

# Campus Center

Emergency Evacuation Plan

---

OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

---

September 2021



# EMERGENCY PHONE NUMBERS

Emergency (Police-Fire-EMS)	911
UMB Police Department	617.287.1212
University Health Services	617.287.5660 *
Office of Environmental Health and Safety	617.287.5445 *
Facilities	617.287.5450 *

*\* during business hours*

# TABLE OF CONTENTS

Introduction.....4

Building Profile .....5-6

Evacuation Procedures.....7

Fire Extinguisher.....7

Roles and Responsibilities.....8

Reporting a Fire or Emergency.....9

Individuals Needing Assistance..... 9

Post Evacuation Procedures .....10

Training and Communications.....10

Evacuation Drills.....10

## Attachments

Assembly Area ..... 11

Floor Plans..... 12-17

# INTRODUCTION

The Campus Center Evacuation Plan has been designed to help building occupants safely evacuate the building in the event of a fire, explosion, spill, or other emergency.

Please note that the UMB main campus is currently under construction due to the SDQD project. Be aware that building egress paths have and are changing and might have both upcoming short term and long term changes to your normal evacuation route. Please pay attention to facilities and construction related emails regarding these changes as well as to local instructions found in signage.

There are several UMass Boston departments involved in building evacuations. The Office of Environmental Health and Safety (OEHS), in collaboration with building occupants, UMB Facilities, the UMB Police Department, 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 evacuation procedures. The procedures are available online at: [www.umb.edu/preparedness](http://www.umb.edu/preparedness) .

If you have any questions concerning this plan or would like assistance, contact OEHS at 617.287.5445 or via email at [umbeghs@umb.edu](mailto:umbeghs@umb.edu) .

This plan is also available through OEHS in alternative format upon request.

# BUILDINGPROFILE

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-

Campus Center Office/Dept.	Floor	Campus Center Office/Dept.	Floor
Academic Support - Vice Provost	1100	New Student Programs	2300
Academic Support Programs	1300	One-Stop Student Service Center	U120
Admissions - Transfer Student Ctr.	U320	Recycling and Sustainability	U545
Admissions - Undergraduate	U320	Registrar's Office	4100
Advising Center	1100	Student Affairs - Dean of Students	4100
Bookstore	U550	Student Affairs - Vice Chancellor	4100
Bursar's Office	4300	Student Arts and Events Council	3100
Campus Services	U545	Student Centers	
Career Services	1300	-Asian Student Center	3100
Catering & Dining (Sodexo)	L536	-Black Student Center	3100
Disability Services (Ross Center)	U211	-Casa Latina	3100
Enrollment Information Services	U320	-Queer Student Center	3100
Enrollment Mgmt. - Vice Chancellor	4100	-Veteran's Center	3100
Financial Aid	4300	-Women's Center	3100
Game Room	U110	Student Activities Office	3300
Global Programs	2100	Student Employment	4300
Graduate Student Assembly	3300	Student Senate	3100
Honors College	2100	Student Support Services Program	1100
Housing Services	2300	Student Trustee	3300
ID Card Office	Y1320	Study Abroad	2100
Jumpstart Program	2300	Testing Center	U130
Leadership & Comm. Engagement	2300	U-ACCESS	2300
Mass Media - Student Newspaper	3300	Undergraduate Studies	2100
Merit Scholarships	4100	University Dining Club	2550
		Veteran's Affairs	4100
		Writing Proficiency Office	1300

The primary evacuation assembly area for the Campus Center is the grassy area behind University Hall. 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 UMB Police Department.
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 UMB Police Department, 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's policy that anyone who chooses to use an extinguisher must be familiar with the OEHS policy on portable extinguishers, which is located at: [www.umb.edu/ehs](http://www.umb.edu/ehs), and complete fire extinguisher training.

