DIVISION OF CAPITAL ASSET MANAGEMENT & MAINTENANCE

Hurley Building Occupant Handbook

The information provided in this Handbook will inform occupants of important building procedures, services, and policies and provide an orientation to the Hurley Building and community.

The Division of Capital Asset Management and Maintenance (DCAMM) oversees the Charles F. Hurley Building services, including:

- Cleaning
- Mechanical maintenance
- Grounds
- Pest control
- Emergency response and life safety systems

If you have any questions, please contact DCAMM Building Operations, at One Ashburton Place, Boston, located in Room 107, Phone (617) 727-4100. After hours, please call the Control Center (617) 727-1000.

NOTE: Normal hours of operation for employees in the Hurley Building are 7:00 am to 6:00 pm weekdays, visitors' hours are from 8:00 am to 5:00 pm.

As policies and procedures change or are revised, the Occupant Handbook will be updated to reflect these changes.

MAY 2016

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Hurley Building Information

Directions to Hurley Building

Hurley Building
19 Staniford Street
Boston, MA 02114

Directions by Public Transportation:

- **Blue Line** to Bowdoin Station. The Hurley Building is across New Chardon Street from the station.
- **Green Line** to Haymarket Station (Government Center Station is closed for renovation). Walk up New Chardon Street with the Edward Brooks Courthouse on your right. The Hurley Building is the concrete building on the right.
- **Red Line** to MGH/Charles Street Station. Walk up Cambridge Street. Pass Mass General Hospital (on your left). Continue past the Holiday Inn and the Charles River Plaza shopping center. Continue past the public library (West End Branch) and the church. The Hurley Building is in the next block on the corner of Cambridge and Staniford Streets.

Directions by Car:

- **<u>From the North:</u>** Take Route 93 South to Exit 26 (Storrow Drive/Cambridge).
- Stay in the right lane. - or - Take Route 1 South to the exit for Storrow Drive/North Station.

- Stay in the right lane. Follow signs for North Station. Stay in the right lane for Nashua Street/North Station. The first traffic light provides access to Nashua Street.
    - If coming from Route 93 Exit ramp, bear right onto Nashua Street.
    - If coming from Route 1 Exit ramp, turn right onto Nashua Street.
- Follow Nashua Street to end (passing Spaulding Rehabilitation Hospital and a second traffic light) and make a left at the stop sign (Martha Road).
- At the next set of traffic lights, take a right onto Staniford Street. 19 Staniford Street is about halfway up on your left.
- You can enter on this side and walk through the building lobby to the courtyard side. The entrance to the walk in center is on the courtyard (New Chardon Street) side of the building.

From the South: From Route 3N or Interstate 95N, take Interstate 93N into Boston.

- Take Exit 26, Storrow Drive/North Station. Stay in left lane on exit ramp, following signs for Leverett Circle/North Station.
- Immediately upon emerging from the tunnel, the exit bears left and then becomes two lanes. Get into the right lane (follow signs for North Station) and continue to bear right through the first traffic light onto Nashua Street.
- Follow Nashua Street to end (passing Spaulding Rehabilitation Hospital and a second traffic light) and make a left at the stop sign (Martha Road).
- At the next set of traffic lights, take a right onto Staniford Street. 19 Staniford Street is about halfway up on your left.
- You can enter on this side and walk through the building lobby to the courtyard side. The entrance to the walk in center is on the courtyard (New Chardon Street) side of the building.

From the West: Take Mass Pike East to Exit 24B to Interstate 93 North.

- Take Exit 26, Storrow Drive/North Station. Stay in left lane on exit ramp, following signs for Leverett Circle/North Station.
- Immediately upon emerging from the tunnel, the exit bears left and then becomes two lanes. Get into the right lane (follow signs for North Station) and continue to bear right through the first traffic light onto Nashua Street.
- Follow Nashua Street to end (passing Spaulding Rehabilitation Hospital and a second traffic light) and make a left at the stop sign (Martha Road).
- At the next set of traffic lights, take a right onto Staniford Street. 19 Staniford Street is about halfway up on your left.
- You can enter on this side and walk through the building lobby to the courtyard side. The entrance to the walk in center is on the courtyard (New Chardon Street) side of the building.

Building Operations and Contacts

DCAMM Operations oversees the facility management of the Hurley Building. The Operations team supervises, monitors, and manages private contractors for cleaning, mechanical maintenance, grounds, pest control and life safety systems. The office is located in Room 107 of the McCormack Building. The Control Center, located in Room 109 of the McCormack, is available during regular business hours to respond to questions regarding concerns within the Hurley, Lindemann, McCormack buildings and State House. The Control Center may be contacted Monday through Friday during business hours, 8:00 am-5:00 pm, at **(617) 727-1100**; after business hours at **(617) 727-1000**.

CONTACT	LOCATION	PHONE/FAX	E-MAIL
Building Operations Main Office Deirdre Dacey	Room 107 McCormack Building Boston, MA	phone: (617) 727-4100 fax: (617) 727-5514	deirdre.dacey@state.ma.us
Richard Goulet, Director of Operations and Maintenance	Room 1500 McCormack Building Boston, MA	phone: (617) 727-4050 x 31293 fax: (617) 727-8092	richard.goulet@state.ma.us
Anthony Brewer, Building Institutional Forman	19 Staniford Street Boston, MA	phone: (617) 519-5049	anthony.brewer@state.ma.us
Bon Chibueze, Facility Manager	Room 107 McCormack Building Boston, MA	phone: 617-979-1590 x 21590 fax: (617) 727-5514	bon.chibueze@state.ma.us
Andrea Thomas, CAMIS	Room 107 McCormack Building Boston, MA	phone: (617) 727-4100 x 31492 fax: (617) 727-5514	andrea.thomas@state.ma.us
Ed Kennedy, Director of Life Safety and Security	Room 107 McCormack Building Boston, MA	phone: (617) 727-4100 x 31237 fax: (617) 727-5514	ed.kennedy@state.ma.us
Control Center 24/7	Room 109 McCormack Building Boston, MA	phone: (617) 727-1100	control.center@state.ma.us

Hurley Building Conference Room Request Form

Please use form at:

http://www.mass.gov/anf/property-mgmt-and-construction/facilities-mgmt-and-maintenance/state-office-bldgs/hurley-bldg/hurley-conference-room-request.html

Hurley Building Minihan Conference Room Schedule

Please find the current schedule at:

http://www.mass.gov/anf/property-mgmt-and-construction/facilities-mgmt-and-maintenance/state-office-bldgs/hurley-bldg/hurley-building-minihan-hall-meeting-schedule.html

Control Center

Located in Room 109 of the McCormack Building, the Control Center is available during regular business hours to respond to questions regarding the following concerns:

Air Circulation	Graffiti	Phones: Pay/Courtesy
Air Conditioning	Hampers	Plumbing
Air Quality	Heating	Plumbing
Blinds	Keys	Recycling
Cafeteria	Leaks	Restrooms
Ceiling Tiles	Lighting Codes	Safety
Conference Rooms	Lights	Signs
Electrical	Lock Outs	Smoking Complaints
Elevators	Locksmith Office	Spills
Engineering	Cleaning Office	Temperature
Falls	Moves	Trash
Fans	PA Systems	Vacuuming
Fumes	Pests	Ventilation

Contact Information for Customer Service:

Email:	Customer Service: customerservice@state.ma.us Please provide as much detail as possible
Telephone:	Mon. – Fri. 7:00 am – 6:00 pm 617-727-4100
After Hours:	617-727-1000
Fax:	617-727-5514 Attn: Customer Service

Hurley Building Contractor Work Permit

State Agencies and Departments must have a work permit from DCAMM Office of Facilities Management and Maintenance in order to make any changes, alterations, renovations or new construction for their leased spaces in the building. The Contractors are not allowed into DCAMM owned buildings without a signed copy of this permit. Original and copies, including related drawings, floor plans, sketches, specifications and charts must be received by DCAMM two weeks prior to beginning of the project.

