## EMERGENCY PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
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<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 Wheatley 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), 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. To ensure that all building occupants understand the evacuation plan, they are invited to an annual briefing session about it. This 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 617.287.5445 or via email at umbehs@umb.edu.

Copies of this plan are available online at www.ehs.umb.edu. Hard copies are kept at the following locations in Wheatley Hall:

- College of Liberal Arts Dean’s Office: 1st floor
- College of Science and Mathematics: 1st floor
- College of Education: 1st floor
- Curriculum and Instruction: 2nd floor
- Asian American Studies: 2nd floor
- Initiative for Maximizing Student Development: 2nd floor
- Venture Development Center, 3rd Floor
- College of Public and Community Service: 4th floor
- as well as at Department of Public Safety and EHS

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

Phillis Wheatley Hall opened in 1973 with 268,551 gross square feet. The building has six floors, two sets of elevators, and nine staircases. The first academic building to open as part of the original Harbor Campus on Columbia Point, Wheatley was designed to be a self-contained college campus within a single building. When the building first opened, it contained a bookstore, cafeteria, swimming pool, and racquetball courts.

When it opened, the building used electric heating and cooling. Since then, the heat has transitioned over to natural gas, which is supplied by the university’s utility plant. The building is served by central air conditioning. It also opened without a sprinkler system, but in 2007 a sprinkler system and an ungraded fire alarm system were installed during major renovations.

At this time, the first and second floors house many of the university’s lecture classrooms. A large lecture hall, the Snowden Auditorium, is located between floors 1 and 2. This lecture hall/theatre adds square footage to the first and second floors of the building. The Snowden Auditorium is often rented on the weekends to outside groups.

There are smaller conference meeting rooms located on floors 3–6 that are used more for recitations and workshops. The third floor contains many of the university’s biology laboratories. The university’s hi-tech business incubator program, the Venture Development Center, is also located on the 3rd floor. Floors 5 and 6 are mini-floors and only comprise approximately half of the building’s footprint.

Building occupancy is high due to the large number of classes held there both during the day and at night.

All nine staircases can be used to exit the building to the plaza level. Staircases 2 and 5 extend to ground level. Staircase 2—the wide, open staircase in the front lobby—also can be taken to the Lower Level, where a covered pathway underneath the building connects pedestrians to the South parking lot. Stairway 2 is an open staircase and should not be use for emergency egress.

An exterior staircase between the plaza level and the ground level short-term parking lot is now closed for repairs. At this time, university community members can reach the ground level by using interior staircase 5, located at the back of the Wheatley Building near University Drive.

**The primary assembly area for the Wheatley Building is the Campus Center’s grassy area, which is located diagonally to the Campus Center exterior staircase. (Please see map for reference.)**

**The Campus Center circle serves as a secondary place of assembly.**

The designated areas of refuge for the Wheatley Building are the stairwell landings. These areas are 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. The word “Exit” with arrows that clearly indicate the direction to follow to leave the building are found at every floor landing.

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. Almost all of the doors to the labs and offices in the science areas lock automatically when they are closed. Seek assistance if you need to re-open them.
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 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 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.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, 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
› 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 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. 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 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. Building occupants who need assistance can voluntarily register with the ADA Compliance Officer at www.umb.edu/odi. The list of individuals needing assistance will be posted in a secure area 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.

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 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.

The name, exact location (floor, room number or stairway number) and if possible, cell phone number for each person who remained in the building should be collected. This information should be promptly provided to the EHS or the Department of Public Safety.

Fire Safety Volunteers will also answer questions and provide information on the incident to the evacuees as it is made available.

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 Wheatley 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. This building is typically evacuated 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.

Additional plaza evacuation maps are posted in lobbies throughout the campus.
WHEATLEY ASSEMBLY AREA
Evacuation Plan

Primary Assembly Area
Alternate Assembly Area
WHEATLEY
FLOOR 1 (PLAZA)
Evacuation Plan
WHEATLEY
FLOOR 2
Evacuation Plan
WHEATLEY
FLOOR 4
Evacuation Plan
WHEATLEY
FLOOR 5
Evacuation Plan
WHEATLEY
FLOOR 6
Evacuation Plan

STAIR 3
STAIR 9
STAIR 2
STAIR 4
STAIR 8

PLAZA

Stairs/Area of Refuge  Exit  Stairs  Elevator  Campus Phone  AED
Safety Tips
› Quickly exit in a calm manner
› Close doors—do not lock them
› Assist visitors to evacuate
› Do not use elevators

Emergency Contacts
› Call 911

Wheatley Building Evacuation

QUICK REFERENCE CARD
# FIRE SAFETY VOLUNTEERS

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<thead>
<tr>
<th>Floor</th>
<th>Location</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>1</td>
<td>CAPS</td>
<td>Shona Jackson</td>
<td>7-6934</td>
</tr>
<tr>
<td>1</td>
<td>CAPS</td>
<td>Sandra Blanchette</td>
<td>7-5534</td>
</tr>
<tr>
<td>1</td>
<td>CAPS</td>
<td>Binh-Duong Le</td>
<td>7-3854</td>
</tr>
<tr>
<td>1</td>
<td>CEHD-Dean’s Office</td>
<td>Theresa Norberg</td>
<td>7-7625</td>
</tr>
<tr>
<td>2</td>
<td>College of Liberal Arts</td>
<td>Kelly Ahearn</td>
<td>7-6505</td>
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<tr>
<td>2</td>
<td>Curriculum and Instruction</td>
<td>Paloma Britt</td>
<td>7-7591</td>
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<tr>
<td>2</td>
<td>CAPS</td>
<td>Burton Holmes</td>
<td>7-7908</td>
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<td>Jason Campos</td>
<td>7-7912</td>
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<td>CAPS</td>
<td>Joe Lally</td>
<td>7-7920</td>
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<td>CSM</td>
<td>Valerie Price</td>
<td>7-7746</td>
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<td>2</td>
<td>Inst. Research/Policy</td>
<td>Diann Simmons</td>
<td>7-5422</td>
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<tr>
<td>3</td>
<td>Biology</td>
<td>Laney Digiovanni</td>
<td>7-6623</td>
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<td>Charlie King</td>
<td>7-6625</td>
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<tr>
<td>3</td>
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<td>Maria Mahoney</td>
<td>7-6677</td>
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<td>3</td>
<td>MA Small Bus. Dev.</td>
<td>Katiria Adorno</td>
<td>7-7750</td>
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<tr>
<td>5</td>
<td>Philosophy</td>
<td>Vendela Carlson</td>
<td>7-6530</td>
</tr>
<tr>
<td>6</td>
<td>Gender Security/ Human Rights</td>
<td>Anna Sullivan</td>
<td>7-6412</td>
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*Last updated May 2014*