

EMERGENCY PROCEDURES

10 St. James Avenue &
75 Arlington Street

Physical Address:

10 St. James Avenue
Boston, MA
02116

75 Arlington Street
Boston, MA
02116

EMERGENCY TELEPHONE NUMBERS

All Emergencies	911
Management Office	(617) 451-9436
Security Desk	(617) 357-0961
Local Police Department	(617) 343-4200
Police Department (Emergency)	(617) 343-4200
Fire Department	(617) 343-3550
Area Hospital Tufts Medical Center	(617) 636-5000
Electric Company Eversource	(800) 592-2000
Gas Company National Grid	(800) 233-5325
Water Company Boston Water & Sewer	(617) 989-7000

EMERGENCIES

INTRODUCTION

Emergencies happen - and do impact the workplace. Although they are unplanned and unwanted, it is everyone's responsibility to be prepared for them. These Emergency Procedures contain the information you need to be prepared for an emergency. Everyone who works in this building must read and be familiar with these procedures. We recommend that these procedures be distributed to all employees and posted in a lunchroom or other common area.

If you have any questions about the procedures and plans in this Guide, please contact the management office at 617-451-9436.

EVACUATION PLAN

Knowing and following the evacuation plan is one of the most important things you can do to ensure your own safety and that of your co-workers. It is your firm's responsibility to assign responsible personnel to assist the property team, and be responsible for controlling the movement of your employees and visitors during a full or partial evacuation of the building. Building will adhere to Federal, State and local codes and statutes.

The Evacuation Plan includes information on the following topics:

- Emergency Evacuation Team Members and Responsibilities
- Evacuation Relocation Sites
- Emergency Response Training
- Evacuation Drills
- Emergency Procedures for:
 - Evacuation
 - Fire
 - Medical Emergencies
 - Power Failure
 - Bomb Threats
 - Chemical, Biological, or Radiological (CBR) Event
 - Terrorist Activities
 - Civil Disturbance
 - Workplace Violence
 - Earthquake
 - Hurricane and Tropical Storms
 - Tornado and Severe Weather

EMERGENCY EVACUATION TEAM POSITIONS AND RESPONSIBILITIES

Each tenant should establish an Emergency Evacuation Team based on the positions described below. We understand that no two buildings are alike, therefore, positions can be added to your Evacuation Team, if necessary, to provide ample coverage. In some cases, tenants may want to share responsibilities in common areas on the floor. Additionally, each tenant is encouraged to establish an after hours calling tree for contacting its' employees in the event of an emergency.

The Emergency Evacuation Team consists of the General Manager/Operations Manager, Floor Wardens, Suite Monitors, Searchers, Special Assistants, Stairwell and Elevator Monitors, and Alternates. It is each Emergency Evacuation Team member's responsibility to be familiar with the Plan, the emergency exits, and the location and operation of any available fire alarm system, equipment, and extinguishers.

The following table outlines the roles and responsibilities of the Emergency Evacuation Team members. All of the following roles are appointed by you, the tenant, with the exception of the General Manager/Operations Manager who is apart of the management office staff.

Evacuation Team Member	Description	Key Responsibilities
Property Team: General Manager/ Operations Manager	<ul style="list-style-type: none"> Manages the evacuation of the entire building; Is subordinate to any local authorities upon their arrival; however, the management staff remains in charge of all Building obligations. 	<ul style="list-style-type: none"> Provides overall management/supervision of the emergency evacuation. Handles all external (e.g. local authorities) and internal communications. Makes all decisions related to building emergencies and evacuation. Above all, has the responsibility to protect life and property.
Floor Wardens	<ul style="list-style-type: none"> Manages the evacuation of the assigned suite and common areas of the floor. Appointed by the tenant. Is also the Suite Monitor for the assigned suite. 	<ul style="list-style-type: none"> Organizes and directs the Tenant Emergency Evacuation Team for the assigned suite and common areas of the floor. Keeps the property team informed of absences of Tenant Emergency Evacuation Team members who are responsible for common areas. Ensures all common areas on their assigned floor are evacuated.
Suite Monitors	<ul style="list-style-type: none"> Manages the evacuation of the assigned suite. Appointed by each tenant for each suite. 	<ul style="list-style-type: none"> Organizes and directs the Tenant Emergency Evacuation Team for the assigned suite. Keeps property team informed of any change to the list of individuals requiring special assistance, as well as any absences or changes of the Tenant Emergency Evacuation Team for their suite.
Searchers	<ul style="list-style-type: none"> Ensures no one is left behind. Appointed by the tenant for each suite. Appointed by the Floor Warden for common areas. 	<ul style="list-style-type: none"> Searches and evacuates all rooms in the assigned suite Searches and evacuates common areas on the assigned floor. Informs the Suite Monitor when assigned area is fully evacuated.
Special Assistants	<ul style="list-style-type: none"> Aid persons requiring special assistance. Appointed by the tenant for each floor. 	<ul style="list-style-type: none"> Ensures that those needing special assistance are evacuated safely. Two Special Assistants are required for every individual requiring assistance.

