

UMASS BOSTON RESIDENCE HALLS EMERGENCY EVACUATION PLAN

Edited 2023

OFFICE OF HOUSING AND RESIDENTIAL LIFE

EMERGENCY PHONE NUMBERS

Emergency (Police-Fire-EMS)	911
UMBPD	617-287-1212
Office of Housing and Residential Life	617-287-6011
University