Please use web-based form at:

http://www.mass.gov/anf/property-mgmt-and-construction/facilities-mgmt-and-maintenance/state-office-bldgs/hurley-bldg/hurley-loading-dockcontractor-access.html

Hurley Building Emergencies

DCAMM Life Safety and Security Departments have established fire and emergency response plans, including evacuation protocols and procedures. The Deputy Director of Life Safety and Security together with the Facilities Team coordinate and organize emergency evacuation teams, which are set up by either the respective Agency or Occupant Floor to function as the organizers to facilitate the safe evacuation of the people that work in the building or are visiting DCAMM facilities.

The Emergency Evacuation Teams, normally picked by DCAMM Life Safety group, consist of a Team Leader, Assistant Team Leader, Area Monitor, Stairwell Monitor, and Handicap (HP) Assistant. The Evacuation Team Leaders (ETLs) provide the team profile information (number of team members, evacuation routes, number of persons requiring assistance, etc.), which DCAMM maintains and distributes as necessary for operational and training purposes. The Life Safety and Security Department holds the Emergency Evacuation Team meetings and training sessions throughout the year.

EMERGENCY CONTACTS	**PHONE #**
Emergency	911
Control Center (24 hour)	617-727-1000
State Police Government Center Station H-1	617-727-2917
DCAMM Building Operations	617-727-4100
DCAMM Deputy Director of Security and Life Safety	617-727-4100, x 31237
EMERGENCY SITUATIONS	
Bomb Threat Elevator Malfunction Fire and Life Safety Fire Safety Guide Medical Emergency Power Failure Severe Weather Toxic Hazards	

Hurley Building Emergency Procedures

DIVISION OF CAPITAL ASSET MANAGEMENT & MAINTENANCE

Office of Facilities Management and Maintenance

HURLEY BUILDING

EMERGENCY PROCEDURES

Occupant Section

ABOUT THIS PLAN

This Emergency Response Plan is for use by all the occupants of the Charles F. Hurley building. It contains comprehensive occupant information relative to the various elements of the plan, the organization of emergency response teams, specific response procedures and action items, and facility emergency information. This Occupant Section of the Emergency Response Plan is available online at Mass.Gov on the Division of Capital Asset Management and Maintenance web page www.mass.gov/dcam.

IMPORTANT:

If you are accessing this plan due to an ongoing emergency:

- **Go immediately to the table of contents,**
- **Locate that emergency (bold red lettering) section, and**
- **Follow the procedures for that emergency.**

I. EMERGENCY PLAN

A. PURPOSE

The purpose of this emergency plan is to:

- Ensure the immediate notification and activation of all emergency personnel,
- Provide a clear course of action to be followed during any emergency situation,
- Ensure the immediate relocation of affected building occupants as quickly and safely as possible, and
- Familiarize all occupants with the specific emergency procedures and appropriate response.

B. GENERAL

The activation of a sprinkler head, smoke detector, or pull station immediately notifies Building Security (Internal Control and Security—ICS) that an emergency situation exists, automatically summons the Boston Fire Department, and signals the occupants to evacuate.

An effective emergency response requires teamwork. This plan will clarify the roles of building occupants, Emergency Team Leaders, DCAMM personnel, the Massachusetts State Police, and first responders in the event of an emergency.

Although building evacuation may occur as a result of any major emergency, the most common reason is fire alarm activation. Once a full or partial evacuation has been ordered, the same evacuation procedure used during a fire emergency should be followed.

Most fire alarm activations will call for evacuation. It is critical that all personnel exit the building immediately. Do not re-enter the building until the Boston Fire Department gives permission to do so.

12-10-23

II. REPORTING

A. GENERAL

The proper reporting of any emergency situation is crucial in assuring the proper response of emergency personnel. Since there are many options available to occupants, it is important to know the benefits and the limitations of one option over another.

B. REPORTING A FIRE - OPTIONS

1. **Locate the nearest fire pull station and pull the lever down completely**.

This is the fastest and most direct method to insure that all emergency response agencies, emergency teams, and building occupants are immediately notified of an emergency. Pull stations are located at key points throughout the Hurley building. Become familiar with their locations.

OR

2. **Call Control Center at 617-727-1000**.

Give the Control Center the following information: floor, room number (if available) tenant, and fire or smoke location if known.

OR

3a. **Call 911**. Give the operator the following information: address, floor, tenant, and location of fire or smoke if known.

AND

3b. **Immediately call the Control Center**, inform them that a 911 call has been placed, and supply them with the same information given to the 911 operators.

4. After the alarm system has been activated, locate the Emergency Team Leader and inform him/her of the location and nature of the emergency.

C. REPORTING OTHER TYPES OF EMERGENCIES

In the event of any other type of emergency (i.e. medical, bomb threat, etc.), alert the proper authorities, notify your Emergency Team Leader, and await further instructions.

Control Center (24hour)	**617-727-1000**
Security (Internal Control-ISA)	**617-626-6310**
Massachusetts State Police	**617-727-2917**
DCAMM	**617-727-4100**
Boston EMS	**911**
Boston Fire Department	**911**
Boston Police Department	**911**

II. REPORTING (continued)

For posting in tenant areas:

EMERGENCY NUMBERS

911

617-626-6310 ISA Security

617-626-6911 Hurley Emergency Line

617-727-2917 State Police

617-727-1000 Control Center

IN CASE OF FIRE:

- **GO TO THE NEAREST PULL STATION.**
- **PULL THE LEVER DOWN COMPLETELY.**
- **BEGIN THE EVACUATION.**

IN CASE OF OTHER EMERGENCY SITUATIONS:

- **CALL 911**
- **CALL THE CONTROL CENTER AT: 617-727-1000**
- **OR CALL THE STATE POLICE AT: 617-727-2917**
- **AND ADVISE THEM OF THE EMERGENCY IMMEDIATELY.**
- **FOLLOW EMERGENCY PROTOCOL APPROPRIATE TO THE MEDICAL OR EMERGENCY CONDITION.**

MEDICAL EMERGENCY NOTE:

If a medical emergency call has been placed to **911** you **MUST also notify Building Security** at **617-626-6310** and advise them of the nature and location of the emergency AND that Emergency Medical Services have been summoned via a call to **911**

III. EMERGENCY RESPONSE PROCEDURES

A. GENERAL

The following pages establish procedures to follow for various emergency situations. Please become familiar with them.

