

FLOOR WARDEN PROGRAM

Riverfront Office Park
Emergency Procedures
2022



OVERVIEW

- ▶ **INTRODUCTION**
- ▶ **PURPOSE**
- ▶ **BUILDING LIFE SAFETY FEATURES**
 - 1.Prevention
 - 2.Detection
 - 3.Evacuation
 - 4.Fire Controls
- ▶ **PERSONNEL RESPONSIBILITIES - OVERVIEW**
- ▶ **EMERGENCY EVACUATION PLAN**
 - 1. Role of Floor Warden
 - 2. Evacuation Plan
 - 3. Emergency Contacts: IT, Insurance, Alarm Co, Call lists
- ▶ **OTHER EMERGENCIES:**

Medical, Power Failure, Elevator Entrapments, Hurricanes, High Wind Procedures, Fallen Aircraft, Bomb/Bio Threat, Workplace Violence
- ▶ **Q & A**

PURPOSE

- ▶ This presentation serves as a guideline for the general behavior, safety, and protection of tenants, visitors, service animals and building staff of Riverfront Office Park during an emergency.
- ▶ This emergency plan outlines a basic plan of response for initially identifying and reporting a threat to the property, and for the safety and protection of personnel and assets.
- ▶ Each building tenant should develop an emergency plan specific to their suite and its location within the building and on each floor.

BUILDING LIFE SAFETY FEATURES

- Prevention
- Detection
- Evacuation
- Controls



Building Life Safety Features: Prevention Systems

- ▶ Fire resistant materials are used during construction of building. Examples include:
 - structural steel, brick
 - fire proofing
 - concrete over metal deck floor
 - ceiling = fire resistant material suspended from metal supports
 - stairwells 2-hour rated
- ▶ Do not block exits, stairwells and freight elevator areas.
- ▶ No improper storage, i.e. upper shelf items should be more than 24" from any sprinkler heads.



DO NOT BLOCK EXITS



DO NOT BLOCK SPRINKLER HEADS

Building Life Safety Features: Detection Systems

- ▶ Smoke detectors
- ▶ Pull stations
- ▶ Tamper alarms
- ▶ Sprinklers
- ▶ Fire Alarm Panel
- ▶ Automatic notification to Cambridge Fire Department (CFD)
- ▶ LED Indicator
- ▶ Note: devices do vary with newer models



PULL STATION



TAMPER SWITCH



SMOKE DETECTOR



HORN / STROBE

Building Life Safety Features: Evacuation Systems

- ▶ Alarms (Horns) & Strobes - all floors.
- ▶ Multi-zone panels in FCC will show floor of incident.
- ▶ Stairwells
 - Blue & Red, doors required to unlock during an alarm, pressurization, 2-hour fire rated.
- ▶ McKenzie Message will play in the event of an alarm:
 - “Ding-ding-ding-ding.” Repeats three times
 - “Attention, please. The signal tone you just heard indicated a report of 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.” Repeats three times.
- ▶ Elevator Recall - emergency personnel use only - freight elevator is active and to only be used by fire fighters.
- ▶ Person Needing Assistance (PNA) near freight for emergency response personnel.
- ▶ Service animals and their handler should be near freight elevator too.
- ▶ Smoke Exhaust fans activate.
- ▶ Public Address (PA) System - audio.
- ▶ Elevator vestibule override buttons (➡).



**FIRE ALARM PANEL IN
Fire Command Center (FCC)**



TENANT DOOR W/EMERGENCY RELEASE

Building Life Safety Features: Fire Controls

- Sprinkler system - heat activated
- Heat pumps turn off (supplemental stays on)
- Fire hose stand-pipe connection at the front of the building if fire pump fails
- ABC class fire extinguishers on each floor (Are yours inspected?)

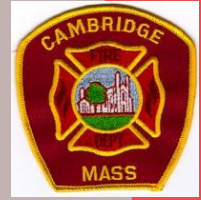
Train for proper use:
where, when, how
PASS: Pull, Aim,
Squeeze, Sweep



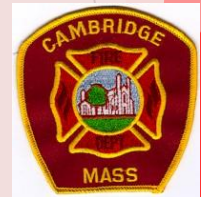
FIRE EXTINGUISHER

PERSONNEL RESPONSIBILITIES - OVERVIEW

Cambridge Fire Department



- ▶ Responds to ALL unscheduled alarms
- ▶ CFD will provide direction and control
- ▶ Provides “All Clear” notice
- ▶ Authorizes full evacuation
- ▶ During an active fire alarm PNAs are met by the CFD for evacuation. Building staff assists during drills to replicate timing of arrival. We will not disperse until after the fire truck arrives. CFD may choose stairwells for evac.