Please contact OEHS for fire extinguisher training. Group training sessions are also available. OEHS can be reached at (617)287-5445 or [umbeghs@umb.edu](mailto:umbeghs@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
- › Knowing two different ways out from their primary office location
- › Understanding where the areas of refuge are typically located
- › Notifying UMB Police if they know the source of an alarm (i.e. location of fire )
- › Following the directions of UMB Police Department officials, OEHS, and volunteer evacuation team members (identified by their red 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
- › Ensuring 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 UMB Police Department 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.

## **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
- › Keeping the list of evacuation team volunteers updated at the OEHS website
- › Providing new members of the Fire Safety Team with a safety vest
- › Relaying applicable information to the UMB Police Department, 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 next to building exits and emergency stairwells. The horn/strobe alarm alerts building occupants of the need for evacuation and sends a signal to the UMB Police 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, 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 Police Department 617.287.1212 to report information on 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 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](http://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 UMB Police Department. 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. 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
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 UMASS Police Department.

# 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
- › 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 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

# Building Evacuation Assembly Areas

Call 911 in an emergency



September 2021

- Assembly Area
- Pedestrian Route
- Incllement weather assembly area
- Area under construction

## NOTES

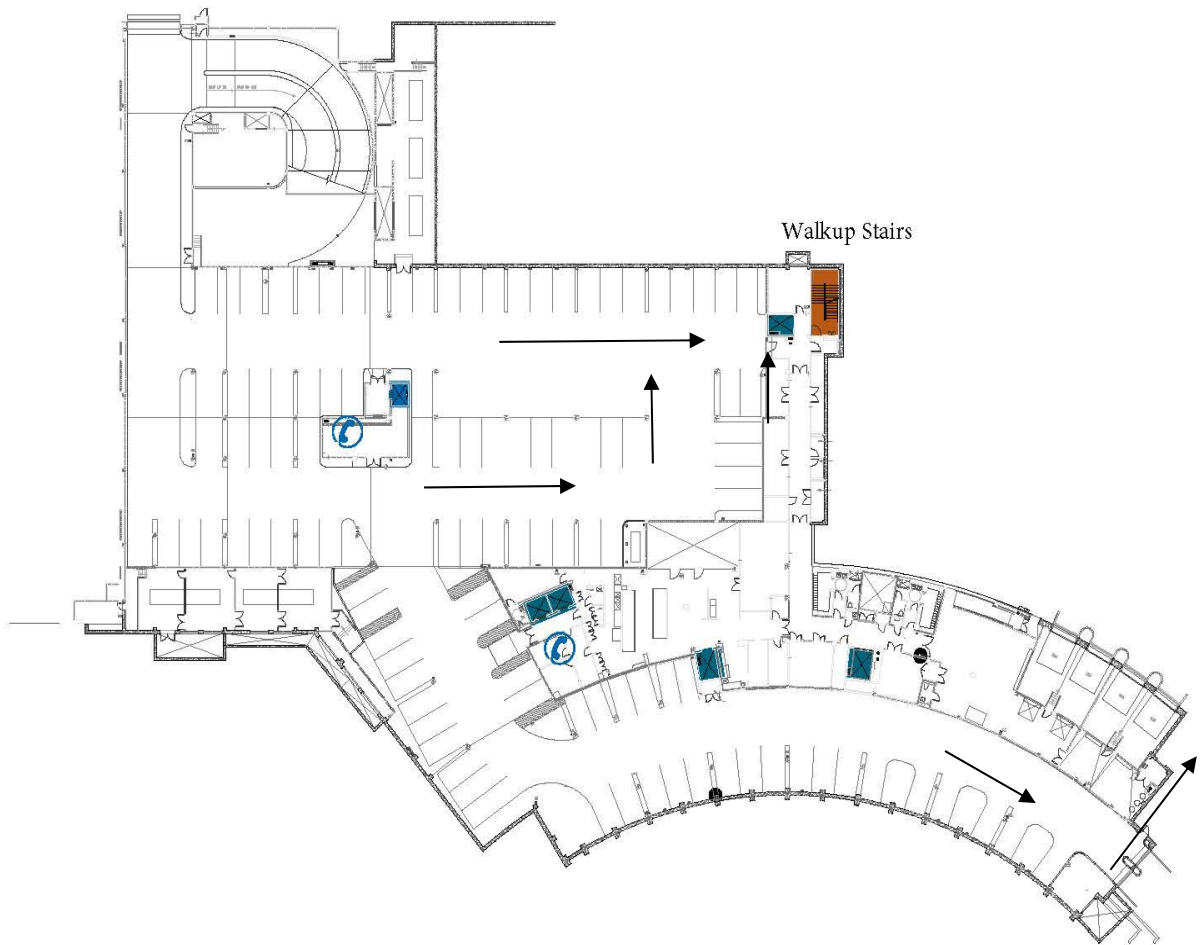
- ▶ The four outdoor campus assembly areas are Campus Center lawn, Fox Point Pavilion, Clark sortball field, and the Integrated Sciences Complex.
- ▶ Follow the instructions of police and emergency personnel. All parking gates will be open during complete campus evacuations.
- ▶ In incllement weather, ok to use alternate assembly areas in another building but not in a building under evacuation.

