

OVERVIEW OF THE EVACUATION PLAN

The Board of Directors of the Ferncroft Tower Association and the Ferncroft Evacuation Committee, in conjunction with guidance, support, advice and expertise provided by the Middleton Police Department, the Middleton Fire Department and reference to MA CMR 10.13(6) have developed this plan. Our objective is to provide our owners and tenants with a safe and comfortable building. With this in mind we have developed this plan in the event of an emergency or fire that the building may be evacuated in a safe and orderly manner. This evacuation will be conducted by the first responders. Our building security officer will assist as needed. Committee members will assist where appropriate. Instructions from the first responders will be made over the emergency public address system in the building.

All able body residents will proceed to "**Assembly Area A**" which is located at the **end of the 4th floor parking lot driveway just before Callaway Dr.** The building security officer will proceed to this assembly area as soon as possible and start to take and maintain a head count. Buses will pick up residents and shuttle them to "**Assembly Area B**" the DoubleTree Hotel. Those residents that require assistance will be evacuated to **Assembly Area B** or to a medical facility depending on an evaluation by first responders

Depending on the situation some residents may have to walk across the street. If the evacuation is minor and the Fire Department determines that you may go back to your unit you will be transported to Ferncroft Tower as soon as possible.

Once the evacuation is complete it is the responsibility of each resident to have an emergency plan that they can call a relative or friend that can come to the DoubleTree Hotel to pick them up. For those that do not have the ability to call someone they will be transferred to a shelter. Each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.



CONCEPT OF THE EVACUATION

The concept of the evacuation is to provide direction, assistance and support to all owners and residents of Ferncroft Tower to safely and orderly evacuate our building in the event of an emergency that dictates this extreme operation.

All emergency operations start with the alarm system being activated. The public address system will notify you of a problem in the building. If it is not on your floor, it will advise you to stand by for further instructions. If it is on your floor the public address system will provide you with further instructions. You should be aware that once the alarm sounds the fire department will be in route to our location. Once the fire department is on scene, **all elevators will be unavailable and will be controlled manually by the fire department.**

Upon arrival, the fire department will assess the situation and determine the next course of action. If a decision is made to evacuate the building you will be given this information over the public address system. Persons needing assistance should try to identify their Floor Warden. He/she will be wearing an orange vest. If you can leave the building without assistance than proceed to the nearest stairwell and exit through the closest exit. **THERE ARE EMERGENCY EXIT MAPS ON EACH FLOOR AND YOU SHOULD FAMILIARIZE YOURSELF WITH THE NEAREST ESCAPE ROUTE.** Once you are out of the building, head to parking lot (the side building where the loading dock area is located) and proceed further down to the end of the parking lot where Calloway Drive meets our parking lot (**aka Assembly Area A**).

As you arrive here the security guard will check you off as having left the building (head count) and direct you to a bus from North Reading Bus Company to take you to the DoubleTree Hotel lobby (Assembly Area B). The buses are contingent on the situation and availability. The buses will take you to the lobby of the Doubletree Hotel (**aka Assembly Area B**).

All residents that will require assistance will be assembled in the lobby of the Doubletree (this area may be referred to as an area of refuge). **ALL RESIDENT'S SHOULD HAVE A PERSONAL CONTINGENCY PLAN** in the event of an emergency of this scope that would include calling a family member or friend to come to the Doubletree to pick them up and take them to their home. For those that may not have the ability to call someone, they will be transferred to a shelter area designated by the town. Most likely a school gym where there would be Red Cross support. Other residents may want to rent a room at the hotel. The Fire Department will determine if it is appropriate to send residence needing personal assistance to another facility. At this point there will be a number of ambulances on scene.

CONCLUSIONS:

The risk of fire cannot be completely removed from modern buildings. Many alternatives, however, are available at a reasonable cost to ensure an acceptable risk-to-life for all occupants, including occupants with disabilities. The life safety measures implemented in buildings involve all occupants, whether disabled or not. At one point, anyone may be affected by an impairment, or be called upon to assist someone who is disabled, so it is imperative that everyone be aware of the procedures. To convey the information to the occupants, the emergency plan will be posted in the building and distributed to occupants. Regular training and practice for all occupants is an essential part of any successful fire safety procedure.