Evacuation Team Member	Description	Key Responsibilities
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Evacuation Team Member	Description	Key Responsibilities
Stairwell Monitors	<ul style="list-style-type: none"> • Manages stairwell evacuation inside suites and common areas. • Appointed by the tenant for each suite. • Appointed by the Floor Warden for common areas. 	<ul style="list-style-type: none"> • Ensures that the stairwell door is not hot to the touch and there is no smoke in the stairwell. • Monitor #1: Holds the stairwell door, keeps talking to a minimum, does not allow food and beverages into the stairwell, and ensures those evacuating stay on the right side of the stairwell. • Monitor #2: Stands on the stairwell landing to direct traffic flow and encourages evacuees to remain calm and quiet.
Elevator Monitors	<ul style="list-style-type: none"> • Prevents use of elevators. • Appointed by the tenant for each suite. • Appointed by the Floor Warden for common areas. 	<ul style="list-style-type: none"> • Ensures that no one uses the elevators in an emergency. • Redirects occupants to stairwells.

ALTERNATES

Sufficient alternates for each Emergency Evacuation Team position must be assigned so that a principal or alternate is in the building at all times during working hours to supply leadership under the Plan. Coverage during vacation, sick leave, etc. must be taken into account.

TENANT DESIGNATED MEETING LOCATION

Each tenant is responsible for designating its own company meeting location for employees to congregate, in the event of a full building evacuation. The meeting place should be located well away from the building (300ft. minimum), and provide safe refuge. After the evacuation, the Suite Monitor is responsible for taking attendance to ensure that all of their company's suite occupants and visitors are accounted for, and should report missing individuals to the local authorities.

PARTIAL RELOCATION AND FULL EVACUATION STANDARDS

Building will adhere to Federal, State, and local codes and statutes.

EMERGENCY EVACUATION TEAM TRAINING

Each tenant must establish an Emergency Evacuation Team based on the positions described above. The names of team members must be kept up to date and communicated to the building management office. All members of the tenant's Emergency Evacuation team will be asked to attend training sessions conducted by the Building Management Team. Training is essential to the readiness of the Emergency Evacuation Team, and will be scheduled by the operations manager.

Cross training is recommended to enable knowledge and role sharing among team members. This is especially important if one or more team members is unexpectedly out of the office when an emergency occurs. Cross training helps to ensure a seamless evacuation in a minimally staffed environment.

GENERAL POPULATION FIRE LIFE SAFETY TRAINING

Tenants should conduct their own in-house training in accordance with this Plan.

In addition: Building Website hosts an on-line training for employees at the building.

Building Website: www.10stjames.com or www.75arlington.com

- Tenant Resources
- Life Safety Training

Choose your company name from the dropdown menu
Please contact your office administrator or the CBRE Management office
at 617-451-9436 your company password
[Watch Entire 9-Minute](#)

EVACUATION DRILLS

The building management team, often with the assistance of the fire department, conducts periodic emergency evacuation drills in accordance with the approved Plan. Building management's evacuation drill standard includes following local code or in the absence of code at minimum, drill each tenant on each floor once per year as defined locally by fire department officials. Conducting drills will help tenants and property teams prepare for the unlikely event of a true emergency. Building occupants are urged to participate in drills and in some jurisdictions, participation is required by code.

Written records of the drills and compliance results are kept on the premises readily available for inspection by the fire department.

EVACUATION PROCEDURE

The following process outlines the procedures that the Evacuation Team will follow during an evacuation.