Questions about the map? Please call the Office of Environmental Health and Safety at 617.287.5445.

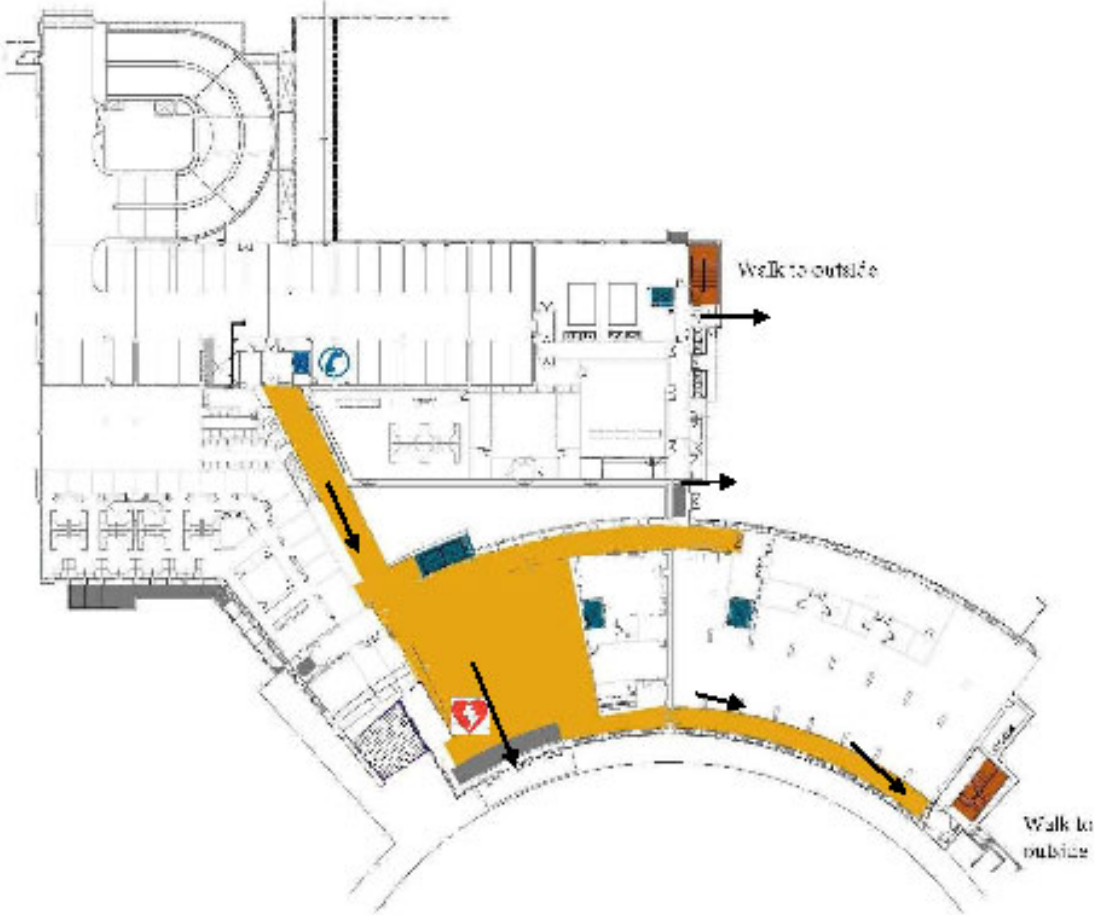
# CAMPUS CENTER

## FLOOR LL

### Evacuation Plan



# CAMPUS CENTER