While evacuation of a building is sometimes necessary, evacuation is not always the only, or even proper, response in an emergency. Decisions regarding when and how much of a building to evacuate are highly dependent upon the nature and circumstances of a specific emergency.

For example, the activation of the fire alarm system at the Hurley will almost always require the evacuation of the entire building. Most other emergencies will **not** require **immediate** evacuation. Some emergencies may require the occupants to leave the immediate area
but not evacuate the building.

The Emergency Response Plan has been be developed and organized according to the
Incident Command System or ICS. Knowledge of the Emergency Procedures is your most important tool.

Some things to remember:

- When the alarm system is activated all doors are available to be used as an emergency exit. Be familiar with at least two emergency exits in your location.
- Do not use the elevators for emergency evacuations.
- Follow the instructions of the Emergency Team Leaders and Emergency Response Personnel.
- **The overriding concern is for Life Safety. Use common sense.**

B. EMERGENCY SITUATIONS

IN CASE OF FIRE

1. **Report the fire.** Locate the nearest fire pull station and pull the lever down completely.

2. **Evacuate the building** via the nearest exits. Using the stairwells. Do not use the elevators.

3. **Listen to Emergency Announcements** and follow directions.

Pull stations are located at key points and are the fastest and most direct option to insure that all emergency response agencies and building occupants are immediately notified of an emergency. Become familiar with their locations.

Other methods of reporting a Fire include:

Call Control Center at **617-727-1000**. Give the following information: floor, room number (if available) tenant, and fire or smoke location if known.

OR

Call Building Security at **617-626-6310.** Give the following information: floor, room number (if available) tenant, and fire or smoke location if known.

OR

Call the State Police at **617-727-2917.** Give the MSP the following information: floor, room number (if available) tenant, and fire or smoke location if known.

OR

Call **911**. Give the operator the following information: address, floor, tenant, and location of fire or smoke if known.

THEN

Immediately call the Control Center and inform them that a 911 call has been placed and supply them with the same information given to the 911 operators.

Additional Fire Response Considerations:

- **Physically challenged or mobility-impaired personnel should report to the passenger elevator lobby** on each floor for evacuation to the Ground Level, level unless otherwise instructed.

- **All others should proceed carefully down the stairs** using the handrails and staying to the right of the stairwell. Be aware that emergency personnel may utilize the same stairwell to access the fire floor. Do not use the elevators unless directed to do so by emergency personnel.

- If instructed to evacuate the building, leave by the nearest exit, walk to the nearest stairwell, proceed to ground level and exit the building. Once you reach your designated relocation area, remain there until you are given further instructions or the "all clear" command is given. Under no circumstances return to an evacuated floor or building except as directed by Fire Department personnel.

- When exiting your office area take only wallets and handbags and close, but **do not lock**, all doors.

B. EMERGENCY SITUATIONS (continued)

IN CASE OF MEDICAL EMERGENCY

1. Call Control Center at **617-727-1000**. Give the Control Center the following information: floor, room number (if available), tenant, type of medical emergency if known.

OR

2. Call Building Security at **617-626-6310**. Give the Security Officer the following information: floor, room number (if available), tenant, and type of emergency.

OR

3. Call **911**. Give the operator the following information: address, floor, room number (if available), tenant, and type of medical emergency if known.

THEN

Immediately call the **Building Security at 617-626-6310** and inform them that a 911 call has been placed and supply them with the same information given to the 911 operators.

Additional Medical Emergency Response Considerations

- Once notified, Security will contact Team Leaders and ISA personnel will immediately take control of a passenger elevator for use by emergency responders.
- Position volunteer employees at strategic intersections and/or doorways to act as a guide to responding personnel. This will improve response time considerably.
- Make sure someone is assigned to an office phone, able to take and place calls.
- If possible have the name, age, and date of birth of the patient written on a piece of paper and available to the first emergency responder.

B. EMERGENCY SITUATIONS (continued)

IN CASE OF BOMB THREAT

1. **Report the threat immediately** to the State Police at **617-727-2917.**
2. **Briefly inspect the area** for any suspicious objects or devices**. Never touch or move a suspicious object.**
3. **Remain calm** and await instructions from the State Police or via the public address system.
4. **If instructed** to evacuate the building, **leave by the nearest exit**, walk to the nearest stairwell, proceed to lobby level and exit the building.

NOTE ATTACHMENT FOLLOWING PAGE: State Police Bomb Threat Data Form (Questions to ask caller, items to listen for and note.)

Other methods of reporting a Bomb Threat include:

Call the Control Center at **617-727-1000**. Give them the following information: floor, room number (if available) tenant, and location of device if known.

OR

Call **911**. Give the operator the following information: address, floor, tenant, and location of device if known.

THEN

Immediately call the control Center and inform them that a 911 call has been placed and supply them with the same information given to the 911 operators.

Additional Bomb Threat Considerations:

- Persons knowing of the bomb threat should **visually inspect their work areas** for suspicious or unknown objects or devices. **Never touch or move a suspicious object**.
- Evacuating a floor or building without knowing exactly where a device is located may be dangerous.
- If evacuation is required, tenants will be notified via the public address system and normal evacuation procedures will be followed. Once outside the building, occupants should assemble at least 500 feet from the building.
- One individual who is very familiar with the involved area should report to the Control Center and identify him/herself as an individual with knowledge of the area involved in the threat.
- A copy of the MSP Bomb Threat Data Form (attached) should be distributed to all personnel answering general telephone calls on a regular basis.
- DCAMM procedures comply with, and are based upon, State Police General Order SOC-02 6/23/97.
- Evacuation will only take place if deemed essential. If evacuation is necessary, the emergency evacuation procedure will be followed.

REMEMBER:

Do NOT touch, attempt to move, or in any way disrupt a suspicious device.

CALL the* State Police *at
617-727-2917

B. EMERGENCY SITUATIONS AND PROCEDURES (continued)

Massachusetts State Police Bomb Threat Data Form
State Police –Beacon Hill—727-2917

Exact wording of the threat: _____
_____
_____

Questions to ask:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb?_____ If so, why? _____
7. What is your name? _____
8. What is your address? _____

Callers Voice: (circle any that apply)

Calm / Nasal / Angry / Stutter / Excited / Lisp / Slow / Rapid / Deep / Soft / Loud / Crying / Accent / Ragged / Distinct / Laughter / Normal / Clearing throat / Slurred / Disguised / Whispered / Deep breathing / Cracking voice.

If voice is familiar, who does it sound like?

Background Sounds: (circle any that apply)

Street noise / Voices / Factory machinery / Music / Crockery / Clear / Static / Motor / Animal noises / PA system / Local / Sirens / Horns / Phone booth / Long distance / House noises / Office machinery / Other

Threat Language: (circle any that apply)
Well spoken / Incoherent / Foul / Taped / Irrational / Prepared message read.

Remarks: _____

Received by: _____**Position:** _____ **Phone:**_____

Date: _____ **Time:**_____ **AM/PM**

B. EMERGENCY SITUATIONS AND PROCEDURES (continued)

IN CASE OF FAINT ODOR OF SMOKE OR BURNING

1. Report the type of smoke/smell and location immediately.
2. Follow instructions when provided.
3. **If you suspect a dangerous condition exists,** locate the nearest fire pull station and pull the lever down completely.

