

# 3.8 Ridgeway Building, 148 Cambridge Street

## EVACUATION PROCEDURES & ROUTES

There are three stairwells that can be used for building evacuation. Stair 1 serves the gymnasium to the 6th floor, is located on the east side of the building next to the elevators, and occupants exit the stairs on the 1st floor into the lobby and out the main entrance onto Cambridge Street. Stair 2 serves the gymnasium to the 1st floor, is located on the east side of the building, and occupants exit the stairs on the 1st floor onto Ridgeway Lane. Stair 3 serves floors 2 – 4 as well as the 6th floor, and is located on the southwest corner of the building, and occupants exit the stairs on the 1st floor onto Hancock Street.

There are two exits available to the bookstore. The first exit is out the main entrance onto Cambridge Street. The second exit is in the back of the store on the east side and leads to a corridor which opens into Stair 2.

The primary assembly area for 148 Cambridge Street is the intersection of Cambridge Street and Temple Street.

If there is a need to assemble further away from the building, the secondary assembly area is in front of the Donahue Building on Temple Street.

The designated areas of refuge for 148 Cambridge Street are the landings in the stairwells. These areas are sometimes known as “emergency waiting areas” or “locations for rescue assistance.” The enclosed stairwells are constructed of fire resistive materials that protect individuals from the effects of a fire during evacuation.

### REPORTING A FIRE OR EMERGENCY

Persons discovering a fire, smoky condition, or explosion should pull the nearest fire alarm pull station which will notify the Boston Fire Department that there is an alarm in the building. Fire alarm pull stations are located on each floor. The horn/strobe alarms alert building occupants of the need for evacuation.

To report any emergency on campus, notify Suffolk University Police at extension 8111, or 617-573-8111.

### WHEN THE FIRE ALARM SOUNDS

1. In the event of a fire alarm activation, a signal will sound, followed by a pre-recorded message. Listen to the pre-recorded message and follow the instructions. In most situations only certain floors will be required to evacuate.
2. Occupants should ensure that others nearby are aware of the emergency, and when directed to do so, exit the building by the established evacuation routes.
3. Occupants should assist visitors, students, and others who are not familiar with the building to safely evacuate.
4. All occupants should go to the assembly area and await further instructions from the Suffolk University Police Department or other emergency services personnel.
5. All occupants should know where their primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes are posted throughout the building.
6. Occupants must not use elevators as an escape route in the event of a fire or emergency evacuation.
7. No individual is permitted to re-enter the building until advised it is safe to do so by the Suffolk University Police Department or the Boston Fire Department.

### INDIVIDUALS NEEDING ASSISTANCE

Some building occupants require assistance during building evacuation. Employees and visitors who need assistance can voluntarily register with the Office of Emergency Management at 617-573-8795. Students who need assistance can voluntarily register with the Office of Disability Services located on the 7<sup>th</sup> floor of 73 Tremont Street. Their phone number is 617-994-6820.

Floor Wardens can help individuals needing assistance by directing them to areas of refuge (i.e. protected stairwells), and notifying emergency response personnel of their location. Transporting individuals with disabilities up and down stairs should be avoided except by trained emergency personnel. All individuals, regardless of their circumstances, need to take responsibility for their safety in an emergency, which means being able to move away from any and all hazards.

Reviewed by	Date
Incident Support Team	9/2/2015