

Service and Supply Building

Emergency Evacuation Plan

OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

August 2025



EMERGENCY PHONE NUMBERS

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

**during business hours*

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INTRODUCTION

The Service and Supply Building 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, 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: [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.

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 Service and Supply Building, also known as the “150 building,” is a separate building from the Quinn Administration Building although it shares a common wall with the Quinn Administration Building.

The Service and Supply Building opened in 1972 as the primary support functions building for the University. The building contains 74,295 square feet of gross floor space. It contains two floor levels, UL (upper level) and LL (Lower Level). The Grounds Garage, a part of Facilities, contains its own floor level called the “garage level.” There is a freight elevator in this building which connects all the levels. There are two enclosed staircases in this building which lead to ground level.

Several years ago, with the opening of the ISC Building, a tunnel which connects the Service and Supply Building to the ISC was added to allow the safe delivery of, among other items, chemicals and compressed gases to the ISC. The connection to the tunnel is located at the LL and requires card access.

The major departments in this building include, but are not limited to, Facilities; Mail Room; Receiving; Quinn Graphics; Parking and Transportation; Office of Environmental Health and Safety; and Marine Operations.

The Receiving Department is located on the LL and manages all bulk deliveries to the University including being a liaison for UPS and Federal Express packages. The loading docks on campus are managed by the Receiving Department.

The Mail Room is located on the LL and handles all US Post Office mail leaving and entering the University. The US Post Office delivers mail to the University each business day. There is courier service that is operated from this office which travels to all branches of the UMass system.

Quinn Graphics has its own production facility and produces a large portion of the photo brochures and photo art on campus. Quinn Graphics, located on the LL, is available to faculty, staff and students to purchase photocopied materials and laboratory manuals for classroom studies and other purposes.

Facilities provides a vital support function to the University. From the Facilities office located on the UL, there is 24/7 coverage at the University which provides necessary maintenance and repair functions for heating, plumbing, electrical, HVAC and construction services on the campus. There is also a large Facilities stock room on the UL, called “Central Stores” which houses hardware supplies for the Facilities Department and other offices on campus. “Key Control” is also a function of Facilities and allows University community members, mainly faculty and staff, an opportunity to manage key access to their specific rooms on campus.

“Property” is located on the UL and provides tracking of all critical pieces of equipment that arrive and depart from the UMass Boston campus.

The primary assembly area for the Service and Supply building is the grassy area in front of the ISC facing Morrissey Boulevard. In case of inclement weather, the ISC lobby will serve as the secondary assembly area. (Please see the building evacuation assembly area map for reference.)

The designated areas of refuge for the Service and Supply Building are the stairwell landings. These areas are sometimes referred to as “emergency waiting areas” or “locations for emergency egress.” 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 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. Floor plans with escape routes are posted in this document.
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.

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 to an event, if able to, to the building or assembly area to aid in an orderly evacuation
- › Responding with safety vest, if easily 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 organize 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
- › 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 evacuation drills
- › Responding to fire and evacuation alarms and events
- › 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 UMB 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.

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 or have remained behind for critical operations shutdown to the UMB Police Department.

TRAINING AND COMMUNICATIONS

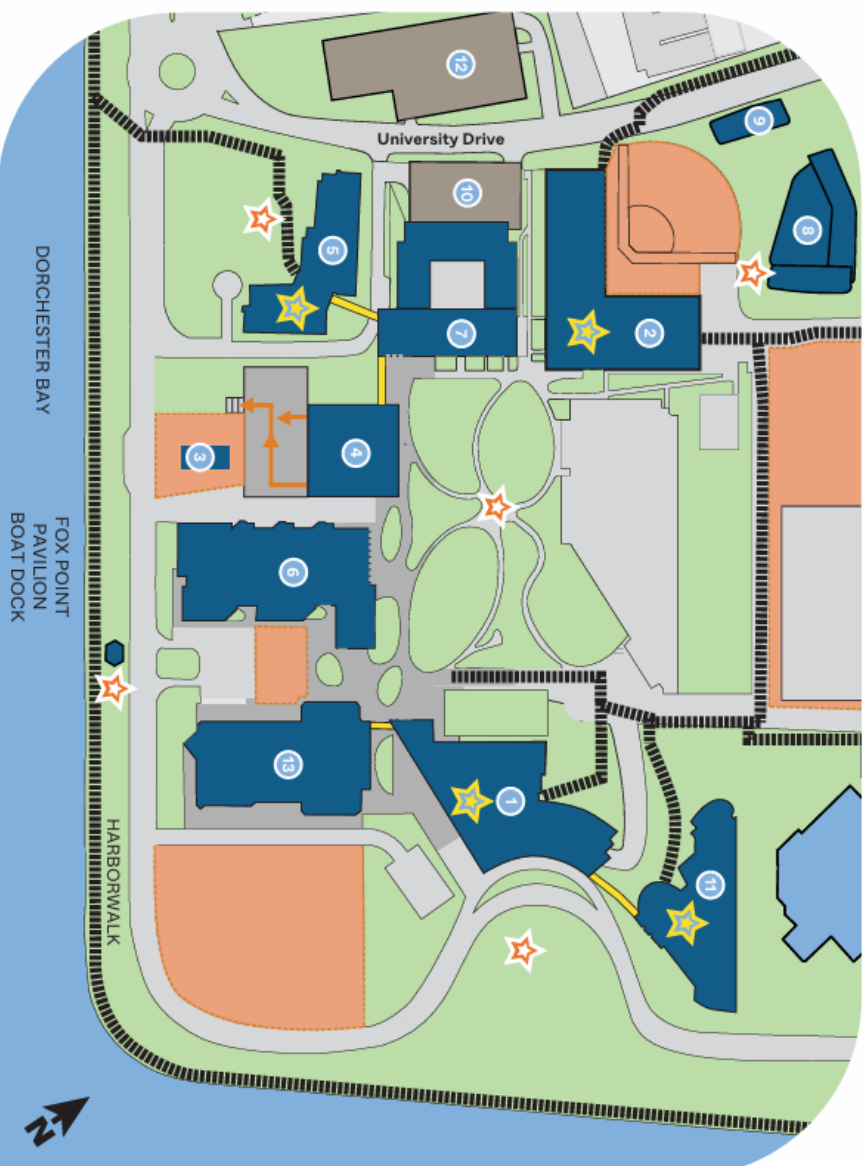
OEHS is responsible for ensuring that personnel are trained or notified about campus evacuation procedures as required. This shall include:

- › Preferred means of reporting fires and other emergencies
- › A description of the building alarm system
- › Emergency evacuation procedures and egress routes
- › 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 typically conducts evacuation drills for Service and Supply typically at least annually. 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



- 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

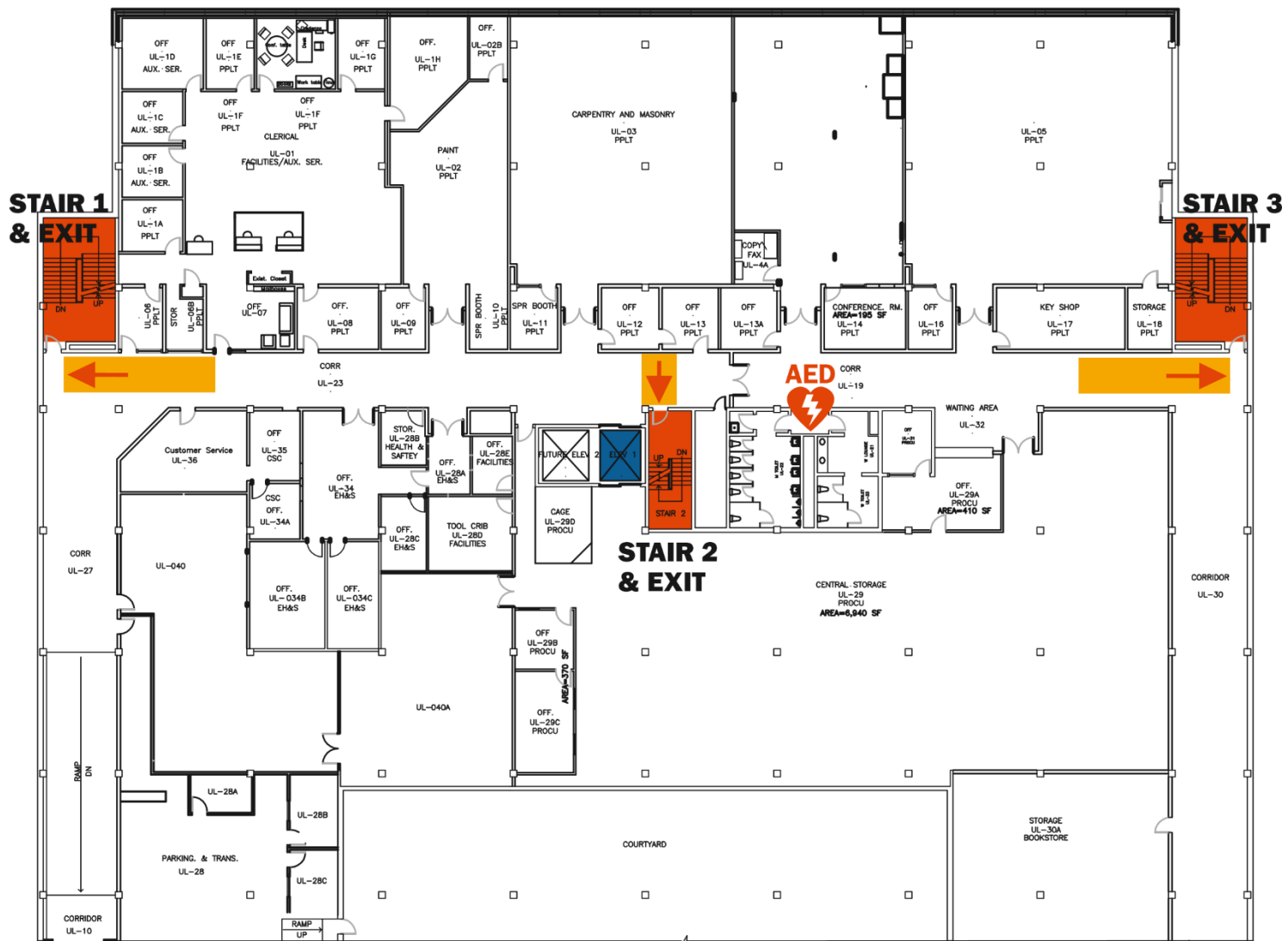
- | | |
|---------------------------------|---------------------------|
| 1 Campus Center | 8 Residence Hall East |
| 2 Clark Athletic Center | 9 Residence Hall West |
| 3 Green House | 10 Service and Supply Lot |
| 4 Healey Library | 11 University Hall |
| 5 Integrated Sciences Complex | 12 West Garage |
| 6 McCormack Hall | 13 Wheatley Hall |
| 7 Quinn Administration Building | |

- ★ Assembly Area
- ★ Inclement weather assembly area
- Catwalk
- Evacuation Routes
- Area under construction
- Upper Area
- Lower Area

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

FLOOR UL

Evacuation Plan



Stairs/ Area of Refuge



Exit



AED Automated
External
Defibrillator

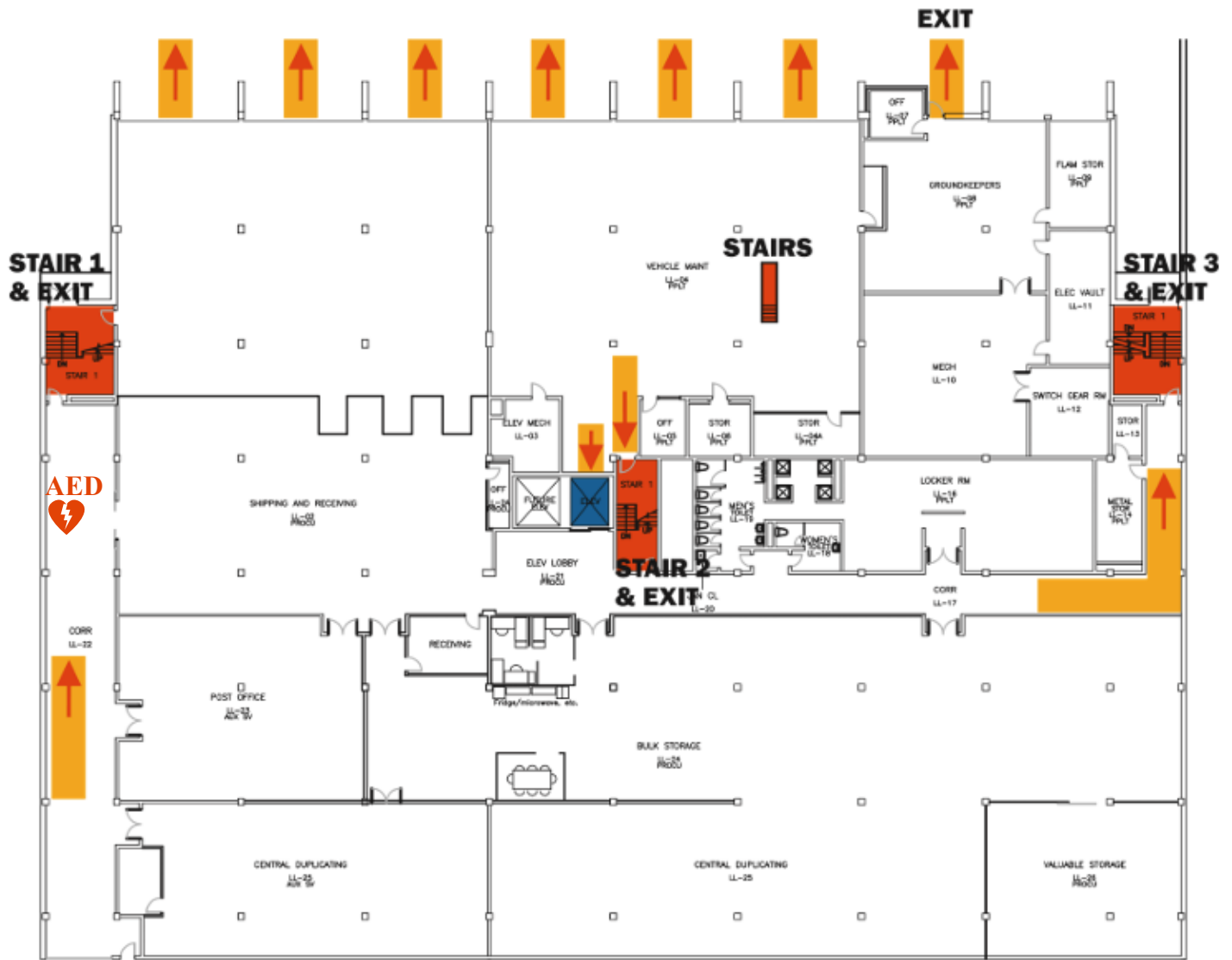


Elevator
(avoid use in
an emergency)

SERVICE AND SUPPLY

FLOOR LL

Evacuation Plan



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