There will be occasions where you will encounter a burning odor or a faint trace of smoke. These may be due to electric light fixtures overheating slightly, slipping belts in running machinery, or they may be something much more serious.

Call the below listed numbers immediately:

Call the Control Center at **617-727-1000**. Give them the following information: floor, room number (if available), tenant, and location of suspicious material, if known.

OR

Call **911**. Give the operator the following information: address, floor, tenant, and location of suspicious material, if known. Be sure to also call the Control Center at **617-727-1000.**

OTHER EMERGENCIES

For reporting other potentially dangerous situations, or for any other safety issues or concerns:

Call Building Security at **617-626-6310**

OR

Call the Control Center at **617-727-1000**.

OR

Call the State Police at **617-727-2917**

IV. EMERGENCY TEAM MEMBER DUTIES

A. GENERAL

Duties of the Emergency Team Members are outlined on the following pages. Please make note that since the Occupant Emergency Team is made up of volunteers, the effectiveness of this, or any, emergency plan depends upon the support and participation of all tenant agencies and the cooperation of all personnel involved.

B. OCCUPANT EMERGENCY TEAMS

The Occupant Emergency Teams (OET) are responsible for the initiating and directing emergency procedures in their assigned areas and maintaining contact with the Command Center Team. The OET consists of the following positions:

Emergency Team Leader (ETL):

- Insures that occupants are aware of emergency procedures.
- Maintains a complete and accurate record of areas of responsibility and relevant data to include personnel on team, special safety or medical requirements, a list of emergency personnel in the area, and a current copy of the Occupant Emergency Plan.
- Keeps occupants of floor informed during any emergencies. Advise occupants of any sudden changes in the evacuation procedures. (Keep in mind Murphy's Law.)
- Directs the orderly flow of personnel during an emergency or drill in accordance with established emergency plans.
- Makes floor clearance/accountability report to the Command Center upon evacuation.
- Appoints an Assistant ETL, a Disabled Persons Monitor, an Area/Room Monitor, and a Stairway Monitor as well as alternates for these positions.

Assistant Emergency Team Leader:

- Serves as the Emergency Team Leader (ETL) in his/her absence.
- Assists in the orderly evacuation of occupants in the event of an emergency or drill.
- Informs co-workers of emergency procedures.
- Assists other team members as necessary.

Disabled Persons Monitor:

- Assists the disabled and mobility-impaired to the passenger elevator lobby in preparation for evacuation. Escorts out of the building and/or to a safe area as directed.
- Maintains an accurate and complete roster of disabled personnel including name, phone number, and nature of disability.
- Knows the location of all disabled persons and facilitates their evacuation in an emergency or drill.

IV. EMERGENCY TEAM MEMBER DUTIES (continued)

Disabled Persons Monitor (continued)

- Confirms the safe condition of all disabled persons to the ETL at the conclusion of the emergency.

Area/Room Monitor:

- Facilitates an efficient and complete evacuation of an assigned area.
- Ensures that area occupants have been advised of evacuation routes.
- Reports to the Emergency Team Leader when the area is cleared and the status of the evacuation of any disabled persons.
- Inspects all area offices, conference rooms, training rooms, computer rooms, bathrooms, etc. to ensure complete evacuation.
- Is last to exit, closes but does not lock, all doors.
- Assists the Disabled Persons Monitor and/or the Stairway Monitor as required.

Stairway Monitor:

- Determines if the stairway is safe to be used for evacuation. Checks for any signs of smoke or heat.
- Closes elevator lobby and or smoke doors, if necessary.
- Maintains an orderly flow of traffic in, and to, the stairwells. Does not allow individuals to loiter, carry large/obstructing objects into the stairwells, travel against the flow of traffic
  or reenter evacuated areas.
- Helps keep stairwell open for left side passage of emergency responders and/or identified BSB Command Center Team members.
- Reports stairway clear to Emergency Team Leader.

MISCELLANEOUS INFORMATION

- **The Control Center** is located at the McCormack Building, lobby level Room 101 and manned a 24 hours a day. **(617-727-1000)**
- The **Building Security (Internal Control and Security – ISA)** maintain a 24-hour presence at the Hurley and the office is located in the Lobby. **(617-626-6310)**
- The **Director of Security** for BSB is located in Room 13 in the State House, basement level, East Annex. **(617-727-4100)**
- DCAMM is located at the McCormack building, Room 107. **(617-727-4050)**
- The **Massachusetts State Police** maintains a daytime presence in the lobby of One Ashburton and at varying locations in the State House. **(617-727-2917)**

CONFERENCE ROOM POSTING

For posting in conference rooms:

EMERGENCY NUMBERS

911

617-727-1000 Control Center

617-626-6310 ISA Security

617-727-2917 State Police

IN CASE OF FIRE: **GO TO THE NEAREST PULL STATION. PULL THE LEVER DOWN COMPLETELY. BEGIN EVACUATION.**

- **Listen carefully to any instructions given.**
- **All physically challenged or mobility impaired personnel should report to the passenger elevator lobby on each floor for evacuation to the street level unless otherwise instructed.**
- **If you are instructed to evacuate the building, leave by the nearest exit, walk to the nearest stairwell, and exit the building**

FOR ANY OTHER EMERGENCY:

CALL the Control Center at 617-727-1000 AND ADVISE THEM OF THE EMERGENCY IMMEDIATELY.

FOLLOW EMERGENCY PROTOCOL APPROPRIATE TO THE EMERGENCY.

NOTE: **If it is a *medical* emergency AND 911 has been notified, you MUST notify the Building Security at 617-626-6310 and advise them of the emergency and that Emergency Medical Services have been summoned via a call to 911**

Hurley Building Fire System Information

The Hurley Building Fire System Response is used for planning and evacuation purposes. The Hurley Building evacuation response is to evacuate all 6 floors in the event of any alarm activation.

Alarm System Information

Occupants of each affected floor should evacuate to the lower floor level when they receive an alarm notification. Floors not affected by the alarm will not get the alarm notifications. Fire alarm activations occur in two parts: the alert and the alarm.

Incident Report Form

The Commonwealth of Massachusetts
Division of Capital Asset Management & Maintenance
Office of Facilities Management & Maintenance
1 Ashburton Place
Boston, Massachusetts 02108
617 727-1000

Please fill in applicable space on Page 1 and provide narrative information on Page 2. Completed reports should be promptly submitted to the Director of Security, Division of Capital Asset Management and Maintenance

Date of Incident:	**Time of Incident:**	**Day of Week:**
Date of Report:	**Report by:**	
Location (Specific):		

Type of Incident: *Check all that apply*						
	Injury	☐	Security Issue	☐	Threat	☐
	Fire	☐	MV Accident	☐	Assault	☐
	Theft	☐	Vandalism	☐	Other (specify)	☐

Involved Party:	**Telephone #:**	**Ext.#**
Agency?:	**Visitor:**	**Witness:**
Witness 1:	**Telephone #:**	**Ext.#**
Witness 2:	**Telephone #:**	**Ext.#**

Injuries? (Y/N)	**Description of Injuries (specific):**

Police/Fire/EMS Notified?	**Person Notified:**
BSB Staff Notified?	**Person Notified:**

Complaint against (if applicable): **Agency/Visitor**:

Sex: Male ☐ Female ☐ **Race:** _____ **Height:** _____ **Age:** _____ **Eye Color:** _____

Other Identifiers:

Dcamm only

Date Received: **Referred to:**
Comments:
Completed by: **Date:**

See additional paces for Incident Report Narrative/Information and After Action Report (if applicable).

