

**STATE TRANSPORTATION BUILDING (STB)
10 PARK PLAZA**

SECURITY & EMERGENCY ACTION PLAN

OCTOBER 2024

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EVACUATION QUICK REFERENCE GUIDE

NOTIFICATION

If you observe or become aware of a building emergency, dial 911 or call the State Transportation Building (STB) Security Hub as shown below. Provide all applicable details, including address, floor, and location. If immediate evacuation is needed, pull the fire alarm and alert other employees and tenants.

| Dial <u>911</u> (Emergency Responders) for: | Dial <u>617-973-7120</u> (STB Security Hub) for: |
|--|---|
| <ul style="list-style-type: none"> • Fire and/or smoke • Medical emergency • Active Threat • Hazardous materials release • Other events that immediately affect life safety | <ul style="list-style-type: none"> • Water leak • Power outage • *Suspicious items/activities/vehicle/mail • *Threats and Disruptive Behavior <p><i>* As appropriate, also dial 911</i></p> |

EVACUATION

PROCEDURE

- Listen to instructions and the fire alarm evacuation message to determine if your floor must be evacuated.
- If time permits, secure all workstations and put away any valuables and sensitive materials.
- Leave the building through the nearest designated “EXIT” or “EMERGENCY EXIT” unless directed elsewhere by a Floor Monitor, security guard, or public safety officer. Placards with evacuation routes may be posted at stairwells and elevators. Elevators may not be available in close proximity to the occupant’s office.
- If possible, hold open the exit door until the area is evacuated.
- Assist persons with disabilities; anyone unable to evacuate should wait by the elevators and call 911.
- Do not carry food, drinks, or other unnecessary belongings.
- Evacuate the building to any designated muster locations identified below.
- Do not return to an evacuated area for any personal belongings.
- Return to the building only after the “ALL CLEAR” is given by the STB Incident Commander or other authorized responsible official.

ASSEMBLY LOCATIONS

| Assembly Locations | Primary Exit | Secondary Exit | |
|---|---------------------------------|------------------|--|
| 1. Across the street, on the sidewalk in front of “W Hotel.” | Dunkin Donuts in Building Lobby | Nearest Chipotle | |
| 2. Outside of Boylston Station | Emerson Alley | Dunkin Donuts | |
| 3. Open space at Charles St & Park Plaza, across the street from P.F. Chang’s | Nearest Chipotle | Dunkin Donuts | |

SHELTER IN PLACE

For some emergencies, building occupants may be directed to remain in the building until the danger passes. This may include police activity, severe weather, hazardous environmental conditions, or other threats.

HAZARD PROCEDURES

FIRE/SMOKE

- If you observe smoke or fire, pull the nearest fire alarm and dial 911.
- Only use a fire extinguisher if you know how and the fire is sufficiently small to safely do so.
- Close doors behind you and follow evacuation procedures.

ACTIVE THREAT

- Always be familiar with your surroundings and exits.
- In the event of a possible active threat, call 911 when you can do so safely and:
 - **RUN:** Move away from the threat and keep hands visible to arriving police.
 - **HIDE:** If you can't escape, quietly hide out of view or lock yourself in a room; silence your phone.
 - **FIGHT:** Only as a last resort, attack the assailant by tackling or throwing items; yell to disorient.

SUSPICIOUS ACTIVITY

- **IDENTIFY:** Does the person, activity, item, or vehicle look suspicious for some reason?
- **VERIFY:** If you can, ask around to find out if it is legitimate or known to others.
- **TAKE PRECAUTIONS:** Stay clear and do not handle the item; clear the surrounding area as needed.
- **REPORT:** Dial 911 or the STB Security Hub and provide all available information.

HAZMAT INCIDENT

- For an incident on-site, avoid the area and ensure 911 or the STB Security Hub has been notified.
- For an external incident, you may be asked to evacuate; if you are advised to remain indoors:
 - Close doors, windows, and vents as appropriate.
 - Seal door and window gaps with cloth, plastic, or tape.

MEDICAL EMERGENCY

- Ensure that 911 is called and then notify the STB Security Hub.
- Do not move the person; if conscious, ask them about their condition and provide reassurance.
- Until responders arrive, render basic CPR/AED/First Aid if you are qualified to do so.

SEVERE WEATHER

- Move away from exterior doors and windows; if outside, move inside the building.

THREATS AND DISRUPTIVE BEHAVIOR

- Threats may be made in person, by phone, in writing, or online.
- Gather and report to 911 or the STB Security Hub all available information.

SECURITY POLICIES

- **POLICIES:** No piggybacking through or propping of secured doors; the use of physical keys where electronic badge access is present is strictly prohibited.

- **BADGES:** Must be carried at all times and may never be shared; if you don't have your badge, you must sign in to the building as a visitor until you retrieve it or receive a new one.
- **PROHIBITED ITEMS:** Weapons, including firearms, are not permitted at any time (excludes law enforcement and authorized/approved Security Personnel).

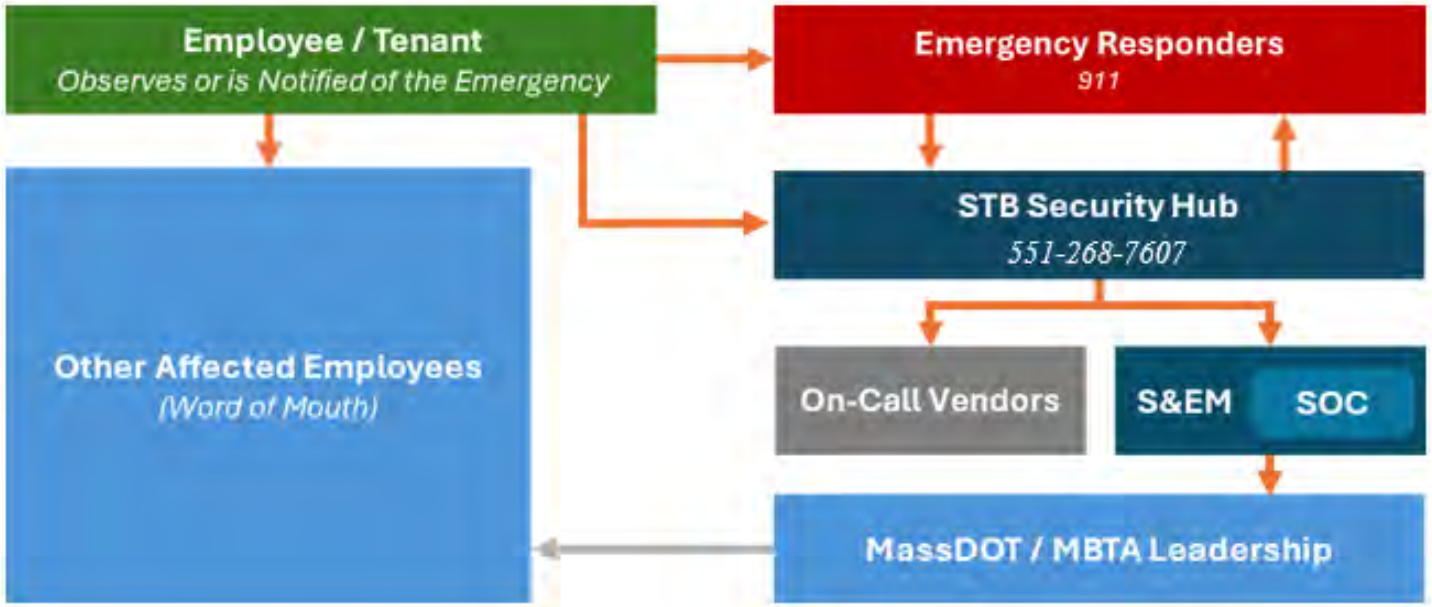
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1.0 REPORTING PROCEDURES

The following notification procedures shall be used in any situation requiring an immediate response from public safety personnel, such as fire, police, or emergency medical services (EMS), to prevent or limit potential harm to employees or other individuals. Conditions that do not meet these criteria should be routed through routine channels.

1.1 INITIAL REPORTING

In general, for any emergency at the STB that meets the criteria identified above, the following notification procedure should be followed by employees and tenants:



If an employee or tenant observes or becomes aware of a building emergency:

1. Dial 911 or 551-268-7607 (Site Security Mobile Phone) for the STB Security Hub, as appropriate and per the table shown below.
2. Provide all applicable situation details, including facility address, floor, and location.
3. If an immediate evacuation is needed, pull the fire alarm and alert other employees and tenants.

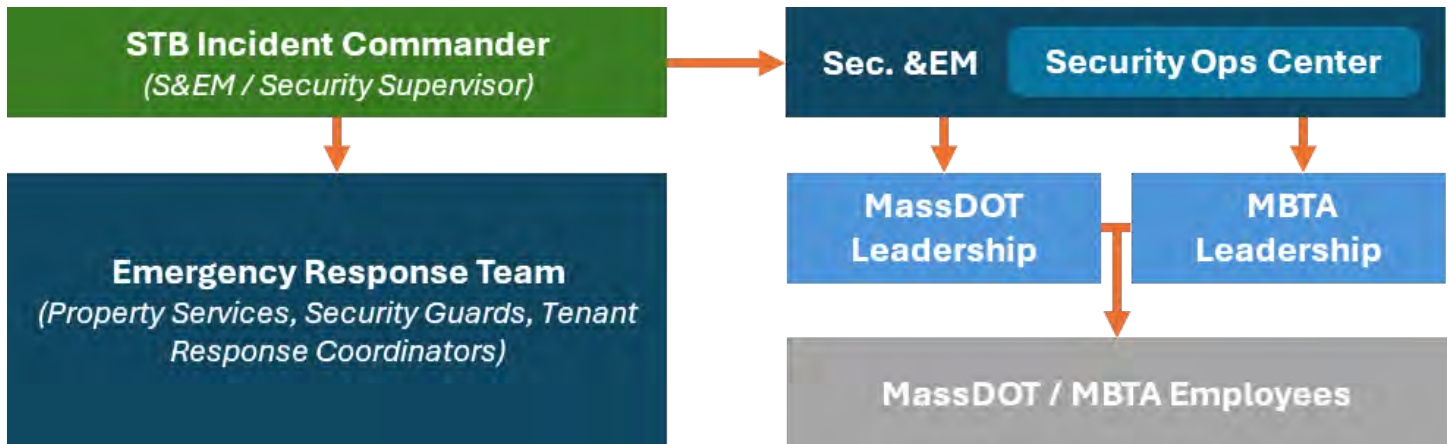
Employees and tenants who observe or are notified of an emergency can use the following table to determine who to notify:

| Dial 911 (Emergency Responders) for: | Dial 617-973-7120 (STB Security Hub) for: |
|--|---|
| <ul style="list-style-type: none"> • Fire and/or smoke • Medical emergency • Active Threat • Hazardous materials release • Other events that immediately affect life safety | <ul style="list-style-type: none"> • Water leak • Power outage • *Suspicious items/activities/vehicle/mail • *Threats and Disruptive Behavior <p><i>* As appropriate, also dial 911</i></p> |

When in doubt about who to call, 911 should always be called first. Then, when it's safe to do so, the STB Security Hub may be notified.

1.2 FOLLOW-UP REPORTING

Following the initial notifications described above, the Massachusetts Department of Transportation (MassDOT) will have an Incident Commander to serve as the MassDOT coordination and decision-making authority with respect to the incident. The MassDOT Incident Commander's responsibilities will include coordinating with responders and stakeholders and providing periodic updates and information to the Security Operations Center (SOC), which in turn will email applicable parties with relevant information. This includes communicating the conclusion of the incident to all appropriate parties per the notification diagram above.