1. Evacuation Team receives notification of an emergency and relocation/evacuation.
2. Floor Warden ensures that the Evacuation Team reports to assigned posts and begins duties.
 - Suite Monitors - direct the evacuation of the assigned suite.
 - Searchers - search and evacuate persons from all rooms and common areas.
 - Stairwell Monitors - direct evacuees down a safe stairwell; ask them to discontinue talking and to stay on the right side of the stairwell.
 - Elevator Monitors - redirect evacuees to a safe stairwell.
 - Special Assistants - Assist those with special needs to evacuate safely.
3. Follow relocation/evacuation instructions provided by the local authorities or the building management staff.
4. Evacuation Team members report the status of the evacuation, the names and locations of persons needing assistance and other issues to the Floor Warden/Suite Monitor.
5. Evacuation Team members may leave the floor when duties have been completed, or if a life threatening conditions exist.
6. Floor Wardens/ Suite Monitors report the names and locations of persons needing assistance and other issues to the local authorities.
7. If a full building evacuation is required, move to the Tenant Designated Meeting Location.
8. Suite Monitors take attendance of employees and visitors at the Tenant Designated Meeting Location and report all absentees to the local authorities.
9. Return to the building when authorized by the local authorities.

FIRE

GENERAL INFORMATION

The building may be fully or partially evacuated when a fire alarm signal is sounded. An effective evacuation depends on the orderly 'phasing' of floor clearance, which means that generally the fire floor is evacuated first and immediately. Generally, the next floors to evacuate should be the floor directly above the fire floor, followed by the floor directly below. Specific evacuation procedures vary slightly by location and code. The management staff team will be in charge of the evacuation until the fire department arrives.

Building occupants must create an environment that supports cooperation with the Emergency Evacuation Team to ensure that all employees are well informed and instructed on evacuation procedures and comply with instructions provided.

PROCEDURE

THE PERSON WHO DISCOVERS THE SMOKE OR FIRE SHOULD:

1. Leave the area and if conditions are safe, close doors as exiting to prevent smoke and fire from spreading.
2. Call 911 from a safe location and report:
 - Name
 - Type of Emergency
 - Location of the Fire
 - What is Burning
 - Company Name
 - Physical Address
 - Floor and Suite Number
 - Telephone Number
3. Call the Management Office at 617-451-9436 or Security at 617-357-0961 from a safe location and reports the fire.
4. Emergency Evacuation Team implements the Evacuation Plan.
5. Emergency Evacuation Team follows instructions as directed by the local authorities or the management office staff.

FIRE EMERGENCY SAFETY TIPS

1. Smoke is the number one killer in a fire, stay low to the ground; move on your hands and knees. Smoke and noxious gases rise, staying low can save your life.
2. Know where all emergency stairwells are located, practice exiting and count the number of doorways and hallways between your location and the fire exits. It is nearly impossible to see in a fire because of the smoke. This information helps to ensure that you will find an emergency stairwell and evacuate safely.

MEDICAL EMERGENCIES

GENERAL INFORMATION

Time is extremely important in the case of a medical emergency. Management Office recommends that all tenants keep a first aid kit and emergency supplies available.

THE PERSON WHO DISCOVERS THE EMERGENCY SHOULD:

1. Call 911 or the local emergency number.
2. Provide the dispatcher with the following information:
 - Name
 - Type of Medical Emergency
 - Location of Medical Emergency
 - Company Name
 - Physical building address [not building name]
 - Floor and Suite Number
 - Telephone Number
3. Listen to the dispatcher for any additional instructions before hanging up.
4. Call the Management Office at 617-451-9436 or Security at 617-357-0961 to report the emergency. The property team will open doors, and hold elevators for the paramedics in order to expedite treatment.

NOTE: It is crucial that the injured person is not moved. Try to keep the injured person comfortable without moving, unless a life-threatening hazard exists.

FIRST AID/EMERGENCY SUPPLIES

The more supplies you have on hand when an emergency occurs, the better prepared you are to deal with injuries. It is recommended that, at a minimum, you have the following available in your tenant space:

- First aid kit
- Cell phone
- Flashlights and fresh batteries
- Transistor radio
- Latex gloves for blood borne pathogen protection
- Heavy gloves in case of broken glass
- Emergency Analog Telephone to connect to a facsimile line that will operate in the case of a power failure
- Whistles to get the attention of those around you
- Walking shoes to help you evacuate quickly
- Bottled water
- Light sticks (8 hour)

POWER FAILURE

GENERAL INFORMATION

In the event the building sustains a power failure, emergency lighting should be available in the stairwells. Stairwell emergency lighting is powered by either a battery-back up system or emergency generator. Generally, HVAC equipment, lights, outlets, and telephone equipment will not be operational. Emergency power is available to the passenger elevators.

