BEGIN EXTRACTED TEXT

Campus Center
Emergency Evacuation Plan
OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY
April 2017

END EXTRACTED TEXT
# EMERGENCY PHONE NUMBERS

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<th>Service</th>
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<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>Office of Environmental Health and Safety</td>
<td>617.287.5445 *</td>
</tr>
<tr>
<td>Facilities</td>
<td>617.287.5450 *</td>
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* during business hours
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Building Profile</td>
<td>5</td>
</tr>
<tr>
<td>Evacuation Procedures</td>
<td>7</td>
</tr>
<tr>
<td>Fire Extinguishers</td>
<td>7</td>
</tr>
<tr>
<td>Roles and Responsibilities</td>
<td>8</td>
</tr>
<tr>
<td>Reporting a Fire or Emergency</td>
<td>9</td>
</tr>
<tr>
<td>Individuals Needing Assistance</td>
<td>9</td>
</tr>
<tr>
<td>Post Evacuation Procedures</td>
<td>10</td>
</tr>
<tr>
<td>Training and Communications</td>
<td>10</td>
</tr>
<tr>
<td>Evacuation Drills</td>
<td>10</td>
</tr>
</tbody>
</table>

## Attachments

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly Area</td>
<td>11</td>
</tr>
<tr>
<td>Floor Plans</td>
<td>12</td>
</tr>
<tr>
<td>Fire Safety Volunteers</td>
<td>18</td>
</tr>
<tr>
<td>Quick Reference Card</td>
<td>19</td>
</tr>
</tbody>
</table>
INTRODUCTION

The Campus Center Building Evacuation Plan has been designed to help building occupants to 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 (OEHS), 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: www.umb.edu/preparedness.

If you have any questions concerning this plan or would like assistance, contact Fire and Life Safety Officer at 617.287.5467 or via email at ehs@umb.edu.

Copies of this plan are available online at www.ehs.umb.edu. Hard copies are kept at the Department of Public Safety and OEHS as well as the following locations in the Campus Center:

- LL Sodexo offices,
- UL Campus Center Operations, One Stop,
- 1st Floor Undergraduate Studies
- 3rd Floor Student Life Offices
- 4th Floor Vice Chancellor-Bursar’s Offices, Enrollment Management

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

The UMass Boston Campus Center serves as the “living room” of the University, welcoming student, faculty, staff and visitors to a community of learners. The Campus Center, with its soaring floor-to-ceiling windows, comfortable lounges, and stunning view of Boston Harbor is the perfect place to offer student services, nurture student life, and offer gathering spaces that build and encourage community interaction.

The Campus Center was completed in 2004 with 330,000 square feet of space. The building was built with a modern, fire sprinkler system and smoke evacuators for the protected stairwells.

The Campus Center also provides a driveway entrance in the front of the building. In this area, University shuttle buses provide transportation services to offsite parking lots and the MBTA Red Line. There are also some MBTA buses that provide transportation services in front of the building. “The Ride” is a state funded transportation services that provide car/van services for individuals with accessibility needs and provides pick up and drop off services in this area also.

The Campus Center has 7 interior staircases and an exterior staircase that runs along the side of the building. Two of the interior staircases are “open” style staircases and cannot be used during an evacuation emergency.

The Campus Center is the only University building at this time that has its own underground parking garage. There are 100 parking spaces located at the UL and LL levels of the building.

A private food services company manages the food service operations in the Campus Center and other locations throughout the University. They occupy most of the LL where there is a large, commercial kitchen and food service’s field offices. The loading docks for the food services operations are housed on the backside of the building.

The Campus Center offers the following three services to the UMass Boston community:

**Student Life and Student Involvement**- The Campus Center hosts most of the social, cultural, and recreational events on campus. A large ballroom, which can hold up to 600 people, is located on the 3rd floor of the Campus Center.

**Food Service**- A variety of meals are served at the Food Court Dining Room located on the 1st floor. The Upper Level (UL) hosts the Atrium Café which is an express coffee bar.

**Student Service**- The Campus Center also hosts basic student services offices such as the student ID office, discount tickets to sports/theatre events via Student Activities, and ATM.
## Student and University Services:
The following departments and amenities are housed in the Campus Center-

<table>
<thead>
<tr>
<th>Campus Center Office/Dept.</th>
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<td>Recycling and Sustainability</td>
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<td>Student Affairs - Vice Chancellor</td>
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<td>-Black Student Center</td>
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<td>-Casa Latina</td>
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<td>Student Activities Office</td>
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<td>Game Room</td>
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<td>Graduate Student Assembly</td>
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<td>U-ACCESS</td>
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The primary evacuation assembly area for the Campus Center is the grassy area behind University Hall. The secondary exterior assembly areas are Beacons Lot and the ISC grassy area. In case of inclement weather, the University Hall and Clark Athletic Center lobbies will serve as the secondary assembly area. (Please see map for reference.) Please be advised that the Beacons Parking Lot is an active staging area and response lane for the Boston Fire Department.

