Bayside Office Building
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>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>Security Desk - Corcoran and Jennison</td>
<td>617.474.6479 (7:00 AM – 11:00 PM)</td>
</tr>
</tbody>
</table>

* during business hours
INTRODUCTION

The Bayside Office 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), in collaboration with building occupants, the Department of Public Safety, and the Office of Emergency Management, has developed this plan based upon the unique characteristics of the building.

If occupants are familiar with evacuation procedures, then threats to life and property will be minimized in the event of an emergency.

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

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/ehs. Hard copies are kept at the following locations in the Bayside Building:
CAPS: Basement Level
CAPS: 1st Floor
ICI: 4th Floor
IT: 5th Floor

as well as at Department of Public Safety and EHS.

The plan is also available in alternative format upon request.
BUILDING PROFILE

The Bayside Office Building is a private, commercial real estate building that is located in the Columbia Point section of Dorchester. The building is owned and operated by the Corcoran and Jennison Companies. The address for the building is 150 Mt. Vernon Street, Dorchester. The building is located at the corner of Mt. Vernon Street and Columbia Road and houses a large parking lot in the front of its building and the side located along Columbia Road.

The building is a modern, five (5) story office building. The basement is finished and provides additional meeting space. The building contains 25,000 square feet of finished office space per floor for a total of 150,000 square feet of commercial office space.

The commercial building is served by a modern sprinkler system. There are two staircases in the building known as the “south” and “north” staircases. They are fire rated enclosures and stairwell landings also that serve as a mustering area for anyone who has accessibly issues during a building emergency.

At this time, UMass Boston leases part of the 1st floor lobby area and the Basement level of the building for the CAPS program. Part of the IT department is housed in the 5th floor offices. The Institute for Community Inclusion (ICI) moved to the Bayside Office Building in September 2015. These offices were located to the 4th floor of the building.

There is an open, central staircase that runs from the 1st floor, down to the Basement level meeting rooms. This staircase is located in the area that is leased by the CAPS program. During a fire emergency, this staircase cannot be used as a means of egress.

The Corcoran and Jennison Companies house its corporate offices on the 5th floor of the building. Because of this arrangement, the management company is able to provide additional service such as staffing a safety officer in these offices.

The building has a dedicated maintenance staff who works daily on the building. They also work to help keep hallways and exit areas clean and dry.

The Corcoran and Jennison Companies have contracted with a private security company who provides security services to the Bayside Building. This company provides a security guard at the front entrance of the building from 7 AM to 11 PM.

“Card” access is needed to travel up to the 5th floor offices of the building. The UMass Boston, IT staff has been given access cards for the 5th floor of the building.

The building has emergency lighting in all exit areas. In addition, there is a diesel powered generator that is located on the roof that can provide emergency electrical services if needed.

There are two emergency assembly areas for the building preselected by the Corcoran and Jennison Companies. There is an emergency assembly area in both the north and south staircase parking lot areas. The alternate assembly area for inclement weather is the hotel lobby which is located next door to the building.

UMass Boston-Public Safety will respond to any emergency involving our faculty, staff or students in the building.
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 must leave the building whether or not an emergency text message was received.

2. The alarm systems in all our buildings are primarily audible systems.

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 and/or Corcoran and Jennison.

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 throughout the building.

6. Building occupants must not use elevators as an escape route in the event of a fire or emergency evacuation.

7. No individual is permitted to reenter the building until advised it is safe to do so by a representative of the Department of Public Safety, Boston Fire Department, Corcoran and Jennison, 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.

FIRE EXTINGUISHERS

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: https://www.umb.edu/ehs/fire_safety/fire_extinguishers.

Please contact EHS for fire extinguisher training. Group training sessions are also available. EHS can be reached at 617-287-5445 or ehs@umb.edu.
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, Corcoran and Jennison 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 predetermined location
› Responding with safety vest and megaphone, if available
› Knowing where the assembly areas are located and communicating this information to occupants
› Insuring that individuals needing assistance 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 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.
› Relaying applicable information to the Department of Public Safety, institutional security officers, and other emergency personnel.

Corcoran and Jennison 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 who discover a fire, smoky condition, or explosion should pull the fire alarm at the nearest pull station. Fire alarm pull stations are located on each floor near the exits and stairwells. The horn/strobe alarm alerts building occupants of the need for evacuation and sends a signal to the Boston Fire Department 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. 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. If you are in a safe location, also call UMass Boston - Public Safety at 617-287-5660 to information of the emergency. All emergency telephone numbers are listed at the beginning of the Emergency Building Evacuation Plan.

