

# Clark Athletic Center

## Emergency Evacuation Plan

August 2025

---

OFFICE of ENVIRONMENTAL HEALTH AND SAFETY

---





# EMERGENCY PHONE NUMBERS

<b>Emergency (Police-Fire-EMS)</b>	911
<b>UMB Police Department</b>	617.287.7777
<b>University Health Services</b>	617.287.5660 *
<b>Office of Environmental Health and Safety</b>	617.287.5445 *
<b>Facilities</b>	617.287.5450 *
<b>Office of Emergency Management</b>	617.287.5104 *

\* *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 .....	12-13

# INTRODUCTION

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

There are several UMass Boston departments involved in building evacuations. The Office of Environmental Health and Safety (OEHS), in collaboration with building occupants, 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: [UMass-Boston-Campus-Wide-Evacuation](#).

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

Copies of this plan, along with the evacuation plans of all buildings on Campus, are available online at Building Evacuation Plans – UMass Boston. This plan is also available through OEHS in alternative format, upon request.

# BUILDING PROFILE

The Catherine Forbes Clark Athletic Center, commonly known as the “Clark Athletic Center,” opened in 1979 with 126,427 gross square feet. The building has 90,490 net assignable square feet. This building was the last building to be built in the 1970’s as part of the University’s original building plan.

The building houses the University’s Athletic Department. Most of the varsity coach’s offices and support functions such as Athletic Training and Varsity Weight room for the Athletics Department are located in the Clark Athletic Center.

The main floors for this two-story building are the Upper Level (UL) and Lower Level (LL). There are two open staircases that extend up to the plaza level from the LL.

The UL of the building houses many of the coaches’ offices and support offices such as Athletic Training and locker rooms. The second floor houses the coaches’ offices, and varsity weight room.

The Clark gym has approximately 18 doors that lead to the outside. The ice rink has several doors, 5 sets of double doors and one set of 5 doors that lead to the outside of the building. There is a major pedestrian entrance to the building that is located across from the Beacon lighthouse.

The Clark Athletic Center is a multi-purpose facility that houses campus activities approximately 18 hours a day, 7 days a week. Many of the sports teams occupy the various athletic facilities which include, but are not limited to, baseball, ice hockey, soccer, lacrosse, volleyball track, and softball. The school also leases out many of the common areas in the Clark Athletic Center such as the gym and ice rink.

The gym is the largest room in the building and is frequently used for large events, award ceremonies, graduation activities and an end of the year concert for the students.

The Clark Athletic Center provides recreational services to several summer youth programs on the campus. Summer youths are allowed to utilize the basketball and softball facilities. Both baseball and volleyball programs are offered for youths.

The primary assembly area for the Clark Athletic Center is the grassy area by the residence Hall. In case of inclement weather, the ISC will serve as the secondary assembly area. (Please see map for reference.)

The designated areas of refuge for the Clark Athletic Center 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.

***NOTE: The softball field on the north side of the building is being rebuilt during the fall 2025 semester. Exits around that space will not be available and are noted on the building floor plans.***

# 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: [Link to Training web page](#), 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 [umbehs@umb.edu](mailto:umbehs@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
- › When requested, 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
- › 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
- › Responding to evacuation alarms and events
- › Resetting alarms after an evacuation.



# REPORTING A FIRE OR EMERGENCY

Persons discovering a fire, smoky conditions, 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 617.287.7777 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 downstairs 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 to the UMASS Police Department.

