

## 4.6 10 West Street/Modern Theatre Residence Hall

### EVACUATION PROCEDURES & ROUTES

There are three staircases in the 10 West Street residence hall that can be used to exit the building at the 1<sup>st</sup> floor level. Stair 1 is located by the main elevators and occupants exit the stairs on the first floor and into the lobby and out the main entrance. Stair 2 is located on the Washington St side of the building and occupants exit the stairs on the first floor and into an exit passage that opens onto Washington Street. Stair 5, accessible only up to the 2<sup>nd</sup> floor, is located in the middle of the building and occupants exit the stairs on the first floor and into an exit passage that opens onto Washington Street. There is also a fire escape that serves the 10 West Street residence hall. It is accessible from the 7<sup>th</sup> & 8th floors. The fire escape terminates on the intermediate roof on the 7<sup>th</sup> floor level. From there occupants walk across the walkway on the roof and into the Modern Theatre residence hall at Stairway #2. There are multiple staircases on floor 00 that can be used to access floor 0, and on floor 0 that can be used to access the 1<sup>st</sup> floor. Occupants are advised to look for the Exit signs on these levels for the closest as well as alternate stairwells.

There is also an exit on the 1<sup>st</sup> floor of the 10 West Street side of the building that opens onto Washington Street.

There are two staircases in the Modern Theatre residence hall that can be used to exit the building at the 1<sup>st</sup> floor level. Stair 2 is located on the Washington St side of the building and occupants exit the stairs on the first floor and into an exit passage that opens onto Washington Street. Stair 3 is located on the elevator side of the building and the stairway terminates on the first floor and occupants exit the building through an exit door that opens into an alley next to the building.

The primary assembly area for 10 West Street/Modern Theatre is in front of 150 Tremont Street.

If there is a need to assemble further away from the building, the secondary assembly area is Sargent Hall, 120 Tremont Street.

The designated areas of refuge for 10 West Street/Modern Theatre are the landings in stairwells 1, 2, 3, & 5. 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. 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.

Residence Assistants 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	8/19/2015