3.2 New England School of Art and Design, 75 Arlington Street

EVACUATION PROCEDURES & ROUTES

There are two staircases accessible from the 2nd & 4th floors that can be used to exit the building at the 1st floor level. Stairs 1 & 2 are located on the galleria side of the building and occupants exit the stairs on the first floor into the lobby and out the main entrance, or through the glass enclosed galleria onto either Stuart Street or St. James Street. There is an additional staircase accessible to the second floor and this is located in the center of the building and is considered the main way to access NESAD from the lobby. There are two staircases in the basement that can be used to access the 1st floor. One of the stairs is located in the middle of the building and is considered the main way to access NESAD's basement space from the lobby, and the other stair, Stair 2, is on the galleria side of the building. Occupants exit the stairs on the first floor into the lobby and out the main entrance, or through the glass enclosed galleria onto either Stuart Street or St. James Street.

The primary assembly area for 75 Arlington Street is behind the Park Plaza Hotel at Statler Park, in-between Stuart Street and Columbus Avenue.

If there is a need to assemble further away from the building, the secondary assembly area is Lincoln Square, located between Park Plaza and Eliot St, across the street from Legal Sea Foods.

The designated areas of refuge for 75 Arlington Street are the landings in the stairwells in Stair 1 and Stair 2. 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 at 75 Arlington Street, dial 9-911.

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 7th 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	8/19/2015