

128 Central Corridor Emergency Network Guidelines and Rules of Engagement

Background:

A meeting was convened on October 26th, 2017 by the **128 Corporate Alliance**. The goal was to bring together companies interested in working together with first responders to create a more robust communications network among employers. Such communications would be exchanged in the event of an emergency or in certain cases to notify one another about certain high impact traffic events. This represented the second meeting among this group and followed the successful emergency planning forum held in the region this past April. The group has continued to meet with the goal of formalizing a communications network.

The purpose of this document is to provide interested parties and members of the “128 emergency network” with a “policy statement” of the established guidelines for shared communications.

Geographic Area:

The geographic area covered by the network is the central 128 corridor, extending north to south from Route 2 to the Mass Pike (including Waltham, Lincoln, Lexington, and Weston). The intent is to monitor relevant information both within and outside this geographic area but to target members that can share communications among key stakeholders within the proposed area.

Members:

Members include corporate users, building owners and managers, and first responders in the communities of Waltham, Lincoln, Lexington, and Weston. The current members include Fresenius Medical Care, Raytheon, Boston Properties, Endurance International Group, Thermo Fisher, National Grid, Massachusetts Medical Society, Dassault Systemes, ACI Worldwide, Clarion Partners, Jones Lang LaSalle, and the Waltham Police Department.

Group Outreach:

The objective is to expand the group to enhance communications by conducting outreach to interested participants that wish to monitor emergency events within the prescribed geographic area. Jack Troast, Executive Director of the *128 Corporate Alliance* will be responsible for the outreach to area corporate users and the building owners and managers.

Lt. Tim Maher of the Waltham Police Department and John Tello of Boston Properties will lead the outreach to the community of emergency responders.

Leadership:

The group will select a rotating “leader” or “leadership committee” comprised of individuals with expertise in emergency planning and communications. The initial leadership committee will be comprised of:

Alan Snow, Director, Safety & Security for the Boston Region, Boston Properties

Christine Curren, BCP Coordinator, Emergency Planning, National Grid

John Tello, Assistant Director, Safety & Security for the Boston Region, Boston Properties

Communications Platform

The group has established a shared platform as a means by which members are encouraged to share appropriate information regarding “emergencies” and other relevant high impact events (see below for further clarification). The shared address for communication within the group is available to interested participants by contacting Jack Troast, Executive Director of the 128 Corporate Alliance at jtroastjr@gmail.com.

The “leadership committee” of the Group will serve as the “Managers” of the Google Group platform. Interested participants can join as “Members.” Additional members can gain access to the group by invitation of the Managers or by requesting to be added. The outreach liaisons will be responsible for proposed additional group membership.

Group Member Responsibilities:

Once a participant elects to become a member of the group platform, they will be responsible for the following:

1. Sharing information regarding “emergencies” and other relevant high impact events in accordance with the protocols for shared communication.
2. Making the judgement on how to share the information within their respective organizations as to action steps to be taken within their office premises and in relation to their company.
3. Monitoring emergency notification alerts and other relevant current information feeds to support the sharing of information.
4. To coordinate coverage within their organization should they be away from the premises on business travel, vacation, etc.
5. To keep contact information for their organization up to date.

Nature of Shared Communications:

What qualifies as an event to be shared by the group? This would include both anticipated and unexpected occurrences.

1. Planned high impact events that may require the need for help or relief
 - a. Traffic delays due to planned construction projects
 - b. Company events and charitable events
 - c. Organized Labor protests

2. Unexpected Occurrences- most likely sudden in nature and requiring immediate action:
 - a. Many of these occurrences constitute emergencies (an event that creates a threat to public safety by presenting risk to health, life, property or the environment)
 - b. Examples of emergencies include medical emergencies, fire/ explosions, hazardous material release, bomb threats, active shooter, a biohazard release, among others
 - c. Not all occurrences or emergencies will require information sharing.

What is the information to share- the “facts”- recipients and their leadership will need to develop their own responses to the facts communicated:

1. What’s happening
2. When it happened
3. Any relevant emergency advisory (i.e. State or local police) or official announcement
4. What is the source of the information (accuracy is critical)
5. Any ongoing status updates