

BUSPH Building Evacuation Procedures

In the event of a fire, call Code Red (4-6666 or 8-6666) and report the exact location of the fire

Talbot Building Assembly Area – Albany Street Green

Introduction: Each BUSPH department, floor and/or area should have a Fire Marshal with at least one alternate. Fire Marshals should be familiar with:

- The nearest fire alarm pull station.
- The location and designation of the nearest enclosed stairwell. In the Talbot Building, each stairwell has its designation posted on a sign both inside and outside the door leading to it from the hall.
- The names and locations of department/area employees and who, if any, may need assistance in evacuating the building. It is suggested that each department/area keep a list of this information on a clipboard that is readily accessible.

In the event of an emergency necessitating the evacuation of the building, each Fire Marshal should:

- Check each room, including restrooms and conference rooms, to alert occupant(s) to leave the building by means of the enclosed stairwells – ***DO NOT THE USE ELEVATORS*** - and to meet at the Assembly Area (Albany Street Green). The Fire Marshals are not responsible for forcing occupants to leave, but should make note of those occupants remaining behind.
- Ensure mobility impaired individuals have assistance to make it at least as far as the enclosed stairwell. If the individual is unable to exit the building, report the person's exact location to the Control Center (4-6666) and to the Evacuation Director at the Assembly Area.
- In the event of a loss of power, check elevators for people stranded in them and report to Control Center (4-6666).
- As time permits, close doors and shut off equipment.

Upon reaching the Assembly Area, Fire Marshals report to the Evacuation Director noting:

- Occupants still in offices
- Individuals stranded in stairwells and/or elevators
- The condition of floor/area (fire, smoke, all clear etc.)

The Evacuation Director reports to the BUMC Incident Commander and then reports to the Boston Fire Department Incident Commander or Liaison Officer.

Occupants should remain outside the building until the all clear is given by the Fire Department and the alarm is turned off.

Sally Dwyer, manager, operations