
Handwritten or poorly typed addresses	Lopsided or uneven envelope
Incorrect titles	Protruding wires or aluminum foil
Title, but no name	Visual distractions
Misspellings of common words	Marked as "Personal" or "Confidential"
Oily stains, discolorations or odor	Shows postmark that does not match return address
No return address	

(Recommendations forwarded to Colliers Meredith & Grew, by the Center for Disease Control and Philadelphia Division of Disease Control.)