EMERGENCY PHONE NUMBERS

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<tr>
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<tr>
<td>Emergency (Police-Fire-EMS)</td>
<td>911 from a campus phone</td>
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<tr>
<td>Public Safety</td>
<td>617.287.1212</td>
</tr>
<tr>
<td>Customer Service</td>
<td>617.287.4000</td>
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<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>
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FIRE SAFETY VOLUNTEERS

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<thead>
<tr>
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<tr>
<td>LL</td>
<td>WUMB</td>
<td>Patty Domeniconi</td>
<td>7-6915</td>
</tr>
<tr>
<td>LL</td>
<td>WUMB</td>
<td>Jay Moberg</td>
<td>7-6907</td>
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<tr>
<td>LL</td>
<td>Video Production</td>
<td>Zack Ronald</td>
<td>7-5416</td>
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<tr>
<td>UL</td>
<td>IT</td>
<td>Henry Lay</td>
<td>7-5242</td>
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<tr>
<td>UL</td>
<td>IT</td>
<td>Marsha Gratto</td>
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<td>Bob Conway</td>
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<td>Donald Holthaus</td>
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<td>Ana Ion</td>
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<td>Rawan Qudah</td>
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<td>Rosa Tempesta</td>
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<td>Library Services</td>
<td>Randy Brickell</td>
<td>7-5935</td>
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<td>8</td>
<td>Art</td>
<td>Brian Glaser</td>
<td>7-5728</td>
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<td>11</td>
<td>Urban Harbors</td>
<td>Dennis Leigh</td>
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Last updated September 2013
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**Attachments**

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INTRODUCTION

The Healey Library 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 the library.

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 about it. 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 evacuations 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 617.287.5467 or via email at debra.gursha@umb.edu.

Copies of this plan are available online at www.umb.edu/administration_finance/contracts_compliance/ehs. Hard copies are also kept at the front desk of the library, Department of Public Safety, and EHS. The plan is also available in alternative format upon request.
BUILDING PROFILE

The Joseph P. Healey Library Building opened in 1978 with 337,446 gross square feet. The building has 10 floors, two lower levels, two sets of elevators, and four emergency stairways. It is home to many university services, departments, and institutes. The university library and related services are found on floors 2–9. The 10th floor houses several institutes and the 11th floor is occupied by a university center. There is no “1st floor.”

There are four primary emergency exits from the building to plaza level and one exit to the catwalk on the second floor near the circulation desk. The primary assembly area is the Clark track. In case of inclement weather or if the plaza is not a safe location, the Clark Athletic Center lobby will serve as the secondary assembly area.

The designated areas of refuge for the library are the stairwell landings. These areas sometimes known 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 very well marked with directional arrows and the word “exit” at every floor landing with arrows that clearly indicate the direction to follow for exiting 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. Occupants should assist visitors, students, and others who are not familiar with the plan to safely evacuate.
3. All occupants should go to the assembly area and await further instructions from the Department of Public Safety.
4. 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.
5. Building occupants must not use elevators as an escape route in the event of a fire. Elevators are programmed to return to the lobby for use by firefighters.
6. 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.

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.umb.edu/administration_finance/contracts_compliance/ehs/fire_safety/fire_extinguishers.
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 in the library
› 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. Some building occupants who need assistance have voluntarily registered with the University’s Office of Diversity and Inclusion at www.umb.edu/odi/ada. The list of individuals needing assistance will be provided to the Fire Safety Officer and the Department of Public Safety. There will likely be other staff, students, and visitors in the building who require assistance, but who are not on the list.

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 disabled individuals up and down stairwells should be avoided.

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.

HEADCOUNT 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 Healey Library 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 Healey evacuation drill was conducted in January 2013 and the building was cleared within 9 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.
HEALEY LIBRARY
FLOOR LL
Evacuation Plan (move up to plaza)
HEALEY LIBRARY
FLOOR UL
Evacuation Plan (move up to plaza)
HEALEY LIBRARY
FLOOR 1 (PLAZA)
Evacuation Plan

QUINN ROADWAY

STAIR 1

STAIR 2

STAIR 4

STAIR 3

ROADWAY

- Stairs/ Area of Refuge
- Exit
- Stairs
- Elevator
- Campus Phone
- AED
HEALEY LIBRARY
FLOOR 2
Evacuation Plan

Stairs/Area of Refuge  Exit  Stairs  Elevator  Campus Phone  AED
HEALEY LIBRARY

FLOOR 3

Evacuation Plan

STAIR 1

STAIR 2

STAIR 3

PLAZA
HEALEY LIBRARY
FLOOR 7
Evacuation Plan

Stairs/Area of Refuge
Exit
Stairs
Elevator
Campus Phone
AED

STAIR 1
STAIR 2
STAIR 4
STAIR 3
PLAZA

SEPTEMBER 2013

19
HEALEY LIBRARY
FLOOR 9
Evacuation Plan

Stairs/Area of Refuge
Exit
Stairs
Elevator
Campus Phone
AED
HEALEY LIBRARY
FLOOR 10
Evacuation Plan

Stairs/ Area of Refuge  Exit  Stairs  Elevator  Campus Phone  AED
HEALEY LIBRARY
FLOOR 11
Evacuation Plan

STAIR 1
STAIR 2
STAIR 3
STAIR 4

PLAZA

- Stairs/Area of Refuge
- Exit
- Stairs
- Elevator
- Campus Phone
- AED
Healey Library Evacuation

Quick Reference Card

Emergency Contacts
› Call 911 (from a campus phone)
› or 617.287.1212 from a cell phone

Safety Tips
› Do not use elevators
› Assist visitors to evacuate
› Close doors—do not lock them
› Quickly exit in a calm manner
› Do not re-enter the building until advised by
› Secondary assembly area is Clark Gym lobby
› Report to the plaza assembly area
› north of the library

Emergency Personnel