Issuing Office:  Vice Chancellor for Administration and Finance
Policy Number:  FY13-A&F-005-00

Policy Name:  Evacuation Policy

Original Date Issued:  April 22, 2013
Revision #: 
Last Update:

Purpose of Policy:  This policy outlines the guidelines for emergency evacuation of the campus. This document will be issued annually to all employees and students through Broadcast email.

Applicable to:  All departments at UMass Boston

Policy:
All reports of fire or explosion should be made immediately by calling 911. If it is safe to do so, reports of fire or explosion may also be made by pulling a fire pull station. To report other emergencies, dial 911 from a campus phone or 617-287-1212 from a cell phone to reach UMass Boston Police Dispatch.

Upon confirmation of conditions that present a significant emergency or dangerous situations involving imminent or immediate threat to the health or safety of students or staff occurring on or immediately adjacent to the campus (hereafter referred to as “confirmed threat to the campus community”), the Chief of Police or designee, alone, or in conjunction with any of the following entities may order a building evacuation or campus-wide evacuation:

- City of Boston Fire and Police Departments
- State Fire Marshal
- State Police
- Any appropriate federal, state or local agency
- Boston Public Health Commission
- MA Department of Environmental Protection
- MA Department of Public Safety
When the campus is under an evacuation order, the campus community will be notified via the UMass Boston Alert System and all faculty, staff, and students must comply with the order to evacuate. If the campus is closed unexpectedly, non-essential personnel will not be allowed on campus. Single building evacuations may be signaled by building fire alarm and/or emergency alert. Evacuation is mandatory if a building fire alarm is sounding, whether or not an alert text has been sent.

**Procedures:**

**Building Evacuation**
Building-specific evacuations will be signaled by fire alarm sounding in the affected building and, if conditions warrant, a campus-wide alert message indicating building evacuation and advising people to avoid the area. On-scene notifications may also include use of bullhorns, police cruiser loudspeakers, and door-to-door building sweeps. If your building is evacuated, take your personal belongings, if it is safe to do so, and follow the building evacuation procedures. Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

**Shelter in Place**
In an emergency you may be asked to shelter-in-place instead of evacuate. If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. See definition at the end of this document.

**Campus Wide Evacuation**
Campus-wide evacuations will be signaled by UMass Boston Alert System messages sent via email, text, voice, digital signage, PC desktop alerts (where available), external speakers and social media.

In this situation, the gates to all parking lots will be raised so the community can evacuate as soon as possible. Assistance from local police agencies will be requested along with all available Public Safety staff to help control congestion that may occur along University Drive, Morrissey Boulevard, and Mt. Vernon Street. Additional shuttle buses will be provided for those going to JFK MBTA Station.

Response staff will serve in pre-defined roles for evacuation procedures. All other staff must leave campus.
The Chancellor's Cabinet will be contacted with instructions for follow-up conference call or in-person meeting at a designated location off-site.

**Specific Roles include, but are not limited to, the following:**

- **Public Safety**
  - Notify the Chancellor, Vice Chancellor for Student Affairs
  - Secure the area
  - Request assistance
  - Control traffic

- **Director of Environmental Health & Safety**
  - Direct Fire Safety Volunteers
  - Provide evacuation procedures
  - Provide advice and counsel as needed

- **Emergency Manager**
  - Assist Chancellor's Office with Chancellor's Cabinet Notifications.
  - Ensure that communications to JFK Library, Commonwealth Archives and Columbia Point Associates have been sent.
  - Anticipate business continuity and system office needs.

- **Director of UMB Parking and Transportation, who will:**
  - Lift gates
  - Request additional University shuttle buses
  - Alert the MBTA

- **Director of Facilities-- provide assistance as needed:**
  - Activate Personnel
  - Assign Personnel to assist Public Safety
  - Install barricades
Procedures for Building Occupants:

- When the fire alarm sounds or evacuation alert is sent, the building must be evacuated. Evacuees should take personal valuables with them, if it is safe to do so. Evacuation is mandatory if a building fire alarm is sounding, whether or not an alert text has been sent.