INCIDENT # _____
Page __1__ of __3__

The Commonwealth of Massachusetts
Division of Capital Asset Management & Maintenance
Office of Facilities Management & Maintenance
1 Ashburton Place
Boston, Massachusetts 02108
617 727-1000

INCIDENT REPORT FORM
NARRATIVE OF EVENTS/INCIDENT

Narrative submitted by:	**Date:**

See additional paces for Incident Report Narrative/Information and After Action Report (if applicable).

INCIDENT # _____
Page __2__ of __3__

The Commonwealth of Massachusetts
Division of Capital Asset Management & Maintenance
Office of Facilities Management & Maintenance
1 Ashburton Place
Boston, Massachusetts 02108
617 727-1000

INCIDENT REPORT FORM
AFTER ACTION REPORT

This page is to be completed by Division of Capital Asset Management and Maintenance personnel.

EVENT

RESPONSE

COMMENTS

RECOMMENDATIONS/ACTION

Submitted by:	Date:

INCIDENT # _____
Page __3__ of __3__

Hurley Building Key Management

All Building tenant agencies are requested to supply the Division of Capital Asset Management and Maintenance (DCAMM) with a key for access to their office areas to ensure quick response to fire, leaking water or personal safety of any agency employee.

Lockouts:

DCAMM will assist a tenant who is locked out of his/her office if the following conditions are met:

There is staff on duty in the building of the request. DCAMM will not pay staff overtime or request an employee to return to work to unlock an agency door.

The employee presents an employee photo identification card to the DCAMM staff member providing access. DCAMM will not unlock a door, until it is determined that the person is approved access in that area.

The employee acknowledges in writing that authorization was given to open the agency's door.

Law Enforcement Access

Please use web-based form at:

http://www.mass.gov/anf/property-mgmt-and-construction/facilities-mgmt-and-maintenance/state-office-bldgs/law-enforcement-officer-access.html

Hurley Building Loading Dock/Contractor Access

Parking at the Hurley Building loading dock is available for delivery/pick up only, and for **no longer than 45 minutes**. The loading dock is extremely busy so we ask for your cooperation to adhere to the maximum time allotted each delivery. If you have any questions, please contact Dovile Haynes at (857) 400-5504 or the DCAMM Facilities Operations Office in room 107 at (617) 727-4110 ext. 24110.

Please use web-based form at

http://www.mass.gov/anf/property-mgmt-and-construction/facilities-mgmt-and-maintenance/state-office-bldgs/hurley-bldg/hurley-loading-dockcontractor-access.html

Hurley Building Lost and Found

To report **lost property**, contact DCAMM Building Operations Office at 617-717-4100 and located at One Ashburton Place, Room 107. Any item reported lost will be logged into the "Lost Log."

Please bring **found items** to DDCAMM Building Operations Office, One Ashburton Place, and Room 107.

A maximum of three attempts will be made to contact the owner of identifiable items. Any item still unclaimed after 3 months from the date it is found will be discarded or donated to charity.

Hurley Building Modification of Office Space

Any agency wishing to modify or renovate office space must notify the Division of Capital Asset Management and Maintenance (DCAMM), Office of Facilities Management and Maintenance in advance and receive written approval from DCAMM on the Contractor Work Permit form prior to beginning any such projects. Permit forms are available from the Facilities Operations Office located in Room 107, One Ashburton Place, Boston. The notification shall include scope of work, the hours during which work will be performed, and the names of the contractors performing the work. Outside contractors hired by agencies to perform services must show written proof of DCAMM approval and workers must have CORI's performed prior to the project commencing. For major renovations the tenant must obtain a building permit from the Department of Public Safety at 617-727-3200 and an electrical permit from the City of Boston at 617-735-5300. DCAMM is not responsible for providing materials or labor for any modification or renovation of office space.

Terms and Conditions for Renovating or Modifying Office Space by outside vendors:

- All approved construction shall be performed in a professional manner with only first class materials.
- Quality control is the responsibility of the applicant and subject to review and inspection by DCAMM.
- The applicant shall redo or replace at its own expense any work not approved by DCAMM due to material or workmanship.
- All work is to be performed in a manner causing a minimum of inconvenience to the facility's employees and the public.
- The applicant shall not allow the accumulation of debris in or about the work site.

Site clean-up and restoration is the responsibility of the Contractor and is subject to final review for approval by DCAMM.

Hurley Building Nursing Mother's Room

The Mother's Room is located on the 5th floor, part #1 of the Hurley Building. This room has been specifically designed to help nursing mothers make the transition back to work by providing them with a private and comfortable setting. The room offers a pleasant, carpeted sitting area, sink, refrigerator, anti-bacterial soap, and paper towels. The refrigerator is connected to the building's emergency power system. In the event of a power outage, the temperature of the refrigerator will not change. A bulletin board is available for information sharing and schedule postings. The room can be locked from the inside to ensure privacy.

Procedures for Mother's Room Use

- Call (617) 727-4100;
- Make an initial appointment to schedule a block of time and receive a key;
- Employee ID must be presented before a key is provided;
- Be sure your containers are clearly labeled before storing; and
- Return at the end of the day and retrieve stored milk from the refrigerator. The refrigerator is for storage of milk only. Please do not store snacks or drinks.

NOTE: Please be courteous to others using the room. Scheduled usage must be strictly adhered to, to ensure maximum usage. Please do not share keys with employees in your office. Each nursing mother will have her own key and schedule. Please return the key when you will no longer need the room. All mothers nurse for varying lengths of time; thus we rely on the honor system for the return of keys.

Any issues regarding the condition of the room or scheduling conflicts can be made to the Building Operations Office, Room 107 or by calling (617) 727-4100.

Hurley Building Parking Policies and Procedures

Parking

PURPOSES: To provide orderly and safe parking in DCAMM Parking Facilities for authorized personnel and visitors. To avoid confusion related to parking or the acquisition of parking privileges. To set forth responsibilities of persons authorized to park in DCAMM Parking Facilities.

DEFINITIONS:

Agency Liaison - The person designated by a department head to communicate with the DCAMM on behalf of the Agency for maintenance requests, parking issues, Photo ID Access Cards, etc.

DCAMM Parking Facilities - All parking facilities owned by the Commonwealth of Massachusetts and managed by DCAMM. They include the McCormack Garage, the Saltonstall Garage, the Hurley Garage and the Merrimac Street parking lot.

Damage (to vehicles)- Scrapes, dents, stains, broken glass, etc., which occur while a vehicle is parked in a DCAMM Parking Facility.