Email will be used for all notifications; additionally, MBTA leadership will be notified via programmed communication channels.

1.3 FIRE ALARM CONFIGURATION

The fire alarm system will activate upon one of the following triggers:

- Smoke or Fire Detection
- Sprinkler System Activation
- Manual Pull Station Activation

When the fire alarm system activates, the following message will be broadcast throughout the building:

"May I have your attention, please. The signal tone you have just heard indicates 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."

This message will be repeated twice to all floors of the building. **The message will be followed by the evacuation tone on the floor of alarm activation and the floors above and below. Occupants on these floors should immediately take action to exit the floors.** following the Roles and Responsibilities section and the procedures outlined in this Plan.

2.0 ROLES AND RESPONSIBILITIES

Several specific roles have been designated to prepare and safeguard facility occupants, including responsibilities relating to facility emergencies. These are detailed below.

2.1 STB EMERGENCY RESPONSE TEAM

The following positions make up the STB Emergency Response Team (ERT).

| During Normal Business Hours 7:00 AM to 6:00 PM, Monday-Friday, Non-Holidays | |
|--|--|
| Role | Title(s) (In Order of Qualification) |
| STB Incident Commander | 1. Director, Security and Emergency Management, or 2. Shift Supervisor, Security Guards, or 3. Deputy Director, Security Operations, or |
| Security & Emergency Management Liaison | 1. Security Services Supervisor, <i>or</i> 2. Security Systems Supervisor, <i>or</i> 3. Deputy Director, Emergency Management, <i>or</i> 4. Deputy Director, Security Operations, <i>or</i> 5. Director, Security and Emergency Management |
| Engineer in Charge | 1. Highest Ranking Engineer on duty, <i>or/then</i> 2. Chief Engineer |
| Garage Monitor(s) | Security Guard |
| Floor Monitor(s) | Security Guard |
| Exit Monitor(s) | Security Guard |
| Tenant Response Coordinators | <i>A comprehensive list can be found in the STB Security Hub.</i> |

| During Non-Business Hours 6:00 PM to 7:00 AM, Weekends, Holidays | |
|--|---|
| Role | Title(s) (In Order of Qualification) |
| STB Incident Commander | Shift Supervisor, Security Guards |
| Engineer in Charge | Most Qualified Engineer on duty |
| Garage Warden(s) | Security Guard |
| Floor Warden(s) | Security Guard |
| Exit Monitor(s) | Security Guard |
| Tenant Response Coordinators | <i>A comprehensive list can be found in the STB Security Hub.</i> |

The first person listed may be the most qualified person to hold the STB ERT Role; however, an order of succession is provided based on the next most qualified title and availability. The STB ERT Role may be transferred to another individual at the discretion of the person holding the position during the event or in the direction of the next most qualified individual.

Identifying the “most qualified” role will be based on the incident type and complexity and may change as the incident progresses.

2.1.1 STB INCIDENT COMMANDER

The STB Incident Commander is responsible only for the portion of the response within MassDOT and the Massachusetts Bay Transportation Authority's (MBTA) jurisdiction, capability, and expertise. As such, the STB Incident Commander will typically work with and report to an external and overall Incident Commander from Fire, Police, or EMS when they arrive. During any situation that does not require a response from Fire, Police, or EMS agencies, the STB Incident Commander is the sole person responsible for the overall emergency response effort for the building.

STB Incident Commander responsibilities include:

- Coordinating the emergency team's response and overseeing the evacuation or shelter-in-place procedures during all drills and emergencies.
- Providing continuous direction during an emergency to maintain a controlled and orderly evacuation.
- Reporting to the Fire Department any known occupants unaccounted for (as informed by others).
- Serving as the liaison to the Fire, Police, or EMS Incident Commander at the Incident Command Post, when applicable.
- Establishing an Incident Command Post if one is not already identified.
- Coordinating the safe resumption of normal business operations for the building.
- Providing relevant and real-time information on the incident's progression to the SOC.

2.1.2 SECURITY & EMERGENCY MANAGEMENT LIAISON

When staffed, the Security & Emergency Management (S&EM) Liaison reports directly to the STB Incident Commander and is responsible for:

- Ensuring information is shared with the SOC.
- Coordinating with the STB Security Hub to provide the STB Incident Commander with relevant information.
- Providing periodic and timely updates to Tenant Response Coordinators, as necessary.
- Coordinating evacuation support of the security guards.
- Providing additional incident support as needed, which may include deployment of additional S&EM staff based at or outside the STB as circumstances require.

This position will remain at the Incident Command Post with the STB Incident Commander unless otherwise directed by only the STB Incident Commander.

2.1.3 ENGINEER IN CHARGE

The Engineer in Charge reports directly to the STB Incident Commander and, **unless personal safety is jeopardized**, is responsible for:

- Reporting to the fire command room and locating the device in alarm or trouble if and when safe to do so (e.g., fire alarm activation, sprinkler system alarm).
- Leading first responders to the area of the incident or fire alarm control panel based on their request
- Notifying the STB Incident Commander of a true or false alarm.
- Providing direction to other engineers on duty to support the incident response based on the needs of Incident Command.
- Remaining in constant communication with the STB Incident Commander and providing additional assistance as requested.

2.1.4 GARAGE MONITOR

The Garage Monitor, if activated, reports directly to the S&EM Liaison when staffed; otherwise, they report to the STB Incident Commander. If the event necessitates the evacuation or securement of the Garage and **unless personal safety is jeopardized**, the Garage Monitor will be responsible for the following:

- Securing garage ingress gates to ensure unauthorized vehicles do not enter the garage.
- Sweeping both levels of the garage to direct any occupants within the garage to leave the building via the closest exit and ensure that no cars continue to enter the garage.
- Reporting any unaccounted-for employees to the STB Incident Commander.
- Notifying and coordinating with the S&EM Liaison.
- Remaining in constant communication with the STB Incident Commander and providing additional assistance as requested.
- Remaining at the assigned position until all occupants have been evacuated or unless:
 - Personal safety is jeopardized.
 - They are reassigned by the S&EM Liaison or the STB Incident Commander, or
 - They are notified by the S&EM Liaison or the STB Incident Commander that the incident has concluded.

Once the garage is cleared of occupants, repositioning to the top of the garage outside and preventing vehicles from entering the garage.

2.1.5 FLOOR MONITOR

Floor Monitors report directly to the S&EM Liaison when staffed; otherwise, they report to the STB Incident Commander.

In a limited evacuation of specific floors, all attempts will be made to assign two (2) Guards to ensure tenants on the affected floors are evacuating; this may not be feasible during a complete building evacuation. Floors not impacted by the evacuation will not be assigned a Floor Monitor.

Unless personal safety is jeopardized, Floor Monitor responsibilities include:

- Reporting to their assigned floor and sweeping all suites and rooms for occupants.
- Providing directions to all occupants to evacuate the building to a muster location.
- Reporting the evacuation status to the S&EM Liaison or STB Incident Commander.
- Providing updates on the number of people requiring assistance evacuating and their current locations to the S&EM Liaison or STB Incident Commander.
- Remaining in constant communication with the S&EM Liaison or STB Incident Commander and providing additional assistance as requested.
- Remaining on the assigned floor(s) until all occupants have been evacuated or unless:
 - Personal safety is jeopardized
 - They are reassigned by the S&EM Liaison or the STB Incident Commander, or
 - They are notified by the S&EM Liaison or the STB Incident Commander that the incident has concluded.

2.1.6 EXIT MONITOR

Exit Monitors report directly to the S&EM Liaison when staffed; otherwise, they report to the STB Incident Commander.

Guards assigned to each checkpoint before the incident will remain at their post and serve as the Exit Monitors for the East and West wings. One (1) additional guard may be assigned at the base of the escalators on the 1st Floor.

Unless personal safety is jeopardized, Exit Monitor's responsibilities include:

- Directing occupants to the exterior and the muster point.
- Preventing the ingress of tenants to suites even if the emergency does not impact their work location.
- Reporting any unaccounted-for employees to the S&EM Liaison or the STB Incident Commander.
- Remaining in constant communication with the S&EM Liaison or the STB Incident Commander and providing additional assistance as requested.
- Remaining in the assigned location unless:

- Personal safety is jeopardized
 - They are reassigned by the S&EM Liaison or the STB Incident Commander, or
 - They are notified by the S&EM Liaison or the STB Incident Commander that the incident has concluded.
-

2.1.7 TENANT RESPONSE COORDINATOR

Tenant Coordinators report directly to the STB Incident Commander and are responsible for the following:

- Managing their company or department's safe and appropriate response to the event.
 - Maintaining accountability of all on-site employees.
 - Notifying the STB Incident Commander of any employees that require assistance evacuating.
 - Notifying the STB Incident Commander of any unaccounted-for employees.
 - Providing updates to evacuated occupants from their areas.
 - Remaining in constant communication with the STB Incident Commander and providing additional assistance as requested.
-

2.2 ALL EMPLOYEES AND VISITORS

All employees and visitors are responsible for familiarizing themselves with emergency information about the STB, including evacuation routes, fire alarm pull stations, and the location of portable fire extinguishers. All tenants and visitors must follow all instructions received either via the fire alarm system or given by first responders, the Tenant Response Coordinator, the STB Incident Commander, or other authorized members of the STB ERT. All parties must also fully participate in training, drills, and exercises conducted as part of this plan.

2.3 EVACUATION DRILLS

An evacuation drill will be conducted annually and is the responsibility of the MassDOT S&EM. All STB ERT members, as well as tenants, are required to participate in the exercise. Drills will typically be unannounced to evaluate the adequacy of a response to the evacuation signal.

3.0 EVACUATION AND SHELTERING PROCEDURES

Note: Employees should remember that customers or visitors may not be familiar with the guidance in this plan. Hosts must provide relevant direction to the greatest degree practical.