PROCEDURE

1. The property team will contact the electric company to attempt to find out the cause of the outage and the anticipated duration of the outage.
2. Turn off all appliances, computers and other equipment. If equipment is turned on and a power surge occurs, the surge may damage the equipment.
3. Floor Wardens and the Emergency Evacuation Team meet in the elevator lobby to determine if any people are trapped in the elevators. If so, ask the occupants to remain calm and determine if anyone is injured. Let them know that you are requesting assistance. Call 911 if people are injured or in danger. Floor Wardens contact the Management Office – 617-451-9436 or Security – 617-357-0961 and inform them of the entrapment, status and location of the elevator car.
4. Elevator Monitors stay in contact with the trapped individuals until assistance arrives. Reassure them that assistance is on the way.
5. If the power outage becomes lengthy (an hour or more) and the electric company does not know how long the power will be out, the property team will provide information and direction to the tenants. The building may close for business. [See the Evacuation Section of this Guide].
6. The Emergency Evacuation Team reports to their posts and prepares to evacuate the floor according to the Evacuation Plan when notified by the Floor Warden.

BOMB THREATS

GENERAL INFORMATION

The success of the building's preventive strategy requires the full cooperation of all tenants. All suspicious individuals, activities, articles, packages or situations should be reported to the Management Office - 617-451-9436 or Security - 617-357-0961 immediately. We depend on your eyes and ears to help keep the building safe.

Generally most bomb threats are false, they are intended to disrupt operations and cause confusion. If a bomb is intended to kill, injure, and destroy there is typically no advance warning. Regardless, every threat should be taken seriously until proven otherwise.

PROCEDURE

IF YOU RECEIVE A BOMB THREAT OVER THE TELEPHONE:

1. Keep the person talking as long as possible.
2. As you are speaking with the caller, record the information received on the attached Bomb Threat Checklist, located on page 29 of this manual. Note the characteristics of the caller such as gender, tone of voice, age, accents, and background noises. Keep a copy of the report form in the main reception / telephone area for easy access. Review the form with your staff and ask them to use it, if necessary.
3. At the end of the call, dial *69 and record any number provided by the service.
4. Call 911.
5. Provide the dispatcher with the following information:
 - Name
 - Type of Emergency
 - Company Name
 - Physical Building Address [not building name]
 - Floor and Suite Number
 - Telephone Number
 - Any information from the **Bomb Threat Checklist** (located on page 29 of this manual.)
6. Listen to the dispatcher for any additional instructions before hanging up.
7. Call the Management Office – 617-451-9436 or Security – 617-357-0961.

CONDUCTING A SEARCH

1. If the caller states or implies that a bomb is in a particular suite, be aware that the individuals working in that suite will be called upon to conduct a search of their area. These individuals are the best people to determine whether something doesn't belong or if something has been moved, or is out of place.
2. Each tenant should develop and maintain a search plan for their office suite. There should be two Searchers per team. If the suite is large, divide it into quadrants and permanently assign searchers to a specific quadrant.
3. Conduct your search by assessing the room utilizing the following method:
 - search from floor to waist level
 - then search from waist to chin level
 - then search from chin to ceiling level
4. Keep a written record of the rooms searched and the results.
5. If a device is found, do not touch it:
 - Isolation - isolate the object
 - Evacuation - evacuate the area
 - Notification - notify the authorities
6. If the caller states or implies that a bomb is in a common area of the building, the property team will conduct the search.
7. The local authorities generally respond to the building to simply take a report if an unidentified or suspicious article is not found. In turn, if an article is found, the bomb squad is generally called by the police department.