FLOOR UL Evacuation Plan

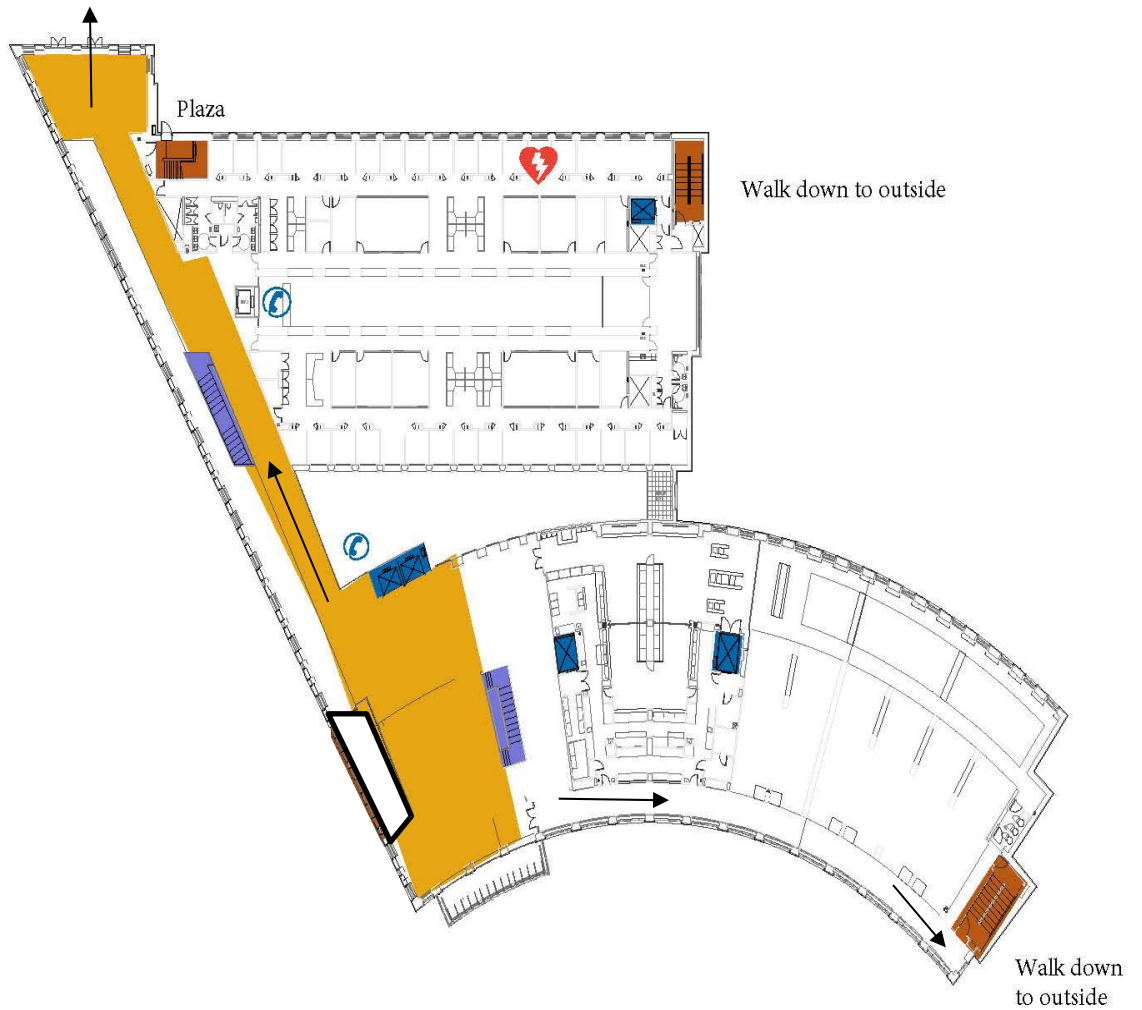


---

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

# CAMPUS CENTER FLOOR 1

## Evacuation Plan



---

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



