

# 1050 Mass Ave Fire Evacuation Information

## How to Report a Fire:

Activate the fire alarm pull box located next to interior stairwells.

By activating this alarm, the Cambridge Fire Department will be dispatched.

Call the Property Management Office at 617-542-6818 to report fire location.

Go to the nearest stairwell and evacuate if necessary or wait for directions from the Cambridge Fire Dept. or Building Management. Your company's Floor Warden should take appropriate actions to coordinate evacuation.

## What to do When an Alarm Sounds:

The Fire Alarm must be treated as a building emergency and the following actions must be taken:

1. Proceed to the nearest exit.
2. Prepare to evacuate.
3. Follow instructions of the Floor Wardens and Searchers.
4. Assist in the evacuation of any disabled, elderly or pregnant persons.

## Floor Evacuation

Do not use the elevators. If your floor evacuation tone sounds or if the Fire Dept. instructs your floor to evacuate, walk; don't run to the nearest stairwell.

The doors at the stairwells are fire rated and it is extremely important to keep these doors closed. During an alarm condition, all stairwell doors automatically unlock allowing

access to all levels. It is possible that the fire dept. may be using the stairwells to go up to the fire area. Occupants should stay to the right when going down the stairwell.

Remember; always remain calm and think. If you are exiting a stairwell and it becomes impassable, you can cross on any floor to reach the other stairwell and continue down.

### Tenant's Responsibility

Each office manager or administrator is responsible for appointing a Floor Warden and designating the meeting place away from the building (e.g. Parking Lot). The tenant shall submit to Building Management the list of the persons assigned as floor wardens, assistant floor wardens, stairwell monitors, searchers and special assistants. Building Management will schedule fire drills on a yearly basis.

### Floor Warden's Responsibilities

Each administrator or office manager shall appoint a Floor Warden. The Floor Warden is an individual responsible for organizing and implementing each floor's evacuation plan.

- A. Appoint a person to fill in as an Assistant Floor Warden. This alternate shall be familiar with all the duties of the floor warden and will take charge in the absence of the floor warden.
- B. The Floor Warden shall be in charge and see that the floor's evacuation plan is carried out properly.
- C. Know all disabled personnel on their floor(s). Building Management should have a list of all disabled employees. The Floor Warden should continually update Building Management, in writing, as to the status of the disabled occupants on each floor.
- D. Know the location of fire equipment on each floor (manual pull stations, fire extinguishers).
- E. Supervise all Wardens during an evacuation to see that all positions are filled and that the duties of each are carried out properly. Coordinate meetings with your Wardens to ensure that they understand their responsibilities.

## Tenant Emergency Organization

Floor Warden shall appoint persons on their floor(s) to assume maintaining key positions in the emergency plan. Each position should have an alternate to fill in if that person is not available.

### **Floor Warden and Assistant Floor Warden**

Floor Warden(s) shall make certain that evacuation, if necessary, takes place smoothly. The floor warden is responsible for organizing and implementing their floor's evacuation plan. The Assistant Floor Warden shall assist and/or fill in if the Floor Warden is absent on the day of the fire drill.

### **Searchers**

The Floor Warden shall appoint at least one searcher to check that the floor has been evacuated. The Searcher shall check all bathrooms, storage rooms and conference rooms that can be searched and all tenants have evacuated. The Searcher will report these findings to the floor warden at a predetermined location on the floor

### **Stairwell Monitors**

The Floor Warden shall appoint stairwell monitors. These people will remain in the stairwells directing people and making sure that the stairwell doors stay closed. During an actual fire the elevators would be under the control of the Fire Dept.

### **Special Assistants**

The Floor Warden shall appoint a person to assist disabled persons during an emergency situation. This should include persons with temporary impairments, such as person pregnant or on crutches.

Tenant will submit a separate list of those individuals requiring assistant, indicating the severity of disability. The list for disabled persons on each floor should be kept at the fire panel, to be given to the Fire Department. It has been determined that the stairwells are the safest location for anyone requiring assistant during an emergency. Disabled persons should proceed to the nearest stairwell, to await assistance from the Fire Dept. The special assistant shall notify the command post and advise them on which floor disabled persons are awaiting evacuation. It is possible that some individuals on the Fire Department's list are not on the floor or in the building, on the day of incidence.