Bomb Threat Checklist

Property Name:

Address:

City, State Zip Code:

Exact Wording of the Threat: _____

Information to record:

Dial *69 record number: _____

Gender of caller: _____ Accent/Type: _____

Age: _____ Length of call: _____

Number call received at: _____

Exact date and time of call: _____

Questions to ask:

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

Caller's Voice:

- | | |
|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Whisper |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> Slurred |

Background Sound:

- | | |
|--|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Static |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Local |
| <input type="checkbox"/> Music | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Motor Noises | <input type="checkbox"/> Cellular |
| <input type="checkbox"/> Children | |
| <input type="checkbox"/> Other: | |

Threat Language:

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Educated | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message Read |

Name of person completing form: _____	Phone Number _____
Firm/Position: _____	Date and time form completed: _____

CHEMICAL, BIOLOGICAL, OR RADIOLOGICAL (CBR) EVENT

GENERAL INFORMATION

There is a heightened awareness of the emerging threat of terrorism by unconventional weapons. The most dangerous forms of these weapons are often the most difficult to manufacture, transport, and weaponize because they are volatile, difficult to produce and employ. The response to an incident involving CBR agents is similar to any other incident involving hazardous materials.

PROCEDURE

IF YOU DISCOVER A CBR INCIDENT:

1. Call 911.
2. Provide the dispatcher with the following information:
 - Name
 - Type of Emergency
 - Company Name
 - Physical Building Address [not building name]
 - Floor and Suite Number
 - Telephone Number
3. Listen to the dispatcher for any additional instructions before hanging up.
4. Call the Management Office - 617-451-9436 or Security – 617-357-0961.
5. Remain calm.
 - Isolate the CBR object, area, and those exposed.
 - Evacuate the area, move occupants up wind at least 300 feet away from the contaminated site, closing doors as you move away.
 - Notify the 911 and the Management Office or Security.
6. A partial or full evacuation may be ordered if the incident is deemed credible, or if mandated by the local authorities. The Management Office will call each tenant's primary contact to inform him or her of the incident.
7. If danger is unsubstantiated, the building may remain open for business, The Management Office will call each tenant's primary contact to inform him or her of the incident. It is up to each tenant, to decide whether to evacuate the building or remain open for business. If the building remains open and your company chooses to close and evacuate the building, please notify the Management Office so there is a record that your suite is empty. This information will be important if the incident escalates.

TERRORIST ACTIVITIES

If we experience what we believe to be a credible threat in this building, we will alert our customer contacts. Unless authorities dictate, the decision to evacuate the premises will remain with each tenant. Ultimately, security is everyone's responsibility, and no security measure can completely prevent terrorist attacks. By working together, however, we hope to create a more secure environment.

If you encounter a suspicious package or substance, please remember these keys to guide your response: Isolation, Notification, and Evacuation.

- Isolate- Do not attempt to move or pickup the suspicious package/substance, restrict access to the area if safe to do so.
- Evacuate- Evacuate if danger is obvious, otherwise await direction from authorities.
- Notify- Call 911 and contact the Management Office – 617-451-9436 or Security – 617-357-0961.

The following are resources for additional information:

- Center for Disease Control (CDC) Emergency Response at (770) 488-7000 or <http://www.bt.cdc.gov/agent/anthrax>.
- U.S. Department of Defense (DOD) at 1-800-424-9098 or Federal Bureau of Investigation (FBI), special Information.
- Homeland Security Website <http://www.dhs.gov/index.shtm>

CIVIL DISTURBANCE

We rely on the local authorities to advise us of protective actions that should be taken during a local disturbance in or around the property.

Emergency procedures may include one or more of the following:

- Partial building evacuation
- Securing entry to the building
- Securing all stairwells
- Securing elevators on a given floor
- Restricted access

In the event of a civil disturbance, tenants may be asked to remain in the building under advisement from the Building Management Staff or law enforcement agencies until the disturbance is under control.

WORKPLACE VIOLENCE

Violence in the workplace is a serious safety and health issue. Its most extreme form, homicide, is the third-leading cause of fatal occupational injury in the United States. Workplace violence can strike anywhere. However, some workers are at increased risk, such as those who:

- Work with cash.
- Deliver passengers, goods, or services.
- Work alone or in small groups.
- Work during late night or early morning hours.
- Work in high-crime areas.
- Work in community settings and homes where they have extensive contact with the public.

If you observe an incident of workplace violence:

- Do not attempt to confront or stop the perpetrator.
- Quietly move out of the area and signal others to follow.
- Call 911 from a safe area.
- Call the Management Office – 617-451-9436 or Security – 617-357-0961 from a safe area.
- Alert supervisors and individuals working on the floor, and ask them to move out of the office to a safe location until the local authorities have the situation under control.