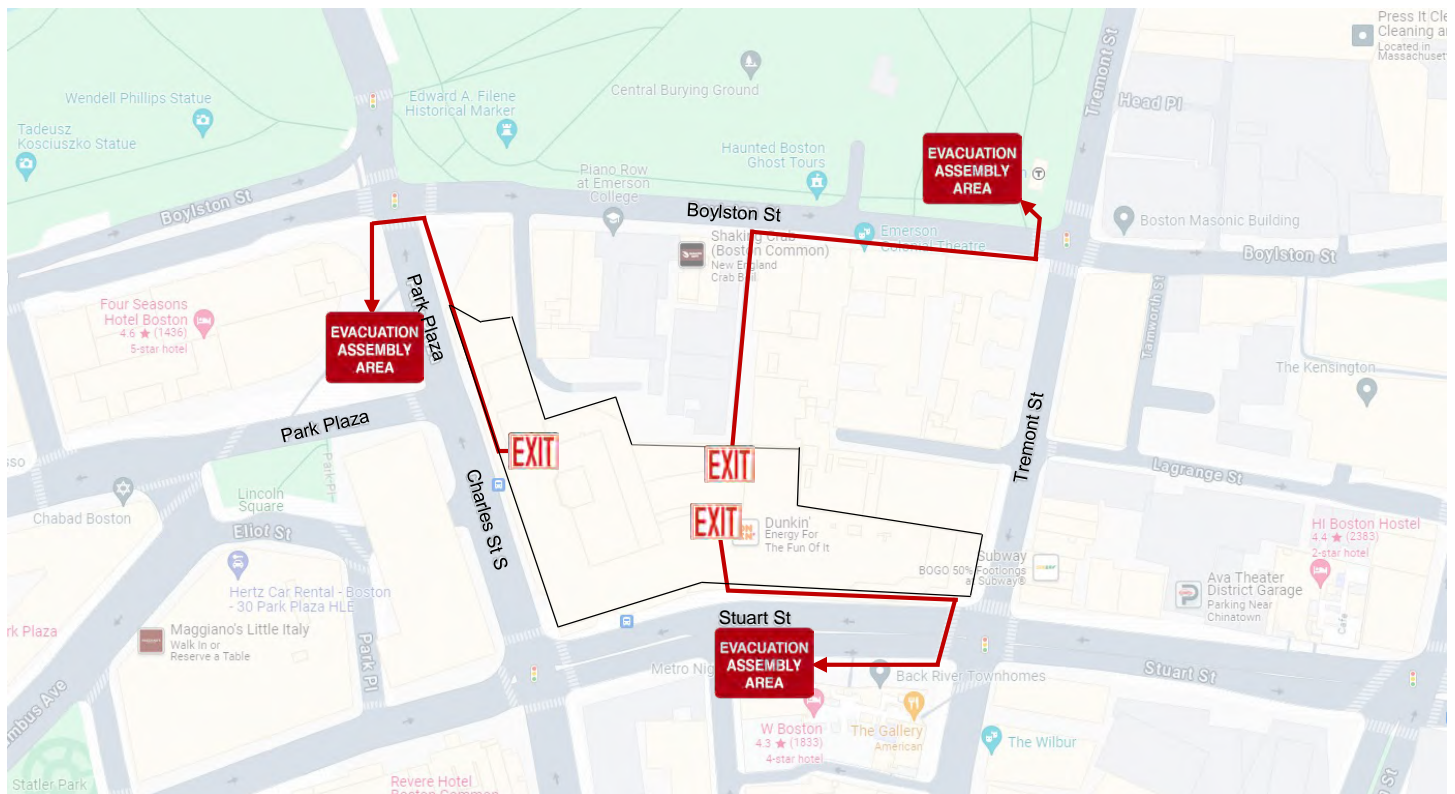
3.1 EVACUATION PROCEDURES

A full or partial evacuation of the building is possible. In the event of any evacuation:

1. Listen to instructions and the fire alarm evacuation message to determine if your floor must be evacuated.
2. If time permits, secure all workstations and put away any valuables and sensitive materials.
3. Leave the building through the nearest designated “EXIT” or “EMERGENCY EXIT” unless directed elsewhere by a Floor Monitor, security guard, or public safety officer. Placards with evacuation routes may be posted at stairwells and elevators. Elevators may not be available in close proximity to the occupant’s office.
4. If possible, hold open the exit door until the area is evacuated.
5. Assist persons with disabilities; anyone unable to evacuate should wait by the elevators and call 911.
6. Do not carry food, drinks, or other unnecessary belongings.
7. Evacuate the building to any designated muster locations identified below.
8. Do not return to an evacuated area for any personal belongings.
9. Return to the building only after the “ALL CLEAR” is given by the STB Incident Commander or other authorized responsible official.

3.1.1 ASSEMBLY LOCATIONS

Once evacuated, all personnel should assemble at a designated assembly location identified below:



| | Description | Primary Exit | Secondary Exit |
|----------------------------|--|---------------------------------|------------------|
| Assembly Location 1 | Across the street, on the sidewalk in front of "W Hotel." | Dunkin Donuts in Building Lobby | Nearest Chipotle |
| Assembly Location 2 | Outside of Boylston Station | Emerson Alley | Dunkin Donuts |
| Assembly Location 3 | Open space at Charles St & Park Plaza, across the street from P.F. Chang's | Nearest Chipotle | Dunkin Donuts |

3.1.2 GUARD POSTS

The following locations will be staffed by on-site security guards during regular business hours. Other locations may be assigned, or assignments may be modified as necessary by the STB Incident Commander:

| Location | No. of Guards |
|--|---------------|
| 1 st Floor, STB Exit at Dunkin Donuts | 1 |
| 1 st Floor, STB Exit at Emerson Alley | 1 |
| 1 st Floor, STB Exit nearest Chipotle | 1 |
| 1 st Floor, Base of Escalators leading to the 2 nd Floor | 1 |
| 1 st Floor, Elevator Bank | 1 |
| 1 st Floor, Garage Exit Hallway Door | 1 |
| 2 nd Floor, West Security Checkpoint | 2 |
| 2 nd Floor, East Security Checkpoint | 2 |

3.2 ASSISTING PERSONS WITH DISABILITIES

Evacuating persons with disability should be given the same level of priority as those who can evacuate on their own accord. Employees, tenants, and visitors are encouraged to convey any additional needs they may require during an emergency. The following guidelines are essential to follow for any emergency:

- Before an emergency, establish a buddy system: instruct the other person on how to assist in the event of any emergency.
- During an emergency, observe or ask clearly and loudly if anyone needs help.
- When assisting any person, first introduce yourself and then ask the best way to assist them.
- Always ask someone with a disability how you can help before attempting any rescue technique or assisting.
- Never bypass any person who may need additional help.
- If assistance is not immediately available, a person with a disability should remain near or at an elevator lobby; if unable to evacuate and no one is around, call 911 immediately and inform first responders of your location.

Tenant Response Coordinators are responsible for identifying any occupants in their area(s) who may need additional assistance evacuating before an emergency. During an emergency, the Tenant Response Coordinator will:

1. Identify what type of assistance is necessary.
2. Inquire with the person about the best way to assist them.
3. Solicit assistance from other capable occupants to assist the person to a point of safety, if needed.

4. If evacuating the person is not feasible with existing resources, relocate them to an alternate point of safety on that floor if the location they are currently in is unsafe (e.g., Elevator Lobby, Isolated Suite/Office).
5. Notify the STB Incident Commander immediately and note the name and exact location of the person.
6. If first responders are present, get their attention and direct them to the person needing additional assistance.
7. Maintain accountability for all individuals.

3.2.1 MOBILITY IMPAIRED: AMBULATORY

People with a mobility disability but who may also be ambulatory may still need assistance leaving a building without a working elevator. When working with a person with a mobility impairment:

- Ask if they need assistance; inquire if they can evacuate using the stairs independently or with minor assistance.
- If there is no imminent danger, a person with a mobility impairment may choose to remain in the same location or be directed to an alternate point of safety, such as an elevator lobby, until emergency personnel arrive.
- Notify an STB ERT member immediately of any individuals remaining in the building and their location.
- If danger is imminent and with the approval, coordinate and follow their direction on how to best assist them.
- If separated from a mobility aid, ensure the aids or devices are reunited with the person as soon as possible.

3.2.2 MOBILITY IMPAIRED: NON-AMBULATORY

Non-ambulatory persons' needs and preferences vary widely and require you to ask how they would like to be assisted. It is, therefore, imperative that continuous and understood communication is maintained with the individual. Three scenarios are possible when working with a non-ambulatory person during an emergency:

1. The person may choose to evacuate on their own or with minimal assistance if on the ground floor or
2. If there is no imminent threat to life, they may choose to remain in the building or
3. Assisted evacuation may be necessary due to recognized threats to life.

If the non-ambulatory occupant decides to either shelter in place or relocate to an alternate safe location:

- Notify a member of the STB ERT immediately and alert them of the person's exact location.
- The STB ERT member should then notify the STB Incident Commander.
- The STB Incident Commander will then notify the overall Incident Commander.
- The person with the mobility impairment should also call 911 and/or the STB Security Hub, notifying them of their exact location and situation.

Using a rescue carry technique should only be done by first responders or trained and capable persons. However, if evacuation is time-critical and first responders are not available to assist:

- Ask if the individual is okay with being removed from their chair.
- If they do not wish to be separated, direct them to the closest area of safety, away from the immediate dangers (e.g., elevator lobby or secured office).
- If they agree to be separated and only if capable of doing so with assistance from others:
 - Consult the person on the best method of carrying them to the point of safety.
 - Never attempt to lift them in the wheelchair unless authorized by the wheelchair user; never lift a motorized mobility aid with the person still in the device.
 - Always request the assistance of at least one more person before attempting any carry or lift technique.
 - If possible and safe to do so, and with the assistance of another person, bring the mobility aid or device.

- If the mobility aid was left behind, notify the Tenant Response Coordinator of the device's location and attempt to reunite the unit with the person as soon as possible.

3.2.3 VISUALLY IMPAIRED: BLIND OR LOW VISION

Persons who are blind or have low vision may not be able to use traditional orientation and navigation methods alone. In these circumstances:

- Communicate the nature and location of the emergency and provide simple instructions for exiting the building.
- Offer your arm to assist with guiding the individual, or simply offer to provide verbal directions.
- While assisting, give verbal cues, including direction of travel, estimated distances, and directional terms or information.
- As you walk, tell the person where you are and advise of any obstacles (e.g., stairs, overhanging objects, uneven pavement, curbs, and narrow passageways).
- Once at a safe location, orient the individual to their location and inquire if further assistance is needed before leaving them.

3.2.4 DEAF OR HARD OF HEARING

An individual who is deaf or hard of hearing may be trapped somewhere and unable to seek help because the only available communication device relies on voice. In some instances, people who cannot speak loudly or with voice/speech impairments may carry a whistle or have other means of attracting the attention of others. When working with a person who is deaf or hard of hearing:

- Alert the individual by turning the lights on or off and waving your arms; if needed, gently touch the person on the elbow or shoulder to gain their attention.
- Communication is paramount. Face the person, speak clearly, and indicate directions with gestures. Alternatively, and with time permitting, write a note with evacuation instructions.
- Offer visual instructions to advise of the safest route or directions by pointing toward exits or an evacuation map.
- While deaf or hard-of-hearing persons may likely be able to evacuate independently, they may need to be escorted outside the building if information cannot be clearly communicated.

3.2.5 COGNITIVE OR PSYCHIATRIC DISABILITIES

Many different disabilities can impact a person's ability to communicate, process, or react in a "typical" way during an emergency. People with a cognitive disability may be able to hear standard alarms and see visual indicators to evacuate. However, they may not have the ability to recognize, understand, and respond appropriately to fire alarms and other emergency notifications. If assisting a customer with a cognitive or psychiatric disability:

- Provide reassurance.
- Attempt to give instructions one step at a time.
- Repeat and rephrase instructions if necessary.
- Treat each person as an individual.
- Be as patient as the situation allows.
- Remain calm and do not take the uncooperative behavior of a passenger personally.
- Stay with the person if needed once evacuated.

3.2.6 SERVICE ANIMALS

Service animals assist persons with different kinds of disabilities in their day-to-day activities. In some circumstances, the animal provides life-saving support to the individual. When assisting a person during an emergency with a service animal:

- Always allow the person to direct the animal.
- Never separate service animals from their handler; evacuate them together.
- Speak to the animal in a calm, friendly voice.
- Just like a human, recognize that the animal may be anxious or acting out in an emergency; do not attempt to control the animal.
- If the animal is inadvertently separated from the owner, check the animal for identification tags or tattoos (often located on the belly or ear).
- Notify a member of the STB ERT immediately.

3.3 ELEVATORS

Use of any elevator, including freight elevators, during an evacuation may be limited, depending on the location of the event. Only fire department personnel will have access to the elevators during an emergency.