# TRAINING AND COMMUNICATIONS

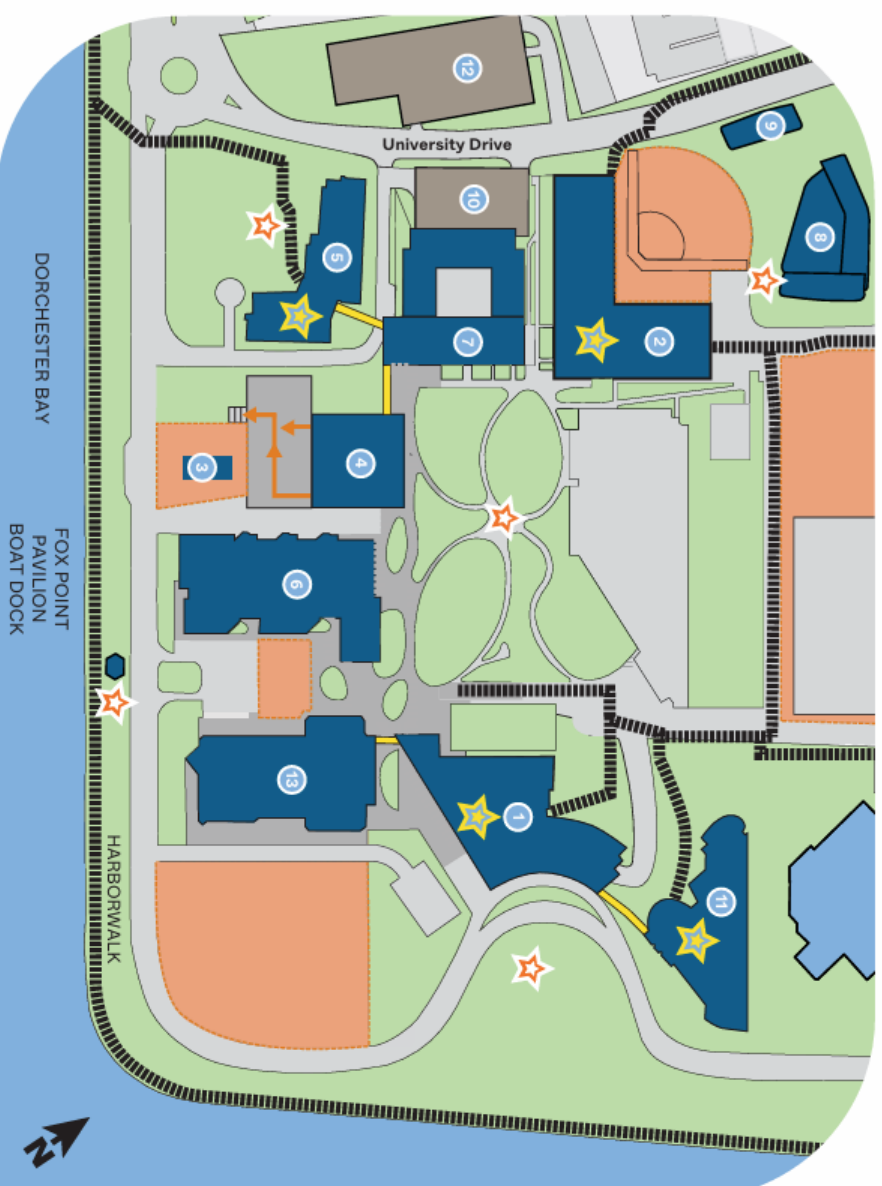
OEHS is responsible for ensuring that all personnel are trained in safety evacuation procedures. Refresher and periodic training shall include:

- › 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 the Clark Athletic Center typically 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 emergency, which means being able to move away from any and all hazards.