For more information on workplace violence, please reference the following web sites:

- <http://www.osha-slc.gov/SLTC/workplaceviolence>
- <http://www.cdc.gov/niosh/violcont.html>
- <http://www.workplace-violence-hq.com>

EARTHQUAKES

GENERAL INFORMATION

In the event of an earthquake, **DO NOT ATTEMPT TO LEAVE THE BUILDING.** Reports indicate that you are safer within a building until the tremors subside to avoid falling debris and downed power lines. If evacuation is necessary, know where the locations of possible safe refuge areas are located outside and away from the building. Have a plan for reuniting with your family. Have a predetermined out-of-state person for your family members to contact.

PROCEDURE

DURING

1. Remain calm. Do not exit the building. **DO NOT USE ELEVATORS.**
2. Move away from the perimeter of the building. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
3. Take cover under a desk or another sturdy object, in a corner or against the wall in the core of the building. Protect your head and body with your arms and legs. **DROP, COVER and HOLD.**

AFTER

1. Be prepared for aftershocks.
2. Check for injured and assist if possible. Do not move a seriously injured person unless they are in immediate danger. Call 911 and notify the Management Office - 617-451-9436 or Security – 617-357-0961 of injuries. [See the Medical Emergencies section of this Guide].
3. Check for fires, gas and water leaks and electrical shorts. **DO NOT** use matches, cigarette lighters or turn on electrical switches or appliances. If you smell gas, call 911 immediately, and then call the Management Office - 617-451-9436 or Security – 617-357-0961.
4. Open doors carefully. Watch for falling debris.
5. Stay away from windows/glassed areas.
6. Replace telephone receivers, in case the telephone system works. Use telephones for emergency calls **ONLY.**
7. Listen to the radio for emergency reports.

8. Do not spread rumors regarding the building condition, extent of damage and injuries. This may cause a panic.
9. Report all damage to the Management Office - 617-451-9436 as soon as possible.
10. Notify the Management Office - 617-451-9436 or Security – 617-357-0961 if your company chooses to close and leave the building.

HURRICANES AND FLOODS

GENERAL INFORMATION

When the United States Hurricane Center issues a Hurricane Warning, the building will close well in advance of the condition becoming dangerous. The management Office will request all tenants to secure their offices and leave the premises.

When a hurricane warning has been issued, it is of the utmost importance that all precautionary measures and actions are taken immediately for the protection of life and property.

PROCEDURE

1. Keep abreast of weather conditions via radio or television.
2. Remove all papers, pictures, plaques, hanging objects, desktop items, and other loose objects from perimeter offices and store in interior rooms.
3. Close all doors of perimeter offices. If time permits, close all drapes and blinds.
4. **LEAVE ALL INTERIOR DOORS OPEN** in order to prevent atmospheric pressure problems.
5. Move all expensive equipment and important documents to interior rooms.
6. Notify the alarm company (if your company has one) of the probability of a power outage during the storm.
7. Report all flooding, leaks, fires and structural damage to the Management Office - 617-451-9436 or Security – 617-357-0961 as soon as possible.

TORNADO OR SEVERE WEATHER

GENERAL INFORMATION

The U.S. Weather Service reports the movement of severe weather that may present a threat to metropolitan areas. Severe weather includes but is not limited to thunderstorms, tornado's, windstorms, snowstorms, etc. If a tornado warning has been issued by the weather service, a tornado siren may sound in your area to notify you that a tornado warning is in effect.

If an alert for severe weather is announced by the U.S. Weather Service:

1. The Emergency Evacuation Team should move all occupants away from the perimeter of the building instructing tenants to close perimeter doors when exiting.
2. If time permits, close all drapes and blinds.
3. Take cover in core areas of the building such as interior offices, hallways, corridors, or restrooms away from glass doors and windows.
4. When the all clear is announced, the Emergency Evacuation Team will direct employees to return to regularly scheduled duties
5. Call 911 and notify the Management Office - 617-451-9436 or Security – 617-357-0961 of injuries. [See the Medical Emergencies section of this Guide – Page 25]
6. Report any damage such as broken windows, leaks, or fire to the Management Office - 617-451-9436.
7. Tenants should maintain an inventory of first aid and emergency supplies to be used during severe weather. [See the Medical Emergencies - First Aid/Emergency Supplies section of this Guide – Page 25.]