The designated areas of refuge for Campus Center are the stairwell landings. These areas are sometimes referred to as “emergency waiting areas” or “locations for emergency egress”. The enclosed emergency egress stairwells are constructed of materials with a fire resistance rating of two hours that protect individuals from the effects of a fire during an evacuation. The stairwell walls are very well marked with directional arrows. The word “Exit” with arrows that clearly indicate the direction to follow to leave the building are found at every floor landing.
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.

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 or emergency evacuation.

7. No individual 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 OEHS.

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, incipient fires or to escape from an active fire. However, it is the University policy that anyone who chooses to use an extinguisher must be familiar with the OEHS policy on portable extinguishers, which is located at: www.ehs.umb.edu/fire-safety.

Please contact OEHS for the fire extinguisher training. Group training sessions are also available. OEHS 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
› Knowing the location of the campus areas of assembly
› Promptly evacuating when the fire alarm sounds
› Finding two ways out from their primary office location
› Understanding where the areas of refuge are typically located
› Following the directions of Department of Public Safety officials, OEHS, 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 OEHS after an emergency event
› Providing input to OEHS 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.

OEHS 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.

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, 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. All emergency telephone numbers are listed at the beginning of the Emergency Building Evacuation Plan.

There is a possibility that the UMass Boston Alert 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.getrave.com/login/umb.

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 (OEHS) 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. OEHS and Fire Safety Volunteers will collect any pertinent information on individuals waiting 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 evacuated individuals have reached their assembly area, Fire Safety Team Volunteers shall instruct personnel to remain in the area until further notice. The Fire Safety Volunteers will collect pertinent information, including reports on:

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 the Department of Public Safety.

TRAINING AND COMMUNICATIONS

OEHS 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.

EVACUATION DRILLS

UMass Boston conducts evacuation drills for the Campus Center at least once a year. Unplanned evacuations also provide valuable information that can be used to improve the evacuation process. OEHS 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.
In the event of an emergency, evacuate directly to the ground level if possible. To exit from the plaza level, use the following routes:

**PRIMARY ROUTES**

- Campus Center exterior stairs to the Campus Center lawn
- Campus Center interior stairs and elevator to the Campus Center lawn
- Clark Athletic Center interior stairs and elevator to the Beacons Lot (stairway and one elevator open 24/7)
- Science Center elevator to the Beacons Lot
- Integrated Sciences Complex elevator to ISC First Floor
- The three outdoor campus assembly areas are Beacons Lot, University Hall, and the Integrated Sciences Complex.
- Follow the instructions of police and emergency personnel. All parking gates will be open.

Questions about the map? Please call the Office of Environmental Health and Safety at 617.287.5445.
CAMPUS CENTER
FLOOR LL
Evacuation Plan
CAMPUS CENTER
FLOOR UL
Evacuation Plan

- Stairs/Area of Refuge
- Exit
- Stairs
- Elevator
- Campus Phone
- AED

Walk to outside
Walk to outside
CAMPUS CENTER
FLOOR 1
Evacuation Plan

Walk down to outside

Walk down to outside

Stairs/
Area of Refuge
Exit
Stairs
Elevator
Campus Phone
AED
CAMPUS CENTER
FLOOR 2
Evacuation Plan

Stairs/Area of Refuge  Exit  Stairs  Elevator  Campus Phone  AED
CAMPUS CENTER
FLOOR 3
Evacuation Plan
CAMPUS CENTER
FLOOR 4
Evacuation Plan
FIRE SAFETY VOLUNTEERS

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<tr>
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<tr>
<td>UL</td>
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<td>Geoff Combs</td>
<td>7-4800</td>
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<tr>
<td>UL</td>
<td>Campus Center Operations</td>
<td>Nicole Robinson</td>
<td>7-4800</td>
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<tr>
<td>UL</td>
<td>Campus Center Operations</td>
<td>Erin Dayharsh Farrell</td>
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<tr>
<td>UL</td>
<td>One Stop</td>
<td>Farah Joseph</td>
<td>7-6000</td>
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<tr>
<td>1</td>
<td>Undergraduate Studies</td>
<td>Timothy Blackman</td>
<td>7-6331</td>
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<td>7-7948</td>
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<td>4</td>
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<td>Shirley Cordon</td>
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<td>4</td>
<td>VC- Enrollment Management</td>
<td>Monica Calzolari</td>
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Campus Center and Event Services

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<tr>
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<tr>
<td>Nicole Robinson</td>
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<td>Daphney Voltaire</td>
<td>UL – North Entrance</td>
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<td>Caitlin Sateia</td>
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<td>Kelly-Jo Miller</td>
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<tr>
<td>Lisa Keller</td>
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Safety Tips
› Quickly exit in a calm manner
› Close doors—do not lock them
› Assist visitors to evacuate
› Do not use elevators

› Report to the grassy area behind University Hall
› Inclement weather assembly areas are University Hall and Clark Athletic Center lobbies
› Do not re-enter the Campus Center until advised by emergency personnel.