# CAMPUS CENTER

## FLOOR 2

### Evacuation Plan



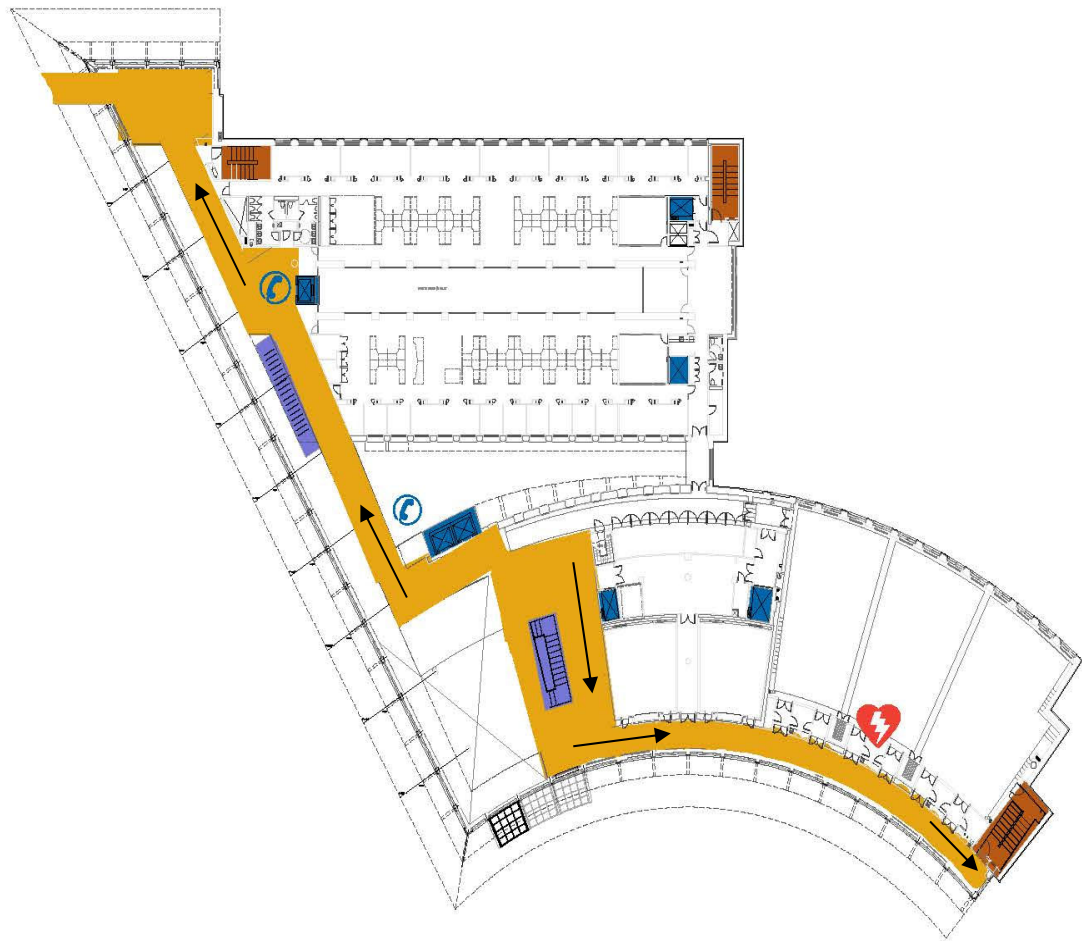
---

 Stairs/  
Area of Refuge     Exit     Stairs     Elevator     Campus  
Phone     AED