3.4 SHELTER-IN-PLACE

Some events may require occupants to remain inside the building to avoid potentially hazardous conditions. Under certain circumstances, sheltering occupants within the building may reduce the risk of injury. If it is necessary to shelter in place, occupants will be notified by mass notification or verbal directive.

Incidents that may require a Shelter-in-Place order include, but are not limited to, the following:

- Criminal activity outside of the facility
- Severe weather
- Biological, chemical, or radiological emergencies
- Civil disturbances, such as demonstrations or riots
- Explosions or other dangers near the facility
- Gas leaks or other utility disruptions

Occupants will be provided with direction depending on the nature of the incident. Occupants should consider the following actions in the event of a Shelter-in-Place order:

- If outside, seek shelter in the nearest building, preferably in an interior room with few windows.
- Depending on the threat or hazard, lock doors and close window blinds and shades when possible.
- Warn others about the situation.
- Close all exterior doors, windows, and other outside openings.
- Avoid overcrowding by selecting several rooms, if necessary.
- Do not leave the building until the "all clear" is received from the emergency responders.
- Report any emergencies or unusual conditions.

3.5 CONSIDERATIONS FOR CRITICAL OPERATIONS

Several critical operations and safety-sensitive programs take place in the STB. These activities require special staffing considerations during a disruption, additional staffing to assist with an evacuation, or added situational awareness.

3.5.1 OCCUPATIONAL HEALTH SERVICES CLINIC

The Occupational Health and Safety (OHS) Clinic operates on the 7th Floor of the East Wing. The services described below are provided 24 hours a day, 365 days per year. Employees and visitors at the OHS Clinic during an emergency and undergoing a mandatory screening or evaluation will follow procedures outlined by the OHS Clinic.

Drug and Alcohol Testing

The Drug and Alcohol team's primary role centers around complying with 49 CFR Part 40 and procedures outlined in the MBTA's Drug and Alcohol Policy.

Employee Assistance Program (EAP)

The Employee Assistance Program is a free counseling, information, and referral service within the MBTA's Occupational Health Services department.

Medical Clinic

The Medical Clinic is a 24-hour non-treating clinic that sees employees throughout their careers, starting with a pre-employment drug and alcohol test and physical. ***It is not a treatment facility.***

3.5.2 TRANSPORTATION CHILDREN'S CENTER (TCC)

The TCC is located in the West wing on the 3rd Floor inside the elevator lobby.

The TCC could be subject to an emergency affecting the facility or as part of a larger-scale event. The Executive Director and staff are responsible for the safety of children and will coordinate actions and/or requirements with public safety officials and parents/guardians. The TCC has a written plan that details the procedures for meeting potential emergencies, including fire, bomb threat, natural disaster, loss of power, heat or hot water, or other potential emergencies.

3.5.3 STB SECURITY HUB

The STB Security Hub is on the 2nd floor adjacent to the public boardroom.

Due to the critical role the STB Security Hub plays in this Plan, its personnel will evacuate the building only when directed by the Incident Commander in coordination with the Security Supervisor on Duty. The STB Security Hub has procedures for evacuation and relocation to an alternate facility.

3.5.4 ENGINEERING CONTROL ROOM

The Engineering Control Room is located in the East Wing on the 2nd Floor. Systems do not currently require continuous monitoring by building personnel. As such, staff are expected to evacuate during an emergency or respond to the fire command room as required. These activities will be coordinated between the STB Incident Commander and the Engineer in Charge.

3.5.5 MGB URGENT CARE

While not immediately part of the STB, the Mass General Brigham (MGB) Urgent Care adjacent to Dunkin Donuts on Stuart Street is tied into the same fire alarm system. MGB personnel are instructed to follow their facility's emergency procedures in an emergency requiring an evacuation.

4.0 EMERGENCY PROCEDURES

The hazard-specific procedures listed below are written to be utilized by individuals in the building and describe suggested actions occupants should take in response to a variety of possible emergency situations. However, supervisors retain overall responsibility for ensuring proper notifications are made within their departments and staff.

4.1 SMOKE OR FIRE

4.1.1 POLICY

The STB shall be evacuated either in full or partially whenever a fire or other incident occurs which may endanger the occupants inside the building. Such a situation will normally be indicated by the activation of the building's fire alarm.

Refer to Section 1.3 of this plan for Fire Alarm messaging.

4.1.2 PROCEDURE

If fire is observed, find, and activate a fire alarm pull station, or call 911. Follow the reporting procedure in this plan and ensure your supervisor and/or other building authorities have been notified.

If the fire alarm sounds or an evacuation is ordered, employees should:

1. Listen to instructions and the fire alarm evacuation message to determine if your floor/area must be evacuated.
 2. If time permits, secure all workstations and put away any valuables and sensitive materials.
 3. Not try to extinguish a fire unless a) it is small enough to be handled safely and b) you are knowledgeable in the use of fire extinguishers.
 4. Leave the building through the nearest designated "EXIT" or "EMERGENCY EXIT" unless directed elsewhere by a Floor Monitor, security guard, or public safety officer. Placards with evacuation routes may be posted at stairwells and elevators. Elevators may not be available in close proximity to the occupant's office.
 5. If possible, hold open the emergency exit door until the area is evacuated.
 6. Assist persons with disabilities; anyone unable to evacuate should wait by the elevators and call 911.
 7. Not carry food, drinks, or other unnecessary belongings.
 8. Evacuate the building to any designated muster locations identified in Section 3.1.1.
 9. Not return to an evacuated area for personal belongings.
 10. Return to the building only after the "ALL CLEAR" is given by the Incident Commander or other authorized responsible official.
-

4.1.3 ASSEMBLY/MUSTER/RALLY LOCATION

Once evacuated, all personnel should assemble at the designated assembly location identified in Section 3.1.1 of this plan. If crossing a street, all personnel should exercise caution and utilize the crosswalk. Supervisors should conduct an accountability check of all employees in their area; all other employees should immediately check in with their supervisor so this accountability check can be performed.

4.2 ACTIVE THREAT

An active threat is defined as one or more individuals actively using a weapon to engage in killing, attempting to kill people, or wielding a weapon and threatening others. This procedure applies to such incidents occurring inside or in close proximity to the STB.

1. RUN

If there is an accessible escape path, your best option may be to get out of harm's way by evacuating the premises.

- Be aware of your surroundings.
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- If possible, help others escape.
- If possible, prevent individuals from entering an area where the active threat may be.
- Follow the instructions of any law enforcement officers.
- Keep your hands visible to law enforcement officers.
- Do not attempt to move wounded individuals.

Remember that the public is likely to follow the lead of identifiable officials, including MassDOT and MBTA employees, during an active threat situation. If reasonably safe to do so, personnel are asked to assist others, including those requiring special assistance, without jeopardizing their own safety.

2. HIDE

If circumstances do not allow for evacuation, find a place to shelter where the active threat is less likely to find or harm you.

- Your hiding place should be out of the assailant's view and not trap you or restrict your options for movement.
 - If possible, close and lock the door and/or obstruct it with heavy items (e.g. furniture) to block the entrance and provide some protection against the assailant.
 - Remain calm, quiet, and still, and when possible, stay low to the floor. Hide behind large items such as cabinets or desks, if available.
 - Silence your cell phone/pager and turn off any sources of noise (radios, televisions, etc.).
-

3. FIGHT

As a last resort, and only when your life or that of others is in imminent danger, you may have to attempt to disrupt, distract, disarm, and/or incapacitate the assailant.

- Throw heavy items, such as a fire extinguisher, books, or other equipment at the assailant and improvise weapons from items around you.
 - Yell and try to disorient the assailant.
 - Commit to your actions; you are fighting for your life, and there is no room for hesitation.
-

4. NOTIFY

As soon as it is safe to do so - from your hiding place, if necessary - call 911 and provide as much of the following information as you can:

- The general location of the incident (building/floor/area).
- The number of and physical description of assailant(s).
- The assailant's last known specific location and direction of travel.
- Number and type(s) of weapons used.
- Number, location, and condition of any victims.
- If you cannot speak, leave the line open to allow the dispatcher to listen.

5. COOPERATE

The first law enforcement officers to arrive on scene will prioritize finding and neutralizing the assailant(s); be aware that in doing so, they may initially be forced to bypass individuals with injuries. When you do encounter law enforcement:

- Remain calm and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Keep your hands raised and visible and spread your fingers to signal that you are not a threat.
- Avoid making quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating; just proceed in the direction from which officers are entering the premises.
- Cooperate with responders at all times; if you are able, provide useful information, such as a description of the suspect and his/her location, as well the number and location of injured people.

4.3 SUSPICIOUS ITEMS & ACTIVITIES

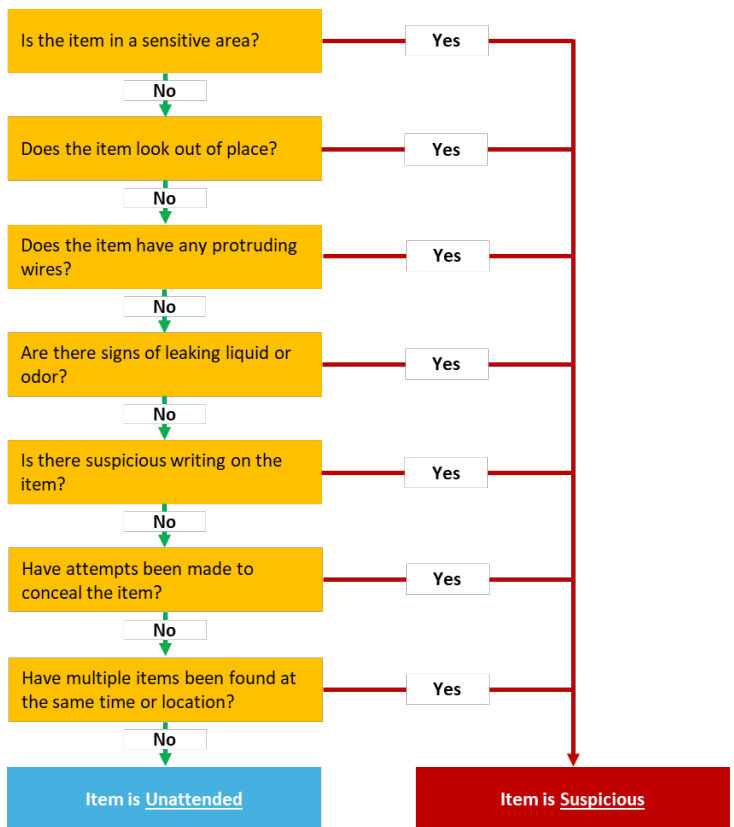
Suspicious items may include boxes, packages, vehicles, trailers, or containers that can be used to conceal explosives or other harmful items. In addition, suspicious activity may be observed, which could be a sign of an attack or a crime in planning stages or being executed. There is no substitute for your own best judgment and gut feeling, but employees should follow this procedure when something seems suspicious.

1. IDENTIFY

Items

Is it Unattended, or is it Suspicious? An **Unattended Item** is any item that is unattended, meaning the owner is not present, no one is watching or caring for the item, and it has no suspicious identifiers (see below). To determine if the Unattended item is Suspicious, use the provided flow chart:

Remember that even small containers or mailed envelopes and packages can fit powerful explosives or chemical/biological agents.



