McCormack Hall
Emergency Evacuation Plan

ENVIRONMENTAL HEALTH AND SAFETY OFFICE
EMERGENCY PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency (Police-Fire-EMS)</td>
<td>911</td>
</tr>
<tr>
<td>*Public Safety</td>
<td>617.287.1212</td>
</tr>
<tr>
<td>*Customer Service</td>
<td>617.287.4000</td>
</tr>
<tr>
<td>*University Health Services</td>
<td>617.287.5660</td>
</tr>
<tr>
<td>*Environmental Health and Safety</td>
<td>617.287.5445</td>
</tr>
<tr>
<td>*Facilities</td>
<td>617.287.5450</td>
</tr>
</tbody>
</table>

*(during business hours)*

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INTRODUCTION

The McCormack Hall Building Evacuation Plan has been designed to help building occupants safely evacuate the building in the event of a fire, explosion, spill, or other emergency.

There are several UMass Boston departments involved in building evacuations. The office of Environmental Health and Safety (EHS) has developed this plan in collaboration with building occupants, the Department of Public Safety, and the Office of Emergency Management based upon the unique characteristics of McCormack Hall.

If occupants are familiar with evacuation procedures, then threats to life and property will be minimized in the event of an emergency. To ensure that all building occupants understand the evacuation plan, they are invited to an annual briefing session. The plan is reviewed and updated at least annually and shared with the Boston Fire Department.

This plan is designed to work in conjunction with UMass Boston's emergency evacuation procedures. The procedures are available online at: www.umb.edu/preparedness/evacuation_procedures.

If you have any questions concerning this plan or would like assistance, contact Fire and Life Safety Officer Debra Gursha at 617.287.5445 or via email at umbehs@umb.edu.

Copies of this plan are available online at www.ehs.umb.edu. The plan is also available in alternative format upon request. Hard copies are also kept at the front desk of the:

- Beacon Fitness Center, 1st floor
- Performing Arts Office, 2nd floor
- OLLI Program, 3rd floor
- McCormack Graduate School, 3rd floor
- Veteran's Upward Bound, 3rd floor
- College of Management, 5th floor
- Department of Public Safety
- Environmental Health and Safety
- Office of Emergency Management
- ADA Compliance Office
BUILDING PROFILE

McCormack Hall opened in 1975 with 266,000 gross square feet. The building has five floors, two sets of elevators, and eleven staircases. The longest hall in the building is the 4th floor main hallway, which is 365 feet long, the length of a football field.

Many of the building’s classrooms are located on the 1st and 2nd floors of the building. There are smaller meeting rooms located throughout the building, especially on floors 3-5. Often these smaller meeting rooms are used for upper-level classes, symposiums, and workshops.

The 3rd floor of the building houses the Ryan Lounge. This is a large place of assembly that is frequently rented by outside organizations for seminars and has been used to host weddings. This meeting space has windows that provide a spectacular view of Dorchester Bay.

The chaplain's offices and the University Chapel are also located alongside the Ryan Lounge. Religious services and prayer meetings are frequently held in this area of the building.

The 4th and 5th floors of the building are mini floors and comprise a portion of the building’s footprint. There are solar panels on two separate roof areas of McCormack Hall. The panels were installed on the roofs of McCormack Hall during the summer of 2011.

The building opened in the mid-70's as a general academic building for the university. Since that time, a health club, the Beacon Fitness Center, has been added to the 1st floor of the building. This is a full-service health club that includes group fitness classes, locker rooms for patrons, and racquetball courts.

When the building was first opened, it housed a major cafeteria for the university known as the “McCormack Caf.” This cafeteria was taken out of service when the Campus Center was opened in 2004. It was remodeled and subdivided in the summer of 2013 to provide additional classrooms and faculty offices.

Several special institutes are housed in McCormack. The OLLI Program (Osher Lifelong Learning Institute) is an enrichment program that serves the adult population. The Project REACH, Upward Bound, and Urban Scholars Programs serve “at risk” youths in the greater Boston community. Veteran’s Upward Bound is an integration program for members of the armed forces who are planning to attend or are attending college on the UMass Boston campus. The only Confucius Institute in Boston is housed in McCormack Hall. This institute hosts international visitors.

The building’s occupancy is high due to the number of classes held there. Many of the university’s nighttime classes are held in the McCormack Hall. In 2007, major renovations were made to this building, which included the installation of a sprinkler system and an upgraded fire alarm system.

McCormack’s eleven staircases can be used to exit the building to plaza level or to the Healey Library fire lane.

The primary assembly area for McCormack Hall is the Campus Center’s grassy area, which is located diagonally to the Campus Center exterior staircase.

The Clark Track serves as a secondary place of assembly.

Stairwells 1–3 serve the first three floors only and exit into the Healey Library fire lane.

The designated areas of refuge for McCormack Hall are the stairwell landings. These areas are sometimes referred to as “emergency waiting areas” or “locations for rescue assistance.” The enclosed stairwells are constructed of materials with a fire resistance rating of two hours that protect individuals from the effects of a fire during evacuation.
The stairwell walls are well marked with the word “exit” at every floor landing, and with arrows that clearly indicate where to go to leave the building.