# CAMPUS CENTER FLOOR 3

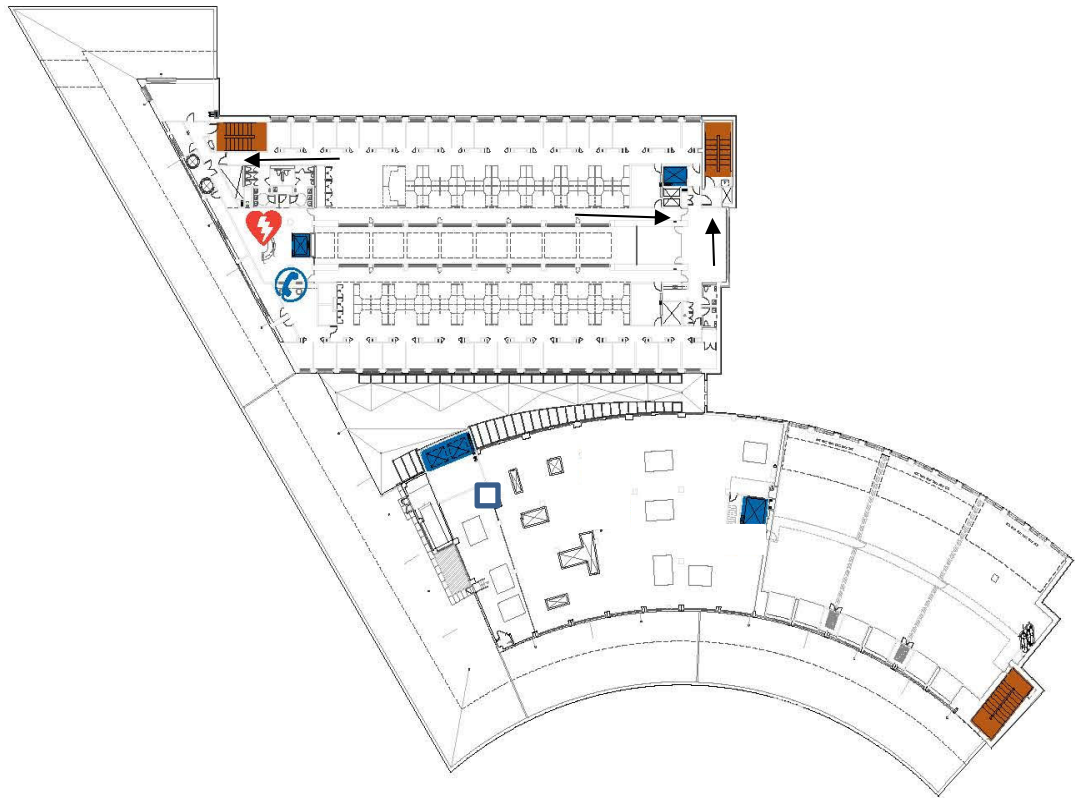
## Evacuation Plan



# CAMPUS CENTER

## FLOOR 4

### Evacuation Plan



---

	<b>Stairs/ Area of Refuge</b>		<b>Exit</b>		<b>Stairs</b>		<b>Elevator</b>		<b>Campus Phone</b>		<b>AED</b>
---	-----------------------------------	---	-------------	---	---------------	---	-----------------	---	-------------------------	---	------------

**OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY**  
UNIVERSITY OF MASSACHUSETTS BOSTON

100 Morrissey Boulevard  
MA 02125-3393

phone 617.287.5445  
email [umbehs@umb.edu](mailto:umbehs@umb.edu)

**[www.umb.edu](http://www.umb.edu)**

*A copy of this publication is  
available in alternative format upon  
request. Please go to  
[www.ada.umb.edu](http://www.ada.umb.edu).*

Connect to Facebook, Twitter, YouTube, iTunes U, Flickr, and LinkedIn at the UMass Boston homepage