Vehicles

- Consider the vehicle's location and time of day; vehicles near sensitive areas (front door, gas tanks, etc.) and/or at odd hours are inherently more suspect.
- Think about **context**: is the vehicle illegally parked, abandoned, out of place, or is something suspicious happening inside or around the vehicle?
- Think about **content**: is a liquid or odor leaking from the vehicle, are the windows tinted or covered, are large containers visible inside, or is the rear of the vehicle sagging from a heavy load?
- Think **about appearance**: does the license plate look fake or recently altered, does the vehicle have suspicious or homemade decals or markings, have unusual alterations been made to the vehicle body, or do you see unusual switches, antennas, or batteries?

Activity

- Consider location and time of day; activity near sensitive areas and at odd hours is inherently more suspect.
- Think about **actions**: is the person not able to produce proper identification, inquiring about security, taking pictures, revisiting the same location, or fleeing when noticed?
- Think about **behaviors**: is the person trembling, sweating, fidgeting, clock watching, or avoiding eye contact?
- Think about **characteristics**: is the person wearing seasonally inappropriate clothing, showing exposed wires, acting unresponsive? Or have you found broken locks or windows?

Mail

Because of the increased sophistication of letter or package bombs and placed devices, fewer bombs can be readily identified by examining the exterior of a piece of mail. However, any piece of mail that looks unusual, is unexpected, or is delivered in an unusual fashion may be considered suspicious.

2. VERIFY

- Try to determine if the vehicle, individual, or item has a legitimate purpose in the area.
 - Ask around to verify the owner of a suspicious vehicle; if it is commercial and has markings, call the company to confirm.
 - If it is mail, check the return address and attempt to contact the sender to verify the purpose of the mailing.
 - If safe to do so, approach a suspicious individual, identify yourself as an employee, and ask "Can I help you?"
 - Remember, any vehicle or size of the package could conceal a danger.
-

3. TAKE PRECAUTIONS

- Always use caution if approaching someone or something suspicious.
 - Do not approach an obvious threat; maintain a safe distance and observe.
 - Do not pick up, touch, or otherwise disturb an unattended or suspicious item, piece of mail, or vehicle.
 - Use a cell phone only at a distance.
 - Do not try to stop someone from leaving or returning to claim an unattended or suspicious item or vehicle.
 - If you are handed a suspicious item, ask them to place it on the ground.
 - Evacuate the facility and the general area, especially if the item is indoors.
-

4. REPORT

- If you can't confirm something suspicious or unattended is legitimate, report it.
- Notify the appropriate authorities using the notification tree pathway in Section 1.1 of this plan.

- When calling 911 or STB Security Hub, identify yourself (including if you are a MassDOT or MBTA employee) and provide your location and contact information.
- Describe the item, individual(s), or vehicle (plate #, color, make/model); remember WHO/WHAT/WHERE/WHEN.
- The more information you can provide, the better law enforcement will be able to respond.

4.4 HAZMAT SITUATION

Hazardous materials are substances that may pose an unreasonable risk to the health and safety of operating or emergency personnel, the public, and/or the environment if not properly controlled during handling, storage, manufacture, processing, packaging, use, disposal, or transportation. Although a hazmat incident in or near this facility is unlikely, the following procedure should be followed in such an event.

4.4.1 INCIDENTS NEARBY

Follow instructions from public safety officials.

If you are asked to evacuate:

- Evacuate the building immediately following the instructions in this plan.
- Notify your manager/supervisor.
- Stay tuned to a radio, television, or online news for further information on evacuation routes, shelters, and procedures.
- Follow the routes recommended by the authorities as shortcuts may not be safe.
- Remember to help customers who may require special assistance such as infants, elderly people, and people with access and functional needs.

If you are told to stay indoors:

- Close and lock all exterior doors and windows. Close vents, and as many interior doors as possible.
- Turn off air conditioners and ventilation systems. If possible, set ventilation systems to 100% recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.
- Seal gaps under doorways and windows with cloth or plastic materials and tape.
- Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with tape and plastic sheeting, wax paper, or aluminum wrap (if available).
- Use material to fill cracks and holes in the room, such as those around pipes.
- If gas or vapor could have entered the building, take shallow breaths through clothing or a towel. Avoid eating or drinking any food or water that may be contaminated.

4.4.2 HAZMAT INCIDENT ON PROPERTY

Strange odors and sudden coughing or other symptoms may be signs of a HazMat incident. Biohazards, such as urine, needles, or blood, should also be considered HazMat incidents. In the event of a serious HazMat incident that may pose an imminent or serious danger to occupants:

- Do not attempt clean-up.
- Follow the incident reporting procedure in this plan, beginning with a call to 911 or the STB Security Hub.
- Evacuate and secure the facility immediately using the “Fire and Evacuation” procedure outlined in this plan.
- Once clear of the facility, notify your manager or supervisor.
- Stay upstream, uphill, and upwind. In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away.
- Stay away from accident victims until the hazardous material has been identified. Do not try to rescue anyone that has been contaminated, as you could become a victim yourself.

A minor HazMat incident may include the discovery of needles, urine, or a similar situation; it is only considered minor if it is contained and does not pose an imminent or serious danger to occupants.

- Move individuals away from the spill or incident location and, if possible, establish a physical barrier (close door, for example) to keep others from accessing the area. If necessary, divert employees or visitors from the incident location.
- Notify your supervisor or manager.
- The manager should contact Property Services for clean-up and removal. Only attempt clean-up yourself if safe to do so and if you are authorized by applicable procedures and officials.

4.5 MEDICAL EMERGENCIES

Medical emergencies may range from relatively minor, isolated events such as a customer or employee falling down stairs, to significant events involving many people that might accompany a major natural or man-made disaster.

- Follow the incident reporting procedure in this plan, beginning with a call to 911 or the STB Security Hub.
- Assess the situation:
 - If the person is conscious, ask them to tell you if anything hurts.
 - If unconscious, gently inspect the person for obvious signs of injury.
- Do not move the person (especially if they indicate any pain) unless they are in imminent danger of further injury, (e.g., an approaching fire).
- You may render basic aid such as CPR or an AED if you are trained to do so and willing, but other forms of medical attention should be left to qualified medics. Avoid contact with blood, vomit, or other bodily fluids. Do not provide or administer any medicines and get out of the way once emergency personnel arrive.
- Limit your conversation with the person to reassurances. Do not discuss their injury if possible.
- Do not discuss the accident or what circumstances might have contributed to its cause.
- After the person has been given first aid and the incident is over, provide responders with any known factual details.
- Complete any required forms or reports relating to workplace injury and safety.

Refer to Appendix A.2 for a complete list of publicly accessible emergency equipment.

4.6 SEVERE WEATHER

Employees are advised to follow and pay attention to weather alerts. In the event of sudden onset of severe weather, such as a tornado, act quickly in accordance with these instructions and/or other guidance provided by authorities.

If you are inside of the building:

- If possible, go to the first floor of the building.
- Otherwise, go to a small interior room or hallway and stay away from windows and exterior doors.
- Put on sturdy shoes.
- Do not open windows.

If you are outside of the building:

- If feasible, relocate inside of the STB.
- Alternatively, if you can, immediately get into a vehicle, buckle your seat belt, and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park.
- You can also take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat, or other cushion if possible.

- If you cannot access a vehicle or get inside, lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat or other cushion if possible.
 - In all situations:
 - Do not get under an overpass or bridge. You are safer in a low, flat location.
 - Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.
-

4.7 THREATS AND DISRUPTIVE BEHAVIOR

Regardless of whether a threat is made by phone, in writing, online, or in person, remain calm and obtain and record as much information as possible. Remember that the intention may be to damage property or scare people, not necessarily to injure or kill anyone.

4.7.1 BY PHONE

- Keep the caller on the line, ask them to repeat the message several times, and gather more info, such as caller ID.
 - Write down the threat verbatim, using the caller's own words, and record any other information. You may be able to obtain useful information before the caller ends the conversation.
 - Don't hang up under any circumstances.
 - Have someone else immediately call 911 or the STB Security Hub and notify your manager or supervisor. Follow and complete the incident reporting procedure in this plan.
-

4.7.2 IN WRITING

- Place the item in a secure location and protect it from contamination (avoid unnecessary touching).
 - Immediately call 911 or the STB Security Hub and notify your manager or supervisor.
 - Record all circumstances of the item's receipt (mailed, left on the counter, etc.)
-

4.7.2 ONLINE

- Never respond to the message or click on any links provided in the message. If sent via email, save a copy of the message to your computer; otherwise, take a screenshot and save the image.
 - For text messages or other direct messages on your mobile device, take a screenshot of the message and save the image.
 - For threats posted on social media, do not engage with the content - take a screenshot and save the image if possible.
 - Notify your manager or supervisor immediately.
 - If you feel as though the message threatens immediate physical harm, call 911 and the STB Security Hub.
 - If there is no immediate physical threat, notify the STB Security Hub.
-

4.7.3 IN PERSON

Attempt to calm the individual(s).

- Immediately call 911 or the STB Security Hub and notify your manager or supervisor. Follow and complete the incident reporting procedure in this plan.
- Activate the covert duress alarm if available.
- If the individual(s) become(s) violent, evacuate the facility and/or take shelter as appropriate.
- Even if the individual(s) leave(s) but threaten(s) (or is likely to) return, call 911 or notify the STB Security Hub, and notify the manager and supervisor so appropriate precautionary measures can be taken.

4.7.4 TO SELF

- If the individual is threatening to harm him/herself, attempt to calm the individual.
- Have someone call 911 or the STB Security Hub and notify your manager or supervisor. Follow and complete the incident reporting procedure in this plan.
- If a weapon is present, evacuate the area.

If any of the above require evacuation, this determination will be made by the Security Supervisor on Duty or the next qualified person.

5.0 SECURITY POLICIES

All employees, contractors, and visitors are required and expected to follow the security policies outlined herein.

5.1 ACCESS

Electronic access control is installed on all exterior doors leading into the immediate building and doors to all business suites. The system requires individuals to use their assigned ID badge to enter the building as well as certain designated areas within. Tap access into the building is only required during non- business hours.