There is a possibility that the 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: http://www.umb.edu/preparedness/alert
INDIVIDUALS NEEDING ASSISTANCE

Individuals who may need assistance to evacuate the building are encouraged to prepare a Personal Evacuation Plan. This Plan can address your specific challenges. At a minimum the Plan should include your cell phone number (if applicable) and your plan for exiting the building or getting to an area of refuge. The Plan can be shared with occupants in your vicinity and others if you would like including the Department of Public Safety. The office of Environmental Health and Safety and the ADA Compliance Officer are available to assist you in preparing this Plan.

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.

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.

Evacuation Procedures for ICI

The Institute for Community Inclusion (ICI) located on the fourth floor has a unique evacuation program. There are several full-time employees who use wheelchairs and need assistance evacuating. Some of these employees have written Individual Evacuation Plans. There are often visitors in the building who would also need special assistance. ICI has an active Evacuation Team and their program includes the use of evacuation chairs. Evacuation chairs are specially designed to allow an individual to be safety carried down stairs in case of an emergency. There are three Sirocco Model 49 chairs located near the north stairs and one chair near the south stairs.

The chairs have been inspected by a representative of the Boston Public Health Commission and Boston Emergency Medical Services. A hands on training in the use of these chairs has been conducted for Team members.

In case of an alarm. Evacuation Team members would take the followings steps:
1. Confirm that the individual needing assistance is willing to participate in chair evacuation.
2. Open the evacuation chair near the stair
3. Assist the individual to transfer into the chair and secure all straps.
4. At least two and preferably three or four trained and healthy Team members proceed with the carry out.
5. Every effort should be made to ensure that other building occupants can exit down the stairs at the same time.

Individuals who are not willing to participate in the chair evacuation will be encouraged to transfer to an evacuation chair and wait in the designated area of refuge for assistance from the Boston Fire Department. The individual, team members or others should call 911 and notify the first responders that someone in an evacuation chair or in their own chair is located in the area of refuge on the 4th floor and specify which staircase. Be sure to give the exact location and a cell phone number if possible.
POST-EVACUATION PROCEDURES

Once each evacuated group of employees has reached their assembly area, Fire Safety Volunteers will instruct personnel to remain in the area until further notice. The Fire Safety Volunteers will be available to collect pertinent information, including reports on:

1. Individuals who are or might be located in an area of refuge
2. Individuals who have remained behind in the building for critical operations or shutdowns and
3. Individuals who are expected, but not present, at the assembly.
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 the Department of Public Safety.
TRAINING AND COMMUNICATIONS

EHS is responsible for ensuring that all personnel are trained in safety evacuation procedures. EHS offers refresher and periodic training on the following subjects:

› 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.
EVACUATION DRILLS

UMass Boston conducts or participates in fire drills for the Bayside Office Building at least every year. 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.

Specific departments may choose to provide internal information or reference cards for staff in their area to help them prepare for drills and evacuations.
Bayside Office Building
Basement Floor
Evacuation Plan

Travel up stairs to exit

Stair

Travel up stairs to exit

Stair

Stairs/ Area of Refuge

Elevator

Exit

May 2016
Travel down stairs to exit

Stairs/ Area of Refuge  Elevator  Exit  AED

May 2016
Bayside Office Building
Fifth Floor
Evacuation Plan

Travel down stairs to exit

Stairs

Travel down stairs to exit

Stairs

Stairs/ Area of Refuge

Elevator

Exit

May 2016
<table>
<thead>
<tr>
<th>Floor</th>
<th>Location</th>
<th>Name</th>
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<tr>
<td>Basement</td>
<td>CAPS</td>
<td>Binh-Duong Le</td>
<td>7-3854</td>
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<tr>
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<td>CAPS</td>
<td>Hung Ong</td>
<td>7-3854</td>
</tr>
<tr>
<td>Fifth</td>
<td>IT</td>
<td>Mary Ryan</td>
<td>7-3837</td>
</tr>
<tr>
<td>Fifth</td>
<td>IT</td>
<td>Anthony Manibusan</td>
<td>7-3825</td>
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<tr>
<td>Fourth</td>
<td>ICI</td>
<td>Cecilia Gandolfo</td>
<td>7-4342</td>
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<td>Anya R Weber</td>
<td>7-4405</td>
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<td>Paul Foos</td>
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<td>Melanie Jordan</td>
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<td>Frank A Smith</td>
<td>7-4879</td>
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<td>Carolyn Hall</td>
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<td>Lori Gordon</td>
<td>7-4313</td>
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<tr>
<td>Fourth</td>
<td>ICI</td>
<td>Sarah Paterson</td>
<td>7-4301</td>
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Last updated May 2016
Emergency Contacts
› Call 911

Safety Tips
› Do not use elevators.
› Do not re-enter the building until advised by emergency personnel.
› Secondary assembly area is the lobby of hotel.
› Report to the South or North staircase lots.
› Quickly exit in a calm manner.
› Assist visitors to evacuate.
› Close doors—do not lock them.