Handicapped Accessible Parking Space - Any space marked with an HP sign that is designated strictly for the use of physically disabled persons.

Illegal Parking Space - Any space within the facility that is marked with “NO PARKING" or a "FIRE LANE" sign, and any other area that is clearly hazardous.

Loss - The theft of items from a vehicle that is parked in a DCAMM Parking Facility or the theft of the vehicle itself.

Photo ID Access Card - The photo ID card issued by DCAMM to state employees, which provides access to DCAMM buildings.

Temporary Visitor Parking - The limited number of spaces that DCAMM makes available for parking on a temporary basis.

POLICY: It is the policy of the Division of Capital Asset Management and Maintenance to allow only authorized personnel to park in DCAMM Parking Facilities. The use of a DCAMM-issued Photo ID Access Card shall be required for admittance into a DCAMM Parking Facility. Unauthorized vehicles parked in any DCAMM Parking Facility will be removed at the owner’s expense.

By accepting parking privileges, users agree to save harmless the Commonwealth and its agents from any Loss or Damage incurred while using DCAMM parking facilities.

PROCEDURE: Constitutional officers, cabinet secretaries, legislative leaders, independent agency heads and designated Agency Liaisons shall make any requests for parking to DCAMM in writing. Such persons are responsible for assigning all parking spaces allocated to their agencies by DCAMM, determining the needs of employees with handicaps and meeting those needs through the agency's allocation.

It is the responsibility of the Agency Liaison to provide a vehicle registration number for each person who is assigned parking. Employee parking in DCAMM Parking Facilities is limited to those who work in DCAMM buildings. The Agency is also responsible for keeping DCAMM informed as employees leave.

DCAMM will reconcile the parking information with each Agency every six months to ensure that all information is up to date and accurate.

No vehicle shall park in an Illegal Parking Space. No vehicle shall park in a Handicapped Accessible Parking Space without proper HP identification. Illegally parked vehicles are subject to tow and/or the loss of parking privileges.

No vehicle shall gain access to such facility except by the use of a Photo ID Access Card. (The Photo ID Access Cards of personnel authorized to park in DCAMM facilities will be programmed to allow access into the appropriate garage.)

Each person authorized to park in the Hurley Garage and Merrimac parking Lot will have a reserved space or an unreserved space. The reserved parking spaces are located are marked. Each space is numbered and assigned to an individual person. The unreserved parking spaces are located mainly at the Merrimac Parking Lot and are occupied on a "first come, first served" basis. If a driver forgets his/her Photo ID Access Card, the driver must proceed to DCAMM's Office in Room 13 of the State House to secure a Visitor Access Card. If the Photo ID Access Card or the Visitor Access Card is lost, there is a $12 replacement fee.

Citations & Towing

PURPOSE: To ensure a safe and orderly parking facility for authorized personnel. To state the procedure for removing vehicles using DCAMM Parking Facilities without proper authorization.

POLICY: It is the policy of DCAMM to have vehicles that create a hazard to the facility or its occupants removed from DCAMM Parking Facilities.
Further, DCAMM reserves the right to have any vehicle that does not have the proper credentials displayed, and/or cannot be properly identified as an authorized vehicle, removed without warning.

Such vehicles will be towed under DCAMM supervision and at the owners' expense.

PROCEDURE: Any person who fails to follow designated parking procedures may be issued a Parking Citation by the Massachusetts State Police.
Unacceptable parking procedures include:

- Parking in a space marked "No Parking" or "Fire Lane";
- Parking in a Handicapped Accessible Parking Space without RMV-issued HP plates or placard;
- Blocking access to a Handicapped Accessible Parking Space or other identified parking space;
- Blocking access to an entrance or exit, blocking a legally parked vehicle, or parking in or across more than one space;
- Not displaying a Placard
- Parking in a space reserved for someone else, or
- Parking in an unauthorized facility.

Any vehicle receiving a Parking Citation will be subject to removal at the owner's expense.
Unidentifiable vehicles may be towed without prior notice.
Violations may result in the suspension or forfeiture of parking privileges.

Temporary Visitor Parking

PURPOSE: To accommodate agencies and constitutional offices by providing limited Temporary Visitor Parking for persons needing to travel to the Government Center Complex to conduct business with agents of the Commonwealth of Massachusetts.

POLICY: It is the policy of DCAMM to provide temporary parking whenever possible for the use of visitors of tenant agencies and constitutional offices. Arrangements for Temporary Visitor Parking must be made between the DCAMM Parking Administrator and the Agency Liaison.

PROCEDURE: All parking requests for Visitor parking must be received by the DCAMM parking Administrator at least 24 hours in advance. Such requests must be in writing and must include the visitor's name, and the make, model and registration number of the visiting vehicle. Parking requests for Monday (in some cases Tuesday during holidays) should be submitted before 2:00 P.M. the previous Friday.

Due to the limited number of parking spaces, some requests may not be authorized.
Visitors who are authorized a Temporary Visitor Parking space in the Saltonstall Garage must follow the procedures below:

Entrance to the Saltonstall Garage (100 Cambridge Street) is located off of Somerset Street. From Cambridge Street turn RIGHT onto Somerset, the entrance to the garage is underneath the building on your right. Upon receiving the parking ticket from the ticket dispenser, the requesting party MUST visit Room 107 in the McCormack Building (bring parking ticket with

you) no earlier than 8:30am and no later than 4:00pm on the day of their request. DCAMM staff will validate the requesting party's ticket. At the end of the business day (when the requesting party is leaving for the day), and upon having the parking ticket validated, in Room 107, the requesting party must then visit the "Pay On Foot" station, located in Saltonstall building lobby, OR at "Exit Gate". The Individual inserts their original ticket, pulled at entrance, followed by this "Chaser Ticket" at the "Pay On Foot" station or at the "Exit Gate".

The 24/7 entrance to 100 Cambridge Street Building can be accessed from Cambridge Street (Front of Building) and McCormack / 100 Cambridge Street Plaza. Stairway to the Plaza entrance is located on Bowdoin Street between McCormack building and 100 Cambridge Street building. Also, there is an entrance to the Plaza via Somerset St.
• Lost Ticket: Please contact DCAMM Security @ 727-4100 prior to 4pm if parking ticket is lost

Loss of or Damage to Vehicles in DCAMM Parking Facilities

POLICY: It is the policy of DCAMM to assume NO responsibility for Loss of, or Damage to, vehicles parked in DCAMM Parking Facilities. By accepting parking privileges, users agree to save harmless the Commonwealth and its agents from any such Loss or Damage.

PROCEDURE: Although DCAMM assumes no responsibility, any incidents regarding the Loss of or Damage to a vehicle or its contents should be reported to the Director of Security. Claims may be forwarded to the Executive Office for Administration and Finance, Attention: Tort Claims, State House, Room 373, Boston, Massachusetts 02133. All claims should include the following language: "This letter serves as a notice of presentment as required by Massachusetts General Laws Chapter 258, Section 1 et seq."

Handicapped Accessible Parking

POLICY: It is the policy of DCAMM that requests by Agency Liaisons for Handicapped Accessible Parking Spaces be made in the same manner as requests for regular spaces as outlined in Handicap Accessible Parking Spaces are assigned from within an agency's allotted number of parking spaces, not in addition to the authorized number of spaces assigned.