Specific access privileges are determined by an individual’s role, work location, supervisor approval, and other factors as determined by the facility owner and implemented by the MassDOT/MBTA S&EM Department.

| Type | Access |
|---|---|
| Employees | <ul style="list-style-type: none"> All employees have access through the exterior doors at the outside perimeter of facilities as part of “General Perimeter Access”. All employees must tap their badge at the security checkpoint prior to passing through security. |
| Contractors | <ul style="list-style-type: none"> With approval from their sponsor and applicable area approver and subject to the requirements listed, contractors may be assigned a variety of access levels. Unless authorized otherwise, other contractors are considered visitors and must be escorted to their destination by an employee. All contractors must tap their badge at the security checkpoint prior to passing through security. |
| Visitors | <ul style="list-style-type: none"> Anyone entering the building not meeting the criteria above is considered a “visitor.” Visitors wishing to access the building beyond a security checkpoint must sign in with the security officer at the Information Booth before attempting entry through a security checkpoint. |
| Responders (During an Emergency) | <ul style="list-style-type: none"> An access card is available in the Knox Box located at the Charles Street entrance. Access can also be granted remotely and immediately by calling the SOC at 617-222-6222. |

5.2 REQUIREMENTS AND PROCEDURES

| Topic | Regulations |
|-------------------------|--|
| Piggybacking | <ul style="list-style-type: none"> “Piggybacking” through access-controlled doors is discouraged in general and prohibited for exterior doors. Any employee may challenge another employee to present a security badge. |
| Doors | <ul style="list-style-type: none"> Authorized personnel must use the designated employee entrance unless authorized. Doors should remain closed and always latched. Propping access-controlled doors open is prohibited. Physical keys may not be used to unlock access-controlled doors; use a security ID badge. |
| Badges | <ul style="list-style-type: none"> Security ID badges should be carried at all times. Never share a badge or allow an employee to use someone else’s badge. Employees with forgotten or malfunctioning badges shall be considered “visitors” until they again come into possession of a valid badge. |
| Prohibited Items | <ul style="list-style-type: none"> Weapons, including firearms, are not permitted at any time (excludes law enforcement and authorized/approved Security Personnel). |

REVISIONS

This document was developed and is maintained by the MassDOT/MBTA Security & Emergency Management Department in consultation with a variety of MassDOT and MBTA departments. For questions or to report changes, please contact dotsecurity@state.ma.us. A full list of plan revisions can be found below.

| Revision Date | Area/Pages | Approved By: | Signatory |
|---------------|--|---|-------------|
| XX/XX/2024 | Re-Issue was provided to all tenants and affected employees. | Chief Safety Officer Patrick Lavin Deputy Chief Safety Officer Michael Cairo | <hr/> <hr/> |
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A.1 LIST OF TENANTS/SUBTENANTS

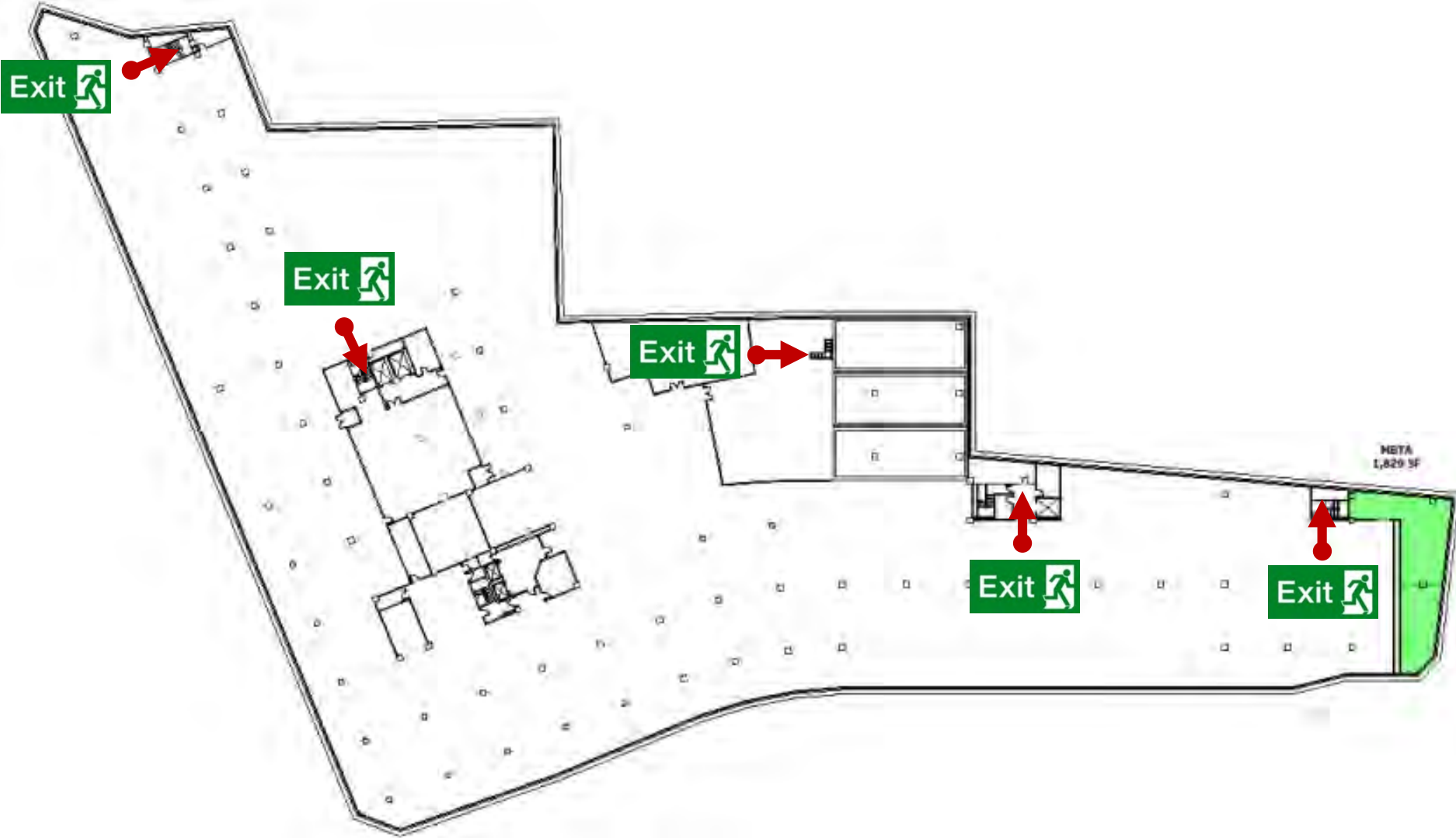
| Tenant | Type | Wing | Floor | Normal Operating Hours |
|--|-------------|------|--------|--|
| 7-Eleven | Retail | - | 1 | M-Su 6:00 am - 2:00 am |
| Allied Security | Guarding | - | 2 | 24/7 |
| Chipotle Mexican Grill | Retail | - | 1 | M-Su 10:00 am - 10:00 pm |
| CVS Pharmacy, Inc. | Retail | - | 1 | M-Su 7:00 am - 10 pm |
| Department of Conservation & Recreation | Government | East | 6 | Business Hours |
| Dunkin Donuts | Retail | - | 1 | M-F 6:00 am - 8:00 pm Sa-Su 7:00 am - 4:00 pm |
| Emerson University | Education | West | 2 | Business Hours |
| Mass General Brigham Urgent Care | Health Care | - | 1 | M-Su 9:00 am - 8:30 pm |
| Massachusetts Bay Transportation Authority (MBTA) | Government | East | 2-8 | Business Hours |
| Massachusetts Department of Transportation (MassDOT) | Government | West | 2-8 | Business Hours |
| Pilgrim Parking | Services | - | Garage | Business Hours (Office) |
| Transportation Children's Center | Day Care | West | 3 | M-F 8:00 am - 5:30 pm |

A.2 PUBLICALLY ACCESSIBLE EMERGENCY EQUIPMENT

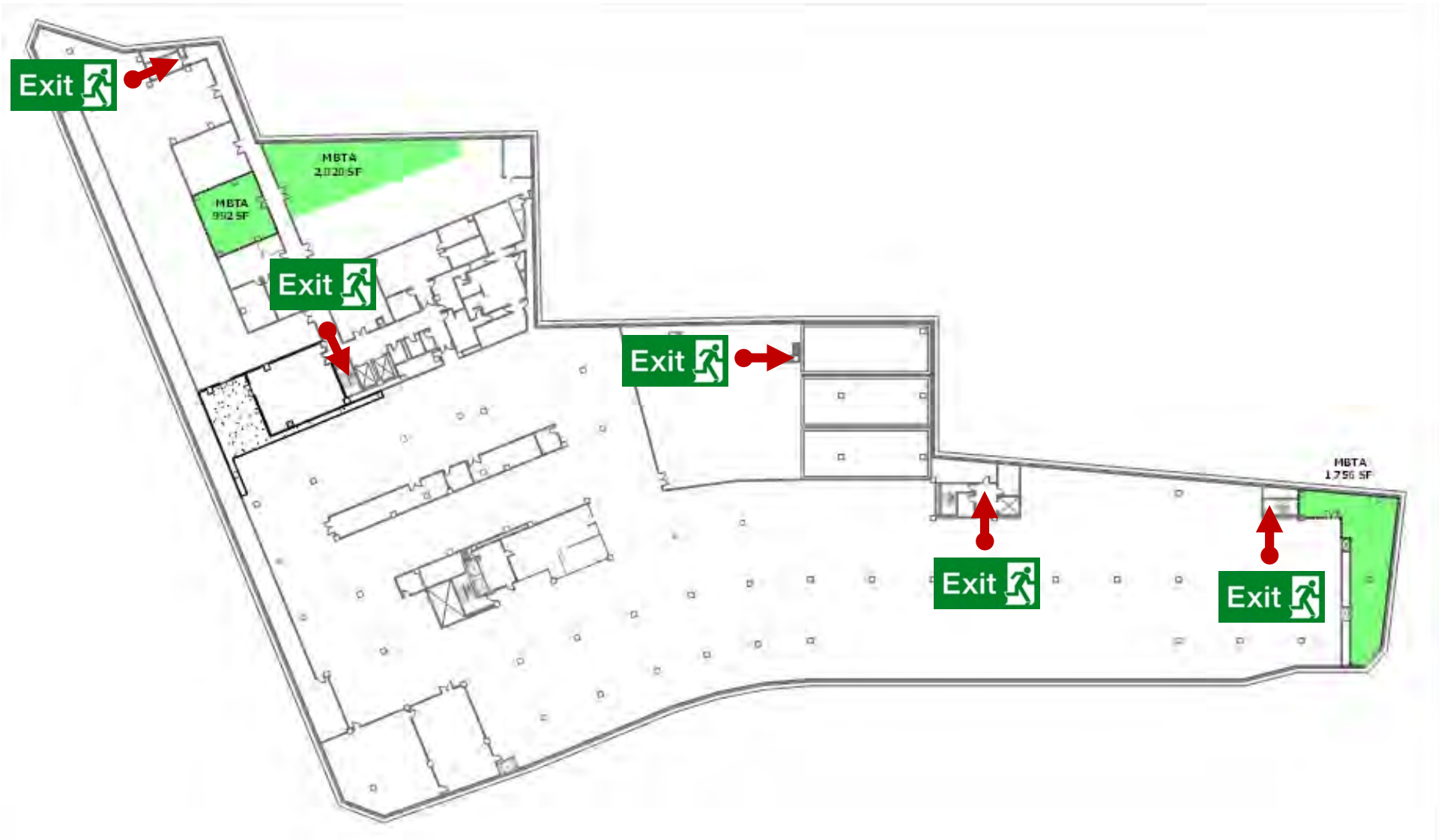
| | Floor | Suite No. | Location Description |
|--------------------------------|-------|-----------|----------------------------------|
| Evacuation Stair Chairs | | | |
| AED, Fixed Mount | - | - | Safety & Security Office |
| | 2 | Mezz. | Main Hallway Near Bathrooms |
| | 2 | Mezz. | Board Room / Kitchenette |
| | 3 | 3330 | Transportation Children's Center |