## Fire Drills

Tenants are required to participate in a fire drill once a year. The purpose of these drills is to familiarize tenants with the fire alarm signals and to undertake an actual evacuation thus familiarizing the occupant's with the building's stairwells.

## **Drill Preparations**

- A. Building Management will send an email, notifying tenants of the drill time and location.
- B. The tenant's Floor Warden is responsible for circulating a memo throughout the floor. This memo shall include the floor evacuation instructions and this drill's predetermined point of evacuation, drill time and the day, which the fire drill will be held.
- C. A skeleton crew may remain in the tenant's office to conduct business and assume security during the fire drill. However, those who remain in the office during the first fire drill must participate in subsequent fire drills.

## **Actual Procedure**

- A. Drills are normally held at 10:00am, assuming that most tenants have arrived and are aware that the alarms are only a drill.
- B. At 10:00am, Building Management and the fire alarm contractor will activate a manual fire alarm. An Elevator Technician will also be onsite to recall the two elevator cabs to the lobby. Alarm strobes will flash on all floors.

The Floor Warden should be putting the floor evacuation plan into action. All assistant Wardens, Searchers, Special Assistants, and Stairwell Monitors should be assuming their positions.

Building Management will only supervise this drill. In an actual fire, Building Management would be attempting to control the fire and coordinating the operation of the life safety systems. The tenant should have an evacuation plan that will be totally independent of building leadership during an emergency.

- C. Occupants should leave the floor via the nearest stairwell and exiting plan. Go to your meeting point, away from the building, set by your company.
- D. Building Management, after the fire drill is concluded, will meet and discuss whether all systems and plans functioned properly and determine the overall effectiveness of this drill.

## **Fire Prevention**

- A. Report all fire hazards such as blocked stairwells, inoperative exit signs, and storage of flammable materials to your floor warden and Building Management. All corridors and passageways should be kept free of storage boxes, etc.
- B. All appliances must be U.L. approved for use in 1050 Mass Ave.

- C. Space heaters can overload electrical circuits and pose a definite fire hazard. Space heaters of any type are against fire code and are not approved for use in 1050 Mass Ave.
- D. Report appliances that are not in good repair. Short circuits or sparks from a frayed cord could start a fire.
- E. Be familiar with the location of your floor's manual fire alarm pull stations, fire extinguishers and stairwell exits.
- F. Participate in your floor's fire drills to familiarize yourself with the building's fire alarm signals, stairwell exits and your floor's evacuation plan.
- G. Verify that you can hear the building's public address system from your office and all points on your floor. Building Management will conduct audio tests on each floor on request.

## Life Safety Systems

1050 Mass Ave's life safety systems are designed to detect, report, and in some cases extinguish the fire completely.

### **Sprinkler System**

The sprinklers are activated by high temperature, which melts a link and causes the sprinkler to discharge water in a limited area. If the fire is not controlled, other sprinklers will be activated as the links melt. A flow of water from a sprinkler head will activate the fire alarm system.

### **Manual Fire Pull Stations**

These stations are clearly marked. Be familiar with their location on your floor. They are located directly next to the stairwells, and in each elevator lobby.

### **Fire Strobes and Speakers**

These audio/visual devices are the systems means of communication. These devices are placed in various locations throughout the floor and building to provide total communication during an emergency situation.

## **Smoke Detectors**

There are smoke detectors located on every floor, in each elevator lobby, as well as in all building mechanical and electrical rooms. These devices provide the initial warning signal of a fire in the building. By law, these devices are inspected at least once a year. The activation of a smoke detector will start all life safety systems and call the Cambridge Fire Department.

## **Stairwell Doors**

Stairwell doors are fire-rated doors. Their purpose is to seal off the stairwell from the office space, thereby preventing fire and smoke from spreading floor to floor.

Normally all stairwell doors are locked on the stairwell side. During an alarm situation however, all doors unlock allowing access to any floor during an evacuation. It is important that these doors are not held or blocked open as this allows smoke into the stairwell.

## **Elevators**

Do not use an elevator during a fire or alarm condition. The Fire Dept. will use the elevators to transport personnel to certain floors and/or to evacuate the disabled.