PROCEDURE: All parking spaces in DCAMM garages, including Handicapped Accessible Parking Spaces, are assigned through Agency Liaisons. Agencies can meet their needs for handicapped parking in two ways.

Regulation Spaces. There are regulations Handicapped Accessible Parking Spaces in the Hurley Garage all of which are assigned according to a waiting list. Historically, these spaces have been assigned to employees with permanent disabilities with HP license plates on a "first come, first served" basis. Once the user leaves State service, the parking space reverts to DCAMM for reassignment to the next agency on the waiting list. An HP license plate or placard is required in order for a person to be considered for assignment to one of these Handicapped Accessible Parking SpacesNon-Regulation Spaces (out of agency allocation). Regularly allocated spaces

may be used by Agencies to meet their needs. These spaces are NOT regulation size. It is the responsibility of each agency to determine the needs of its employees and assign the allocated spaces justly. If an agency needs a Handicapped Accessible Parking Space and is at its space allocation, that agency must reassess its parking allocations and make adjustments to accommodate the handicapped parking need using its own allotted spaces.

Maintenance of Records of Photo ID Access Card Activity

POLICY: It is the policy of DCAMM to maintain Photo ID Access Card activity records that are useful in sustaining and/or improving security and parking operations, such as lists of cardholders and a Transaction Log. The Commissioner will release Photo ID Access Card activity records pursuant to state and federal laws.

PROCEDURE: Each time a Photo ID Access Card transaction is completed, information from that transaction is stored in the security/access system as a record. The stored records make up the Transaction Log. DCAMM maintains one week's worth of transactions; that is, at any given time, the Transaction Log contains records of all Photo ID Access Card activity from the preceding seven days.

Bicycle Parking

POLICY: It is the policy of DCAMM to provide bicycle racks for the use of state employees who work in DCAMM facilities. Bicycles shall not be ridden or walked through the lobbies/hallways of DCAMM buildings or parked in any Office Space or Common Space, except where designated for bicycle parking.

PROCEDURE: Employees should use the bicycle racks provided in the Garage and at Staniford Street side of the building. The Photo ID Access Cards of all employees who work in either the State House or the Hurley Building have been programmed to allow access to the garage through the pedestrian doors only.

Hurley Building Pest Control

Success in managing pests depends upon a collaborative effort of the Division of Capital Asset Management and Maintenance (DCAMM) management, building staff, contractors, food service personnel, the pest control contractor and employees. Procedures include education; minimizing sources of food, water and access; and requiring a prompt proactive response to complaints by employees and the Pest Control Contractor.

DCAMM management responsibilities to make customers more aware include:

- Educating agencies and employees of their responsibility to eliminate food sources that attract and sustain insects and rodents in the workplace;
- Educating cleaning personnel of their responsibility to eliminate food residues and to use thorough housekeeping practices in the workplace;
- Educating building tenants of their responsibilities to:
  - Provide organizational sanitation by eliminating excess paper
  - Recycle paper and boxes for prompt removal
  - Store materials off of the floor and away from walls
  - Maintain closets and files with minimal clutter

Customer responsibilities include the following preventive measures:

- Ensuring that food is not left in desks or on desktops or other areas accessible to pests, along with keeping individual workstations clean
- Rinsing all soda cans and bottles and storing them in appropriate containers for recycling. Removing recycled cans and bottles from offices daily
- Reporting any pest problems or conditions related to pest problems to the Building Operations 617-727-4100.

Preventive measures by DCAMM staff include:

- Ensuring that all openings in walls and floors are covered
- Requiring that garage doors in the Hurley Building be closed after hours and as much as possible during working hours
- Ensuring that the cleaning contractors steam wash loading dock compactors twice per month and wash and disinfect the areas around these areas twice per month or more frequently.
- Ensuring that DCAMM's mechanical contractor promptly repairs all leaks in restroom plumbing, internal drains, or induction units that can sustain existence for insects and pests
- Contracting with pest control experts who work in areas designated by DCAMM and visit the McCormack Building three times per week
- Maintaining written records to track problems and prevent recurrences
- Evaluating the results of all pest management actions
- Customer follow-up

Hurley Building Photo Identification and Access Cards

The Photo Identification (ID) Application Form is only available to Agency liaisons.

Walk-in ID hours:

Please be advised that walk in ID hours will change **effective on Monday, July 4th.** Please note that no appointment is necessary for walk in ID hour. Employee must bring ID application form signed by ID liaison. Appointments for other times for picture ID can only be submitted by agency ID liaison by sending an e-mail to security.dcamm@state.ma.us

New walk in ID hours for all employees are listed below.

- "Drop in" ID hour on **TUESDAY 11:00 to 12:00 in STATE HOUSE ROOM 13**
- "Drop in" ID hours on **WEDNESDAY, and FRIDAY** 11:00 to 12:00 at the **MCCORMACK ROOM 107**

Replacement Cards: Available only at State House, Room 13 either during "Drop in" ID hours or by appointment. Appointments can only be requested by agency liaison.

Appointments for other ID hours may be scheduled by the Agency's liaison sending e-mail to security.dcamm@state.ma.us

Employee must bring his/her ID application form signed by the Agency's liaison to their Photo ID appointment.

ID liaisons are responsible to notify the **Division of Capital Asset Management and Maintenance (DCAMM) Security department** (security.dcamm@state.ma.us) immediately when an employee leaves state service, so that DCAMM can deactivate the Photo ID access cards. All such cards must be returned immediately to DCAMM Security Office currently located in the State House, Room 13.

Photo Identification Access Card Details:

DCAMM issues one nontransferable Photo ID Access Card (ID Access) to each employee. ID Accesses are only authorized for use by the employee named and pictured and are not issued to temporary employees, interns, vendors or contractors unless the Commissioner or Director of Safety / Security deems it necessary.

ID Accesses remain the property of DCAMM and must be surrendered upon termination of employment with the Commonwealth. DCAMM assesses $12 replacement fee for lost Photo ID

Steps to acquire an original ID Access:

- Obtain a Photo ID application form from your agency liaison.
- Complete the form, making sure your name is exactly as it appears on your paycheck and indicating whether the application is for a new card, a name change or agency transfer.
- Have the form signed by your agency liaison.
- Photographs are taken in Room 107 of the McCormack Building on Wednesdays and Fridays between 11 & 12, and in State House Room 13 on Tuesdays between 11 & 12. Completed Photo ID cards will be forwarded to agency liaisons only. It is the responsibility of the agency liaison, upon receipt of an employee's access card, to verify that the employee is employed by his / her department, to issue the card to the employee, or return it to DCAMM.

Lost cards must be reported to DCAMM's Security Director (security.dcamm@state.ma.us) immediately so they can be removed from the system. When an employee terminates state employment the agency is responsible to retrieve the ID Access and return it to DCAMM.

Steps to replace a Photo ID Access Card:

- Obtain a Photo ID application form from the DCAMM ID Office in State House, Room 13.
- Complete the form, making sure that your name is exactly as it appears on your paycheck.
- Be sure to indicate that the application is for a replacement card. Have the form signed by your agency liaison.
- Submit the form to the Security Office, along with a $12 check or money made payable to the Commonwealth of Massachusetts.
- It may not be necessary to take a new photograph. The employee's new card will be forwarded to the Agency Liaison only.
- If the employee finds his/her photo ID card after receiving the replacement card, the original card must be returned to the DCAMM ID Office. The fee is non-refundable.
- If the photo ID card is returned to the ID Office prior to being reported lost, the Director of Security will contact the agency liaison to establish that the card is valid and to arrange for its return to the employee.

Hurley Building Posting Notices or Posters

No posted material shall be affixed to walls, doors, or elevators. No political campaign materials shall be displayed or posted in the Hurley Building.

All posters/notices must be pre-approved by the Division of Capital Asset Management and Maintenance (DCAMM) or his/her designee. If approved, posters/notices may be posted at a location determined by DCAMM. Failure to adhere to this procedure will result in the removal of posted material.

When permanent signs are needed, DCAMM will install them. Agencies may install signs with DCAMM's consent, provided they are consistent with other signs on the same floor and are ADA compliant.

Prohibited and Dangerous Items

Prohibited Items:

The following items are not permitted inside the Building:

- Dangerous Weapons: Only sworn Federal, State, County and Municipal law enforcement officers duly authorized to carry a weapon may do so while inside the Building.
- Cut fresh Christmas trees, wreaths etc.
- Open flames
- Smoking
- Pets or other animals with the exception of service animals
- Appliances, such as portable heaters *

* Should an exception to this policy be requested, a Portable Space Heater Request and Approval Form must be submitted to DCAMM. Requests may come from an individual or from an agency ADA Liaison for an individual's reasonable accommodation. Please note: The request must be approved by the requestor's supervisor prior to submittal.

Dangerous Items:

The following are not permitted inside the Building by anyone other than sworn police officers of the Commonwealth of Massachusetts or federal law enforcement officers:

- Firearms of any kind (see details below)
- Explosive devices of any kind
- BB or pellet guns
- Knives with blades greater than 3" long
- Mace, pepper spray or other chemical agents
- Stun guns or other device for directing an electrical charge at persons
- Other dangerous items, as determined by security officials or facility staff (see below)

All visitors, (e.g., anyone who is not a state employee or does not have ID Access) must submit to screening at a security checkpoint before entering the Building. Any visitor refusing to submit to screening will not be allowed entrance to the facility. Visitors are strictly prohibited from carrying any weapon (as listed above) while present in the Building.

Firearms:

Only sworn law enforcement personnel from federal, state, county or municipal agencies are authorized to carry a firearm or other weapon while present in the Building. Those authorized officers must present valid agency identification to the Security Staff assigned to the building entrance. Following an inspection of proper credentials, the officer will be allowed to by-pass

the screening equipment to enter the facility. Once permitted to enter the facility, the officer must ensure that the weapon remains on his/her person during their entire presence within the facility. Visitors in possession of a weapon must declare the weapon to Security Staff on duty at the entry point. Visitors are not permitted in the Building with weapons as defined in section 10(b) of Chapter 269 of the Massachusetts General Laws. Visitors will not be provided with secure storage areas for weapons. Visitors attempting to enter the Building with weapons will be denied entry and advised to secure those weapons elsewhere and return unarmed.

Other Dangerous Items:

Building Security Staff have sole discretion to disallow any other item that may, in their opinion, present a threat to the safety and security of the building or its occupants.

Items determined to be dangerous by authorized officials, as noted above, will not be permitted into the Building. At the discretion of the screening personnel on duty such items may, at the exclusive risk of the item's owner, be put aside at a nearby location and reclaimed by the owner after exiting the facility. Neither DCAMM, nor any of the agencies noted above, assume any responsibility for items left pursuant to this policy. The Massachusetts State Police will respond to all incidents where a concealed weapon is not declared yet disclosed during a security inspection. The Massachusetts State Police reserve the right to ask for and view the owner's permit to carry said weapon. Individuals in possession of firearms who are unable to produce a valid permit for that weapon are subject to arrest and confiscation of the weapon in accordance with Massachusetts' law.

All inappropriate comments compromising the safety and security of the Building and/or personnel will be taken seriously and referred to the MA State Police for action.

Only state employees carrying a valid state employee identification card may be allowed to bypass a security checkpoint.

Hurley Building Recycling

Tenant agencies in the Hurley Building are encouraged to collect all Recyclable Material for pickup by the recycling contractor.

All agencies can recycle paper waste using the blue desk-side receptacles.

Hurley Building Security

It is the policy of the Division of Capital Asset Management and Maintenance (DCAMM) to provide a safe and secure working environment for employees and visitors to DCAMM facilities, through the prohibition of carriage of weapons or other dangerous items inside these facilities and to screen those entering the facilities to prevent the unauthorized conveyance of dangerous weapons into the facilities.

The Security Department:

- Manages Building Visitors and Customers
- Establishes and implements Security and Safety policies and procedures
- Provides Emergency Response Planning
- Manages contracts for Security Services and Security Equipment Maintenance and Repair
- Provides Photo ID/Access Cards for employees
- Maintains Key Control
- Manages building Parking Operations

The Security Department works with the following agencies/companies to maintain a secure facility:

- Department of Conservation and Recreation Park Rangers
- Massachusetts State Police
- Executive Office of Public Safety
- State Fire Marshal
- Boston Fire Department
- Fire Detection and Alarm Contractor
- Division of Employment and Training
- Department of Mental Health
- Legislature's Joint Committee on Rules

To contact the Security Department, email them at: security.dcamm@state.ma.us
For more urgent issues, contact the Security Director at (617) 727-4100

Hurley Building Services

- Bank ATM Machine at the main entrance lobby
- Convenience Store and Snack Shop on the 6th floor
- OSD Print Shop in the basement level
- Daily Food Trucks at the Plaza facing New Chardon Street

Smoking Policy

No smoking is allowed in the Springfield State Office Building. Effective August 25, 1997, the Smoking Policy prohibits smoking in any area of any State Office Building, including bathrooms, stairwells, and garages in accordance with M.G.L Chapter 270, section 22. This law supersedes Administrative Bulletin 87-1 promulgated by the Executive Office of Administration and Finance

Below is a link to M.G.L., Chapter 270, and section 22

https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter270/Section22

Work Order Request

Work Order Requests from this site are for DCAMM managed facilities.

Please use the **CAMIS FAMIS SELF-SERVICE** **http://ias02.accruentondemand.com:8090/fss_dcamprd_dcam110fss/selfservice.login** work order system to request all services for all DCAMM managed facilities **excep**t for those listed below.

Please use the **NEW CAMIS Tririga Request Central** **https://camis.dcp.state.ma.us/index.html** work order system for the following facilities as of October 28, 2014: **John W. McCormack, Charles F. Hurley and Erich Lindemann, Springfield Data Center, Springfield Dwight Street, Springfield Liberty Street, The Big E and Pittsfield Office Building.**

If you have not received a username and password yet, please contact CamisHelpdesk.dcam@massmail.state.ma.us