A.3 EGRESS ROUTES

LOWER GARAGE



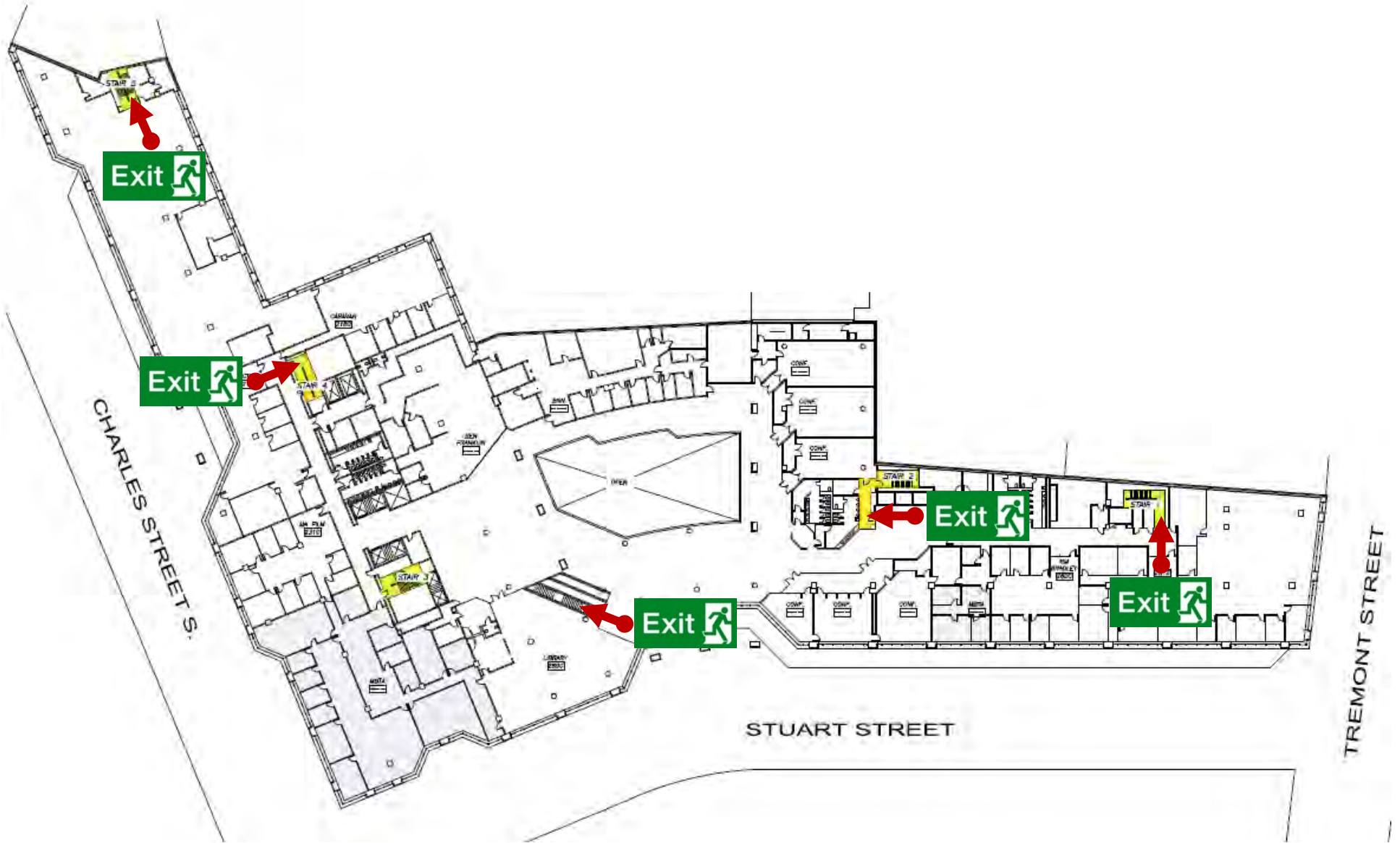
UPPER GARAGE



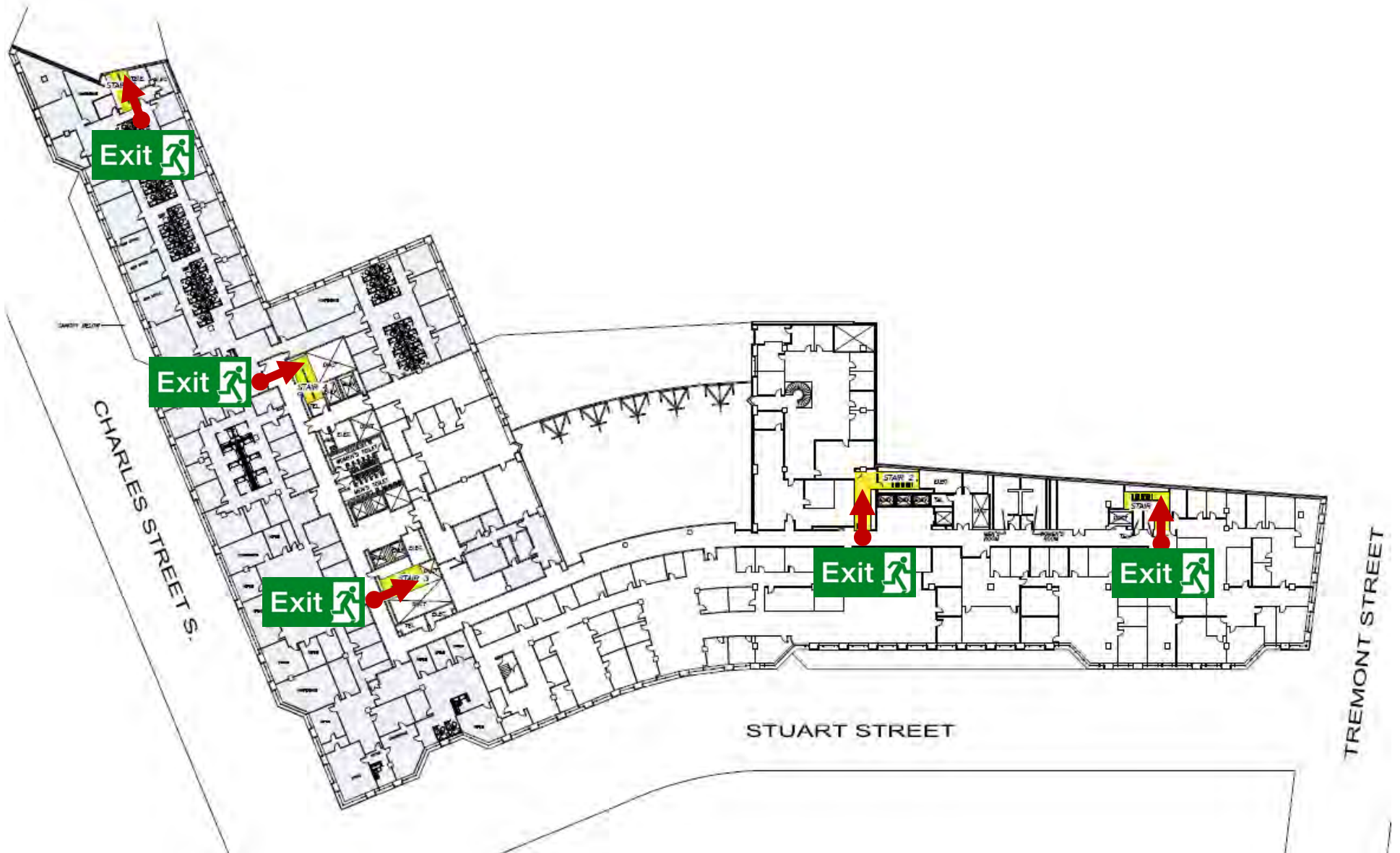
FIRST FLOOR



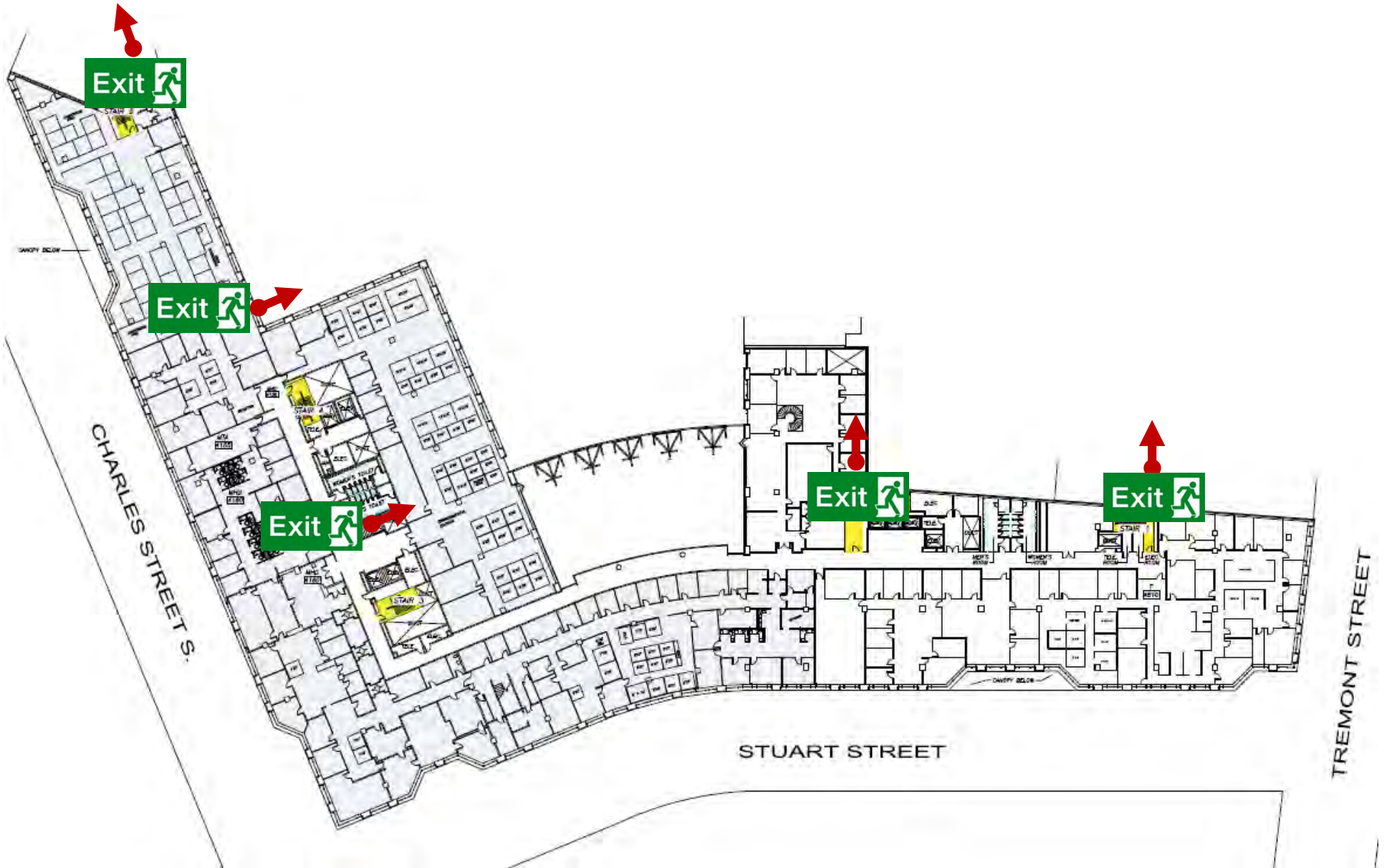
SECOND FLOOR



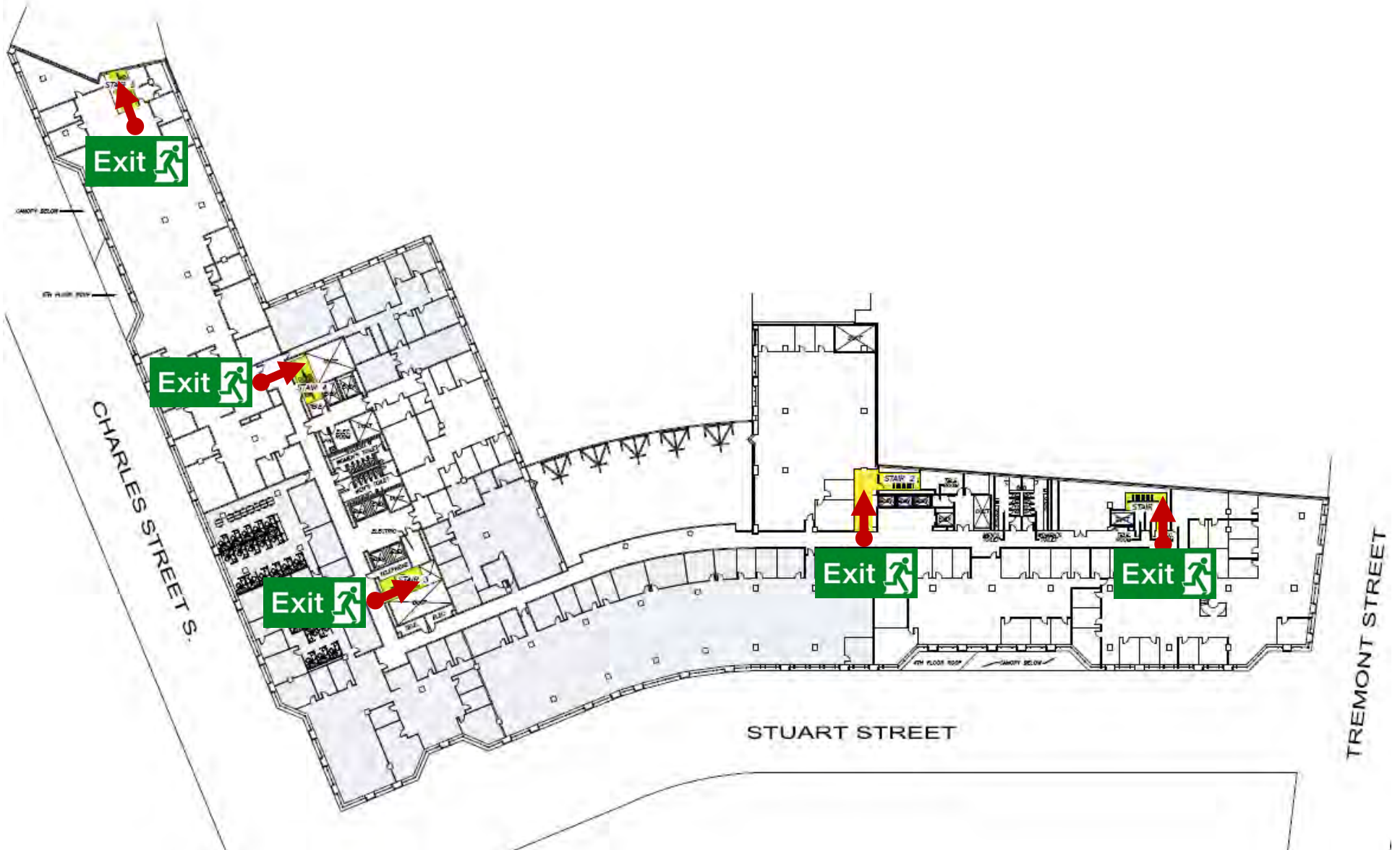
THIRD FLOOR



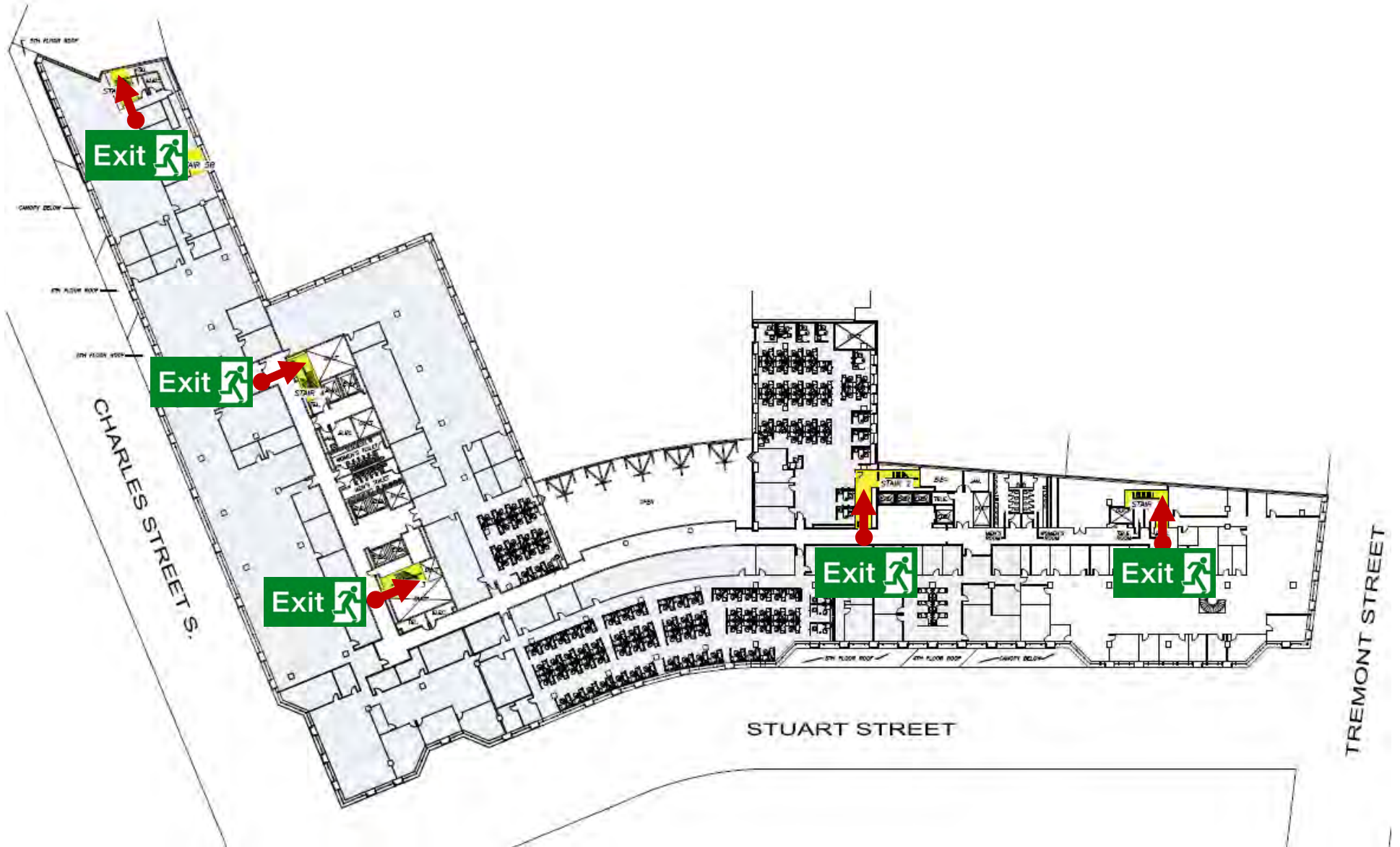
FOURTH FLOOR



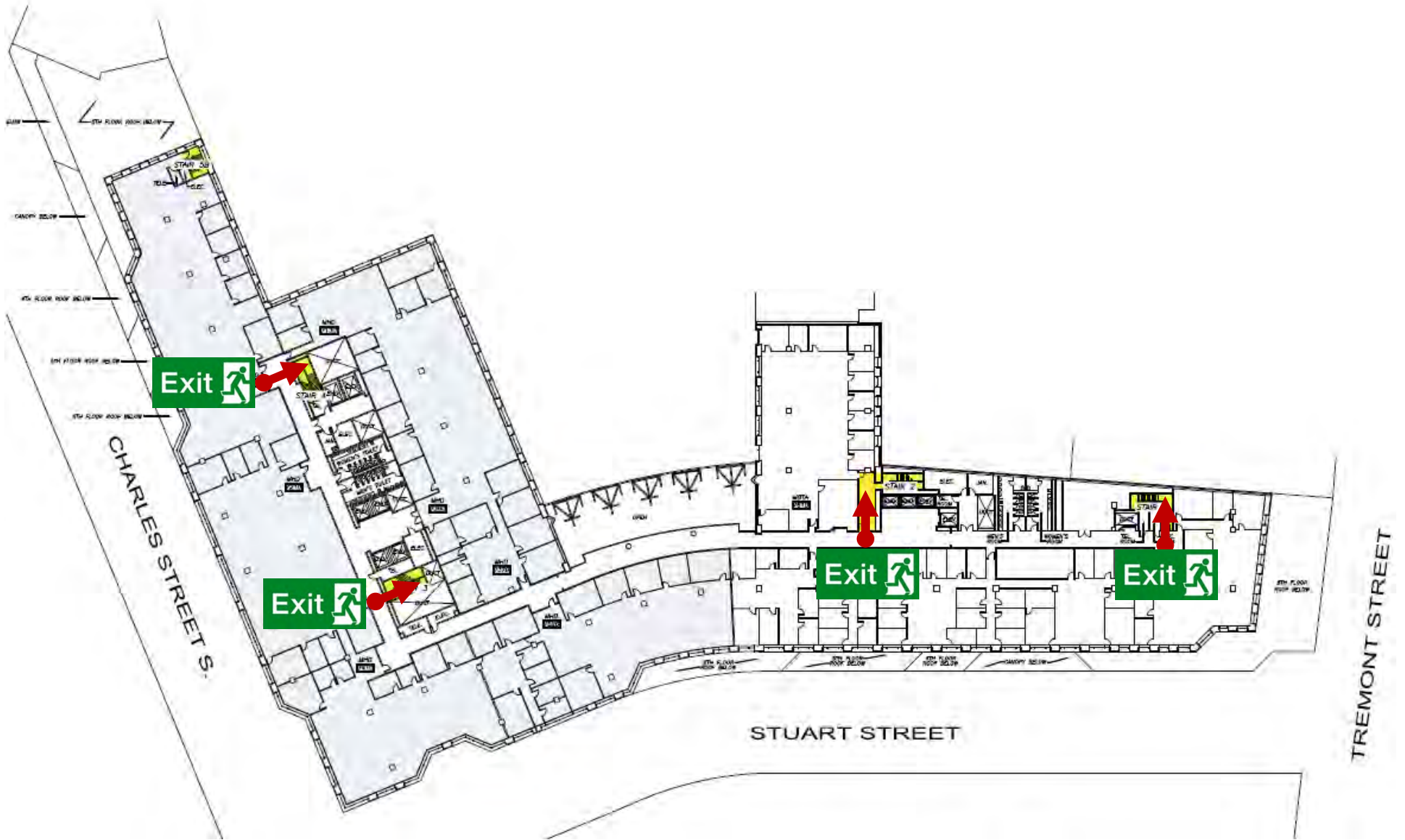
FIFTH FLOOR



SIXTH FLOOR



SEVENTH FLOOR



A.4 ACRONYMS

| | |
|-----------------|--|
| AED | Automatic External Defibrillator |
| CFR | Code of Federal Regulations |
| CPR | Cardiopulmonary resuscitation |
| EAP | Emergency Action Plan |
| EMS | Emergency Medical Services |
| ERT | [STB] Emergency Response Team |
| MassDOT | Massachusetts Department of Transportation |
| MBTA | Massachusetts Bay Transportation Authority |
| MGB | Mass General Brigham |
| OHS | Occupational Health and Services |
| S&EM | Security & Emergency Management |
| SOC | Security Operations Center |
| STB | State Transportation Building |
| TCC | Transportation Children's Center |