- Use the stairs to evacuate the buildings. Do not use elevators unless otherwise instructed by first responders.

- All evacuees should use marked exits and proceed off the plaza to the perimeter road or use adjacent buildings as areas of refuge, if it is safe to do so.

- The catwalk system may be used during the evacuation to access adjacent buildings, but evacuees may not congregate in the catwalks.

- Fire Safety Volunteers wearing bright orange/red traffic vests will provide direction. Outside, they will assist in moving people away from the building and off the Plaza to the perimeter road.

- Mobility Impaired Occupants:
  - When an alarm is initiated, mobility-impaired occupants should proceed to the elevator lobby and call Public Safety, which will respond immediately or direct other first responders immediately.
  - If the lobby is affected by the emergency event, people with mobility impairments should go to the nearest stairwell, call Public Safety on their cell phone at 617-287-1212, and wait at the landing.
  - All enclosed stairwells are fire rated and designed to provide safe refuge during fire events.
  - Signage will indicate stairwell refuge areas.

- Fire Safety Volunteers will allow evacuees back in the building when an all clear signal is received from Public Safety.

Building occupants are provided with the above information in advance of fire drills and may access it at www.umb.edu/preparedness. All are encouraged to remain familiar with these procedures. Members of the campus community are encouraged to call the University’s Customer Service information line (617-287-4000) with any questions or concerns regarding building evacuation.
Drills

The University of Massachusetts Boston conducts building evacuation/fire drills at least twice per year. These drills are announced at the start of the semester. A team of Fire Safety Volunteers assists with the drills. The Office of Environmental Health and Safety maintains records for dates and times of all building evacuation drills.

Students receive information about evacuation and shelter-in-place procedures in their classrooms annually during Public Safety Week.

Early Dismissal:
In the event of an Early Dismissal, a controlled release will be practiced. The campus community will be required to exit the parking lots as they normally would have by paying the tollbooth attendant or using their parking pass. This type of release more efficiently controls potential congestion on University Drive. Additional shuttle buses will be gathered at the Campus Center for those going to JFK MBTA Station. All outside parking lots will need to be evacuated so Facilities can clear the lots. If it is necessary for members of the community to stay on campus after the requested dismissal time, it is required that all vehicles be moved to a designated area.

Definitions

- **Early Dismissal**
  An early dismissal is issued for situations such as a snow or weather-related closing.

- **Evacuation**
  The campus is evacuated for a “confirmed threat to the campus community”.

- **Emergency Alert**
  An emergency alert is an urgent communication warning upon confirmation of a significant emergency or dangerous situations involving imminent or immediate threat to the health or safety of students or staff occurring on or immediately adjacent to the campus (hereafter referred to as “confirmed threat to the campus community”). Emergency alerts are sent via the UMass Boston Alert System. An example of a threat requiring an emergency alert would be an active shooter or hurricane/tornado warning. Weather emergencies that warrant cancellation of classes and events will be signaled by text messages and social media.
• **Shelter-in-Place**
  Seek shelter inside a building and remain inside until the danger passes. Shelter in-place is used when evacuating a building would cause greater risk than staying where you are. Shelter in-place is the best approach for certain chemical releases were the doors and windows are closed and the ventilation, heating and cooling systems are shut down. During high winds or tornadoes, it’s often safest inside a solid building where you can stay away from windows. In-place protection can also be the best approach if there is an active shooting situation outside especially if you can lock your building. Officials will continue to gather information and announce when the threat is removed.

**Oversight Department:** Vice Chancellor for Administration and Finance

**Responsible Party within Department:** Emergency Manager

**Monitoring:** Quarterly reports, indicating fire drill and evacuation outcomes to VC for Administration and Finance, Director of Environmental Health and Safety, Vice Chancellor of Student Affairs, Chief of Police and Chancellor’s Office

**Authority:** DOC. T99-060, as amended, *Passed by the BoT 8/4/99, Revised 12/14/11*

**Related Documents:** Quarterly Report Format, Fire Code