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

## LEGEND

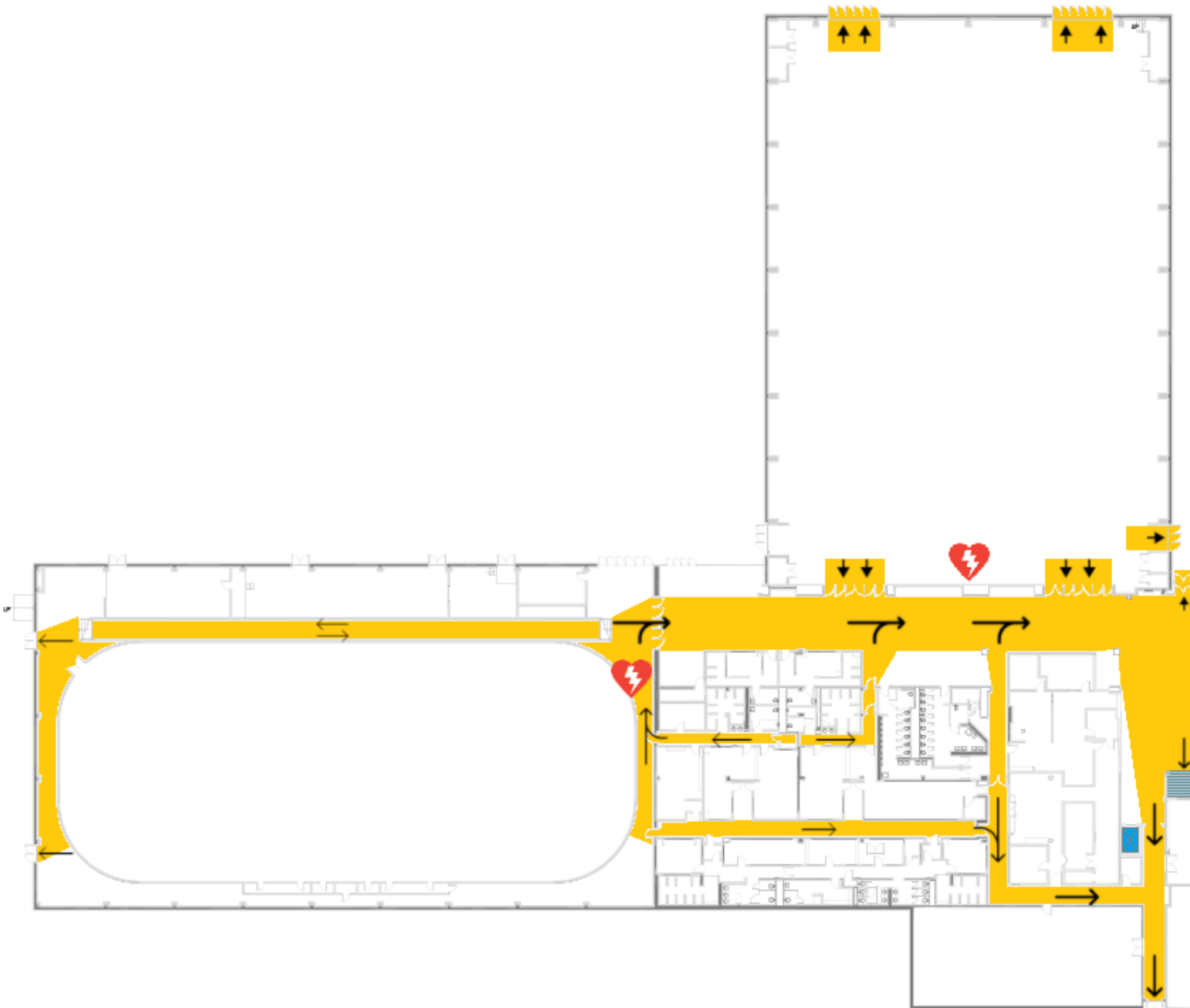
- |                                 |                           |
|---------------------------------|---------------------------|
| 1 Campus Center                 | 8 Residence Hall East     |
| 2 Clark Athletic Center         | 9 Residence Hall West     |
| 3 Green House                   | 10 Service and Supply Lot |
| 4 Healey Library                | 11 University Hall        |
| 5 Integrated Sciences Complex   | 12 West Garage            |
| 6 McCormack Hall                | 13 Wheatley Hall          |
| 7 Quinn Administration Building |                           |
- 
- |                     |                                   |
|---------------------|-----------------------------------|
| ★ Assembly Area     | ★ Inclement weather assembly area |
| ■ Catwalk           | ■ Area under construction         |
| ■ Evacuation Routes |                                   |
| ■ Upper Area        | ■ Lower Area                      |

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

# Clark Athletic Center

## LOWER LEVEL

### Evacuation Plan



Stairs/  
Area of Refuge

Exit

Stairs

Elevator

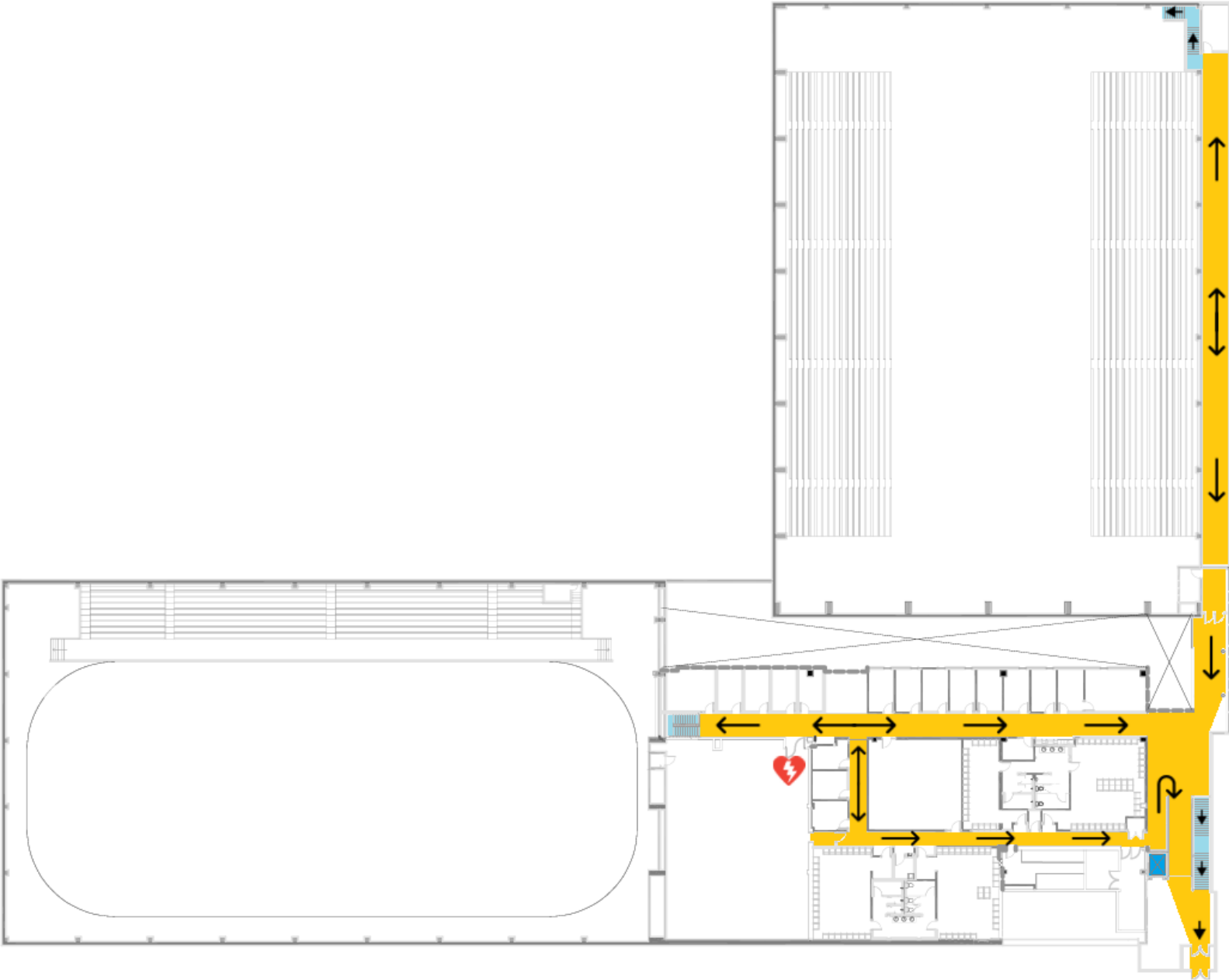
Campus  
Phone

AED

# Clark Athletic Center

## UPPER LEVEL

### Evacuation Plan



 Stairs/  
Area of Refuge

 Exit

 Stairs

 Elevator

 Campus  
Phone

 AED



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

100 Morrissey Boulevard  
Boston, MA 02125-3393

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

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

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

---

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