Property Management

- ▶ Conducts periodic drills to ensure proficiency
 - ▶ Receives and provides feedback after a drill to help evaluate and prepare for an actual event
 - ▶ Assists in evacuation to ensure safety of tenants
 - ▶ In the event of on unscheduled fire alarm management will provide assistance to Cambridge Fire Department upon arrival.
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Riverfront Security Staff

▶ Response to alarms:

- ▶ Reports to FCC (Fire Command Center) - determines alarm area
- ▶ Attempt to verify location of event from FCC
- ▶ Meet CFD (Cambridge Fire Department) outside of main lobby with management and/or engineering
- ▶ Provide clear access & help tenants exit building
- ▶ Ensure tenants move 300 feet or more away from the building for their safety.
- ▶ Guide tenants away from Broad Canal Way and the canal sidewalk. Prohibit tenants from remaining in the front lobby during the emergency.
- ▶ Maintains clearance of Broad Canal Way (BCW) for a potential fire truck route **PLEASE KEEP BCW CLEAR!**
- ▶ Provides the all-clear by sounding blow horns. This will be done at the request of Cambridge Fire Department.

Floor Wardens



- ▶ Do not ask questions from Building Personnel and do not call the main emergency phone number!
- ▶ Help reduce confusion
 - ▶ Willing and able to attend meetings and training
 - ▶ Capable of performing a leadership role & communicate effectively to co-workers
 - ▶ Continually update list of Persons Needing Assistance (PNAs) to main security desks
 - ▶ Wear a vest and hat for identification
- ▶ Recognize evacuation tone (play tone)
 - ▶ Instruct all personnel to stand by for instruction
 - ▶ No phone calls to the management office, please
- ▶ Implement evacuation, if necessary
 - ▶ Closest stairwell locations
 - ▶ Evacuate to an established assembly area
 - ▶ **Do NOT congregate/meet near building**
- ▶ Delegate assistants to help
 - ▶ Aid PNAs if they don't already have a buddy system with alternative people
 - ▶ Ensure, in your absence, qualified personnel are familiar and available to perform emergency duties



EMERGENCY EVACUATION PLAN

When law enforcement arrives:

- Remain calm and follow instructions
- Drop items in your hands (e.g., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

Information to provide to 911 operations:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons shooter has
- Number of potential victims at location

For questions or additional assistance contact:

Your local law enforcement authorities or FBI Field office :



Department of Homeland Security
3801 Nebraska Ave, NW
Washington, DC 20528



ACTIVE SHOOTER EVENT

QUICK REFERENCE GUIDE

An “active shooter” is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

- ☐ *Victims are selected at random*
- ☐ *Event is unpredictable and evolves quickly*
- ☐ *Knowing what to do can save lives*

ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.



You have three options:

1 RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

2 HIDE

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

3 FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions . . . your life depends on it

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

Northeast Security's contact information for further in-depth training of Active Shooter Events is 617-739-1500.

Ask for Patrick Crowley or Jeff Horblit

There is a cost associated depending on the scope requested.

Evacuation Plan

- ▶ Initiate orderly evacuation via stairwells, keep right, single file. (No drinks, bags, computers, plants, etc.) Fire personnel may be coming up the stairwell
- ▶ Emergency items preparedness: flashlight, vest, hat, sneakers, list of personnel in assigned group.
- ▶ Perform sweep of the entire floor to ensure all personnel have left.
- ▶ Close but DO NOT LOCK doors (optional)
- ▶ Identify disabled, injured or ill personnel (PNAs), lead to pre-established areas near stairwell.
- ▶ Make sure PNA list is updated at the building's security desk.
 - ▶ Service animals and their handler should always be updated too.
- ▶ Do not block entrances to the building.
- ▶ Account for personnel & report internally.

NO!



Suggested Tenant Emergency Contacts

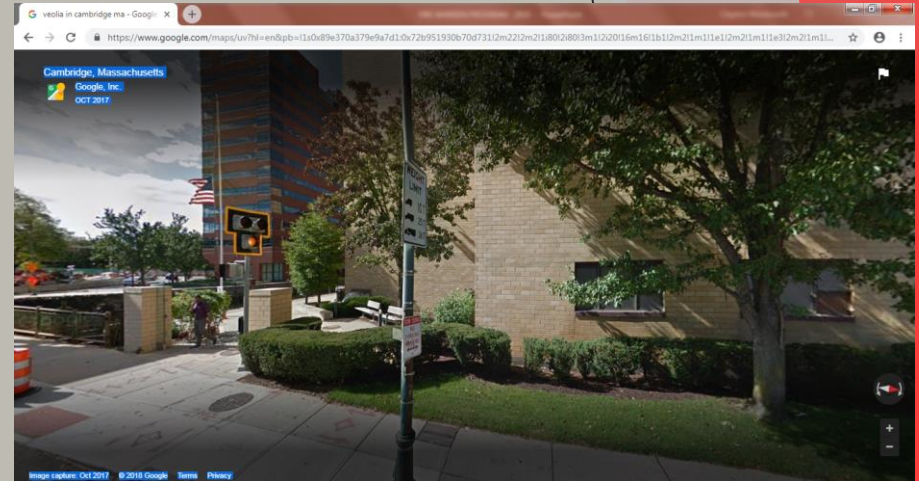
- ▶ Off-Hour contacts
- ▶ Insurance Company
- ▶ Alarm Monitoring Company
- ▶ IT info
- ▶ Corporate Communication - Off-site Employee List
- ▶ Cambridge Fire Department

Where to Gather for an Evacuation

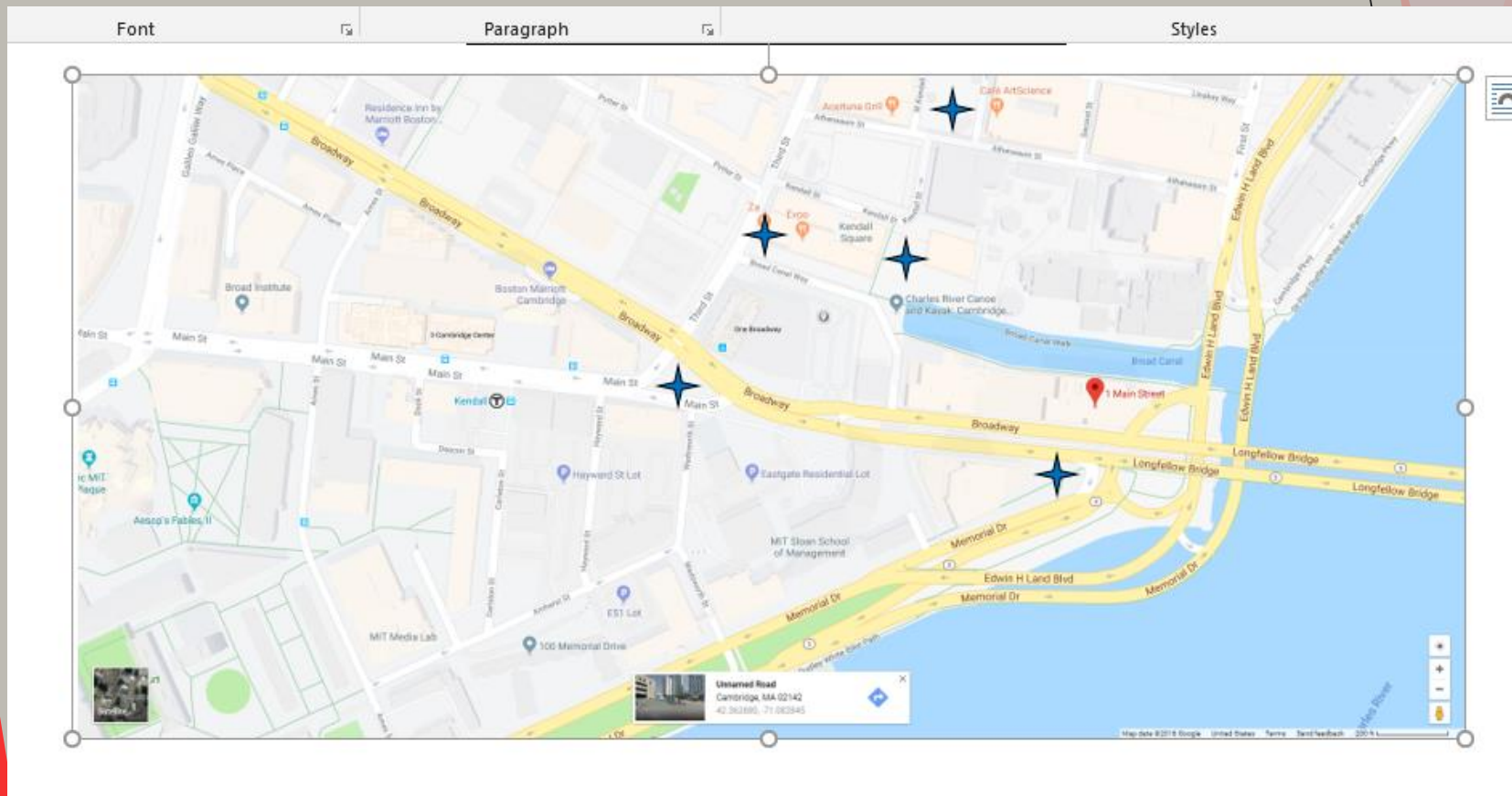
Where NOT to Stand



Good Standing Locations



Good Evacuation Points - Farthest points from building are safer



OTHER EMERGENCIES

- ▶ Active Shooter / Armed Intruder
- ▶ Medical
- ▶ Bomb/Bio Threat
- ▶ Elevator Entrapments
- ▶ Workplace Violence
- ▶ Earthquake
- ▶ Hazardous Materials
- ▶ Flash Floods
- ▶ Explosions
- ▶ Civil Disturbance
- ▶ Suspicious Mail
- ▶ Power Failure
- ▶ Hurricane/Weather

THANK YOU FOR YOUR TIME!!

***QUESTIONS
&
ANSWERS***