Each stairwell door that leads to a safe outdoor refuge is identified by an illuminated exit sign above the door and directional exit information painted on the walls in close proximity to it. In addition, the stairwell lights are connected to emergency generators that provide reliable lighting in the event of a power outage.

### EVACUATION PROCEDURES

1. When the fire alarm sounds, occupants should ensure that nearby personnel are aware of the emergency, close doors (but do not lock them), and exit the building by the established evacuation routes. Occupants should leave the building whether or not an emergency text message was received.
2. The alarm systems in all our buildings are primarily audible systems with the addition of strobe lights in selected areas. Strobe lights have been installed in the music rooms that are located on the third floor of the McCormack Hall.
3. Occupants should assist visitors, students, and others who are not familiar with the plan to safely evacuate.
4. All occupants should go to the assembly area and await further instructions from the Department of Public Safety.
5. All personnel should know where their primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes are posted in the building.
6. Building occupants must not use elevators as an escape route in the event of a fire.
7. No employee is permitted to re-enter the building until advised it is safe to do so by a representative of the Department of Public Safety, Boston Fire Department, or EHS.

**Remember:**

› Immediate readiness to evacuate is essential.
› Elevators cannot be used to exit the building.
› Never enter a room that is smoke filled.
› Before opening a door, check to ensure it is not hot to the touch. If hot, do not open. If warm, open slowly to check room or hallway conditions.
› Emergency phones are located at elevators on all floors.

Portable fire extinguishers can be used for small fires. However, it is university policy that anyone who chooses to use an extinguisher must be familiar with the EHS policy on portable extinguishers, which is located at: www.ehs.umb.edu/fire-safety.
ROLES AND RESPONSIBILITIES

Building occupants are responsible for:
› Being familiar with the evacuation procedures
› Promptly evacuating when the fire alarm sounds
› Following the directions of Department of Public Safety officials, EHS, and Safety Team members (identified by their vests).

The Fire Safety Team Volunteers are responsible for:
› Responding in the event of an emergency to their pre-determined location
› Responding with safety vest and megaphone, if available
› Knowing where the assembly areas are located and communicating this information to occupants
› Ensuring that disabled persons and visitors are assisted
› Helping to account for building occupants at the assembly area
› Evaluating and reporting problems to EHS after an emergency event
› Providing input to EHS for improvements in communications, implementation, and maintenance of the Evacuation Plan.

The Department of Public Safety is responsible for:
› Responding to all fire alarms
› Maintaining order during evacuations
› Escorting the Boston Fire Department and other first responders to the building.
› Conducting all rescue and medical duties in conjunction with Boston Fire Department and Boston EMS
› Coordinating with other outside public safety entities, including Massachusetts state police, Boston police, and MBTA police.

EHS is responsible for:
› Coordinating the preparation and update of the Evacuation Plan
› Ensuring that updated floor plans and evacuation maps are posted
› Helping to make the evacuation as safe as possible by assigning Fire Safety Team Volunteers to strategic locations during an alarm situation
› Helping to ensure that all new volunteers of the Fire Safety Team receive periodic training
› Providing new members of the Fire Safety Team with a safety vest and megaphone
› Maintaining up-to-date lists of critical operations
› Relaying applicable information to the Department of Public Safety, institutional security officers, and other emergency personnel.

Facilities is responsible for:
› Managing the building fire alarm system
› Initiating an alarm for drills
› Resetting alarms after an evacuation.
REPORTING A FIRE OR EMERGENCY

Persons discovering a fire, smoky condition, or explosion should pull the nearest fire alarm pull station. Fire alarm pull stations are located on each floor. The horn/strobe alarm alerts building occupants of the need for evacuation and sends a signal to the Department of Public Safety dispatch center that there is an alarm condition in the building.

If the fire alarm does not sound after it is pulled, it may be necessary to activate additional fire alarm pull stations, or verbally announce the alarm. Also verbally announce the alarm if people are still in the building and the alarm has stopped sounding. Make verbal announcements while exiting the building.

To report any emergency, employees should call 911 from a campus phone. State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. Make this call from a safe location. All emergency telephone numbers are listed at the beginning of the Emergency Building Evacuation Plan.

There is a possibility that the university’s UMass Boston Alert communication system, which is used to notify the campus community of emergencies via text, voice, and email alerts, may be activated. For more information on this system or to sign up for this system, please go to: www.umb.edu/preparedness/alert/.

INDIVIDUALS NEEDING ASSISTANCE

Some building occupants require assistance during building evacuation. If you are able to exit the building with assistance, you should do so. If you cannot exit safely, proceed to a protected stairwell. Let others know your location and call UMB Police if you are able. Provide UMB Police with your exact location and your cell phone number.

Building occupants who need assistance can voluntarily register with the ADA Compliance Office at www.umb.edu/odi. The list of individuals needing assistance will be posted in a secure location at or near the fire control panel, with access to this list limited to the Boston Fire Department first-response team. There will likely be other staff, students and visitors in the building who require assistance but who are not on the list.

The list maintained by the ADA office and available to the Fire Department is only one tool to assist those who may be located in areas of refuge. Individuals proceeding to a projected stairwell may call the UMB Police from a building phone or cell phone giving their location. Other building occupants may also advise the Fire Department or UMB Police is someone is in an area of refuge.

Fire Safety Team Volunteers can help individuals needing assistance by directing them to areas of refuge (i.e. protected stairwells), and notifying emergency response personnel of the person’s location. Transporting individuals with disabilities up and down stairs must be avoided.

EHS and Fire Safety Volunteers will collect any pertinent information including individuals that may be in specific areas of refuge.

All people, regardless of their circumstances, need to take some responsibility for their safety in an emergency which means being able to move away from any and all hazards.
POST-EVACUATION PROCEDURES

Once each evacuated group of employees has reached their assembly area, Fire Safety Team Volunteers shall:
1. Take a head count of his or her group using the building occupant list or personal knowledge for those employees in their area of coverage
2. Assume the role of department contact to answer questions
3. Instruct personnel to remain in the area until further notice
4. Report status of persons who are or might be located in an area of refuge or have remained behind for critical operations shutdown to Building Emergency Coordinator or Incident Commander/Department of Public Safety.

TRAINING AND COMMUNICATIONS

EHS is responsible for ensuring that all personnel are trained in safety evacuation procedures. Refresher and periodic training shall include:
› Preferred means of reporting fires and other emergencies
› A description of the building alarm system
› Emergency evacuation procedures and route assignments
› Procedures for those unable to evacuate themselves
› Procedures for employees who remain to shut down operations before they evacuate
› Procedures to account for all employees after emergency evacuation has been completed
› A description of who performs rescue and medical duties
› A review of floor plans and evacuation routes.
FIRE DRILLS

UMass Boston conducts fire drills for the McCormack Building at least every semester. Unplanned evacuations also provide valuable information that can be used to improve the evacuation process. EHS will be available before, during, and after the drills to explain the Evacuation Plan to building occupants and to answer questions about areas of refuge and evacuation in general. The last McCormack evacuation drill was conducted in January 2014 and the building was cleared within minutes.

Specific departments may choose to provide internal information or reference cards for staff in their area to help them prepare for drills and evacuations.
McCORMACK HALL
ASSEMBLY AREA
Evacuation Plan
McCORMACK HALL
FLOOR 1
Evacuation Plan
McCORMACK HALL
FLOOR 2
Evacuation Plan

FIRE LANE

STAIR 1
STAIR 2
STAIR 3
STAIR 4

STAIR 9
STAIR 10
STAIR 11

STAIR 6
STAIR 7

McCORMACK THEATER

PLAZA

Stairs/Area of Refuge  Exit  Stairs  Elevator  Campus Phone  AED
McCORMACK HALL
FLOOR 3
Evacuation Plan

FIRE LANE

Stairs/Area of Refuge
Elevator
Campus Phone
AED

Stair 1
Stair 2
Stair 3
Stair 4
Stair 5
Stair 6
Stair 7
Stair 8
Stair 9
Stair 10
Stair 11
Ryan Lounge
Fire Lane
Emergency Contacts
› Call 911

Safety Tips
› Do not re-enter the building until advised by emergency personnel.
› Do not use elevators.
› Close doors—do not lock them.
› Quickly exit in a calm manner.
› Assist visitors to evacuate.
› Secondary assembly area is the Clark Tracklocated diagonally to the Campus Center exit.
› Report to the Campus Center’s grassy area.

McCormack Building Evacuation
QUICK REFERENCE CARD
FIRE SAFETY VOLUNTEERS

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<tr>
<th>Floor</th>
<th>Location</th>
<th>Name</th>
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<tr>
<td>1</td>
<td>Beacon Fitness Center</td>
<td>Chris Fitzgerald</td>
<td>7-6788</td>
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<td>1</td>
<td>Biology</td>
<td>Yvonne Vaillancourt</td>
<td>7-6586</td>
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<td>1</td>
<td>Project REACH</td>
<td>Terry King</td>
<td>7-7390</td>
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<tr>
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<td>Beacon Fitness Center</td>
<td>Abbey Lade</td>
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<td>Performing Arts</td>
<td>Tanya Williams</td>
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<td>Psychology</td>
<td>Eric Berry</td>
<td>7-6399</td>
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<td>3</td>
<td>OLLI Program</td>
<td>Luci Nguyen</td>
<td>7-7312</td>
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<td>3</td>
<td>Veteran's Upward Bound</td>
<td>Barry Brodsky</td>
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<td>CSM-Student Success</td>
<td>Marshall Milner</td>
<td>7-4057</td>
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<td>Tim Blackman</td>
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<td>Art Griffin</td>
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<td>5</td>
<td>College of Management</td>
<td>Epiphania Godinho</td>
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<td>Leona Thomas</td>
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<td>5</td>
<td>Ctr. Collaborative Leadership</td>
<td>Andrea Wight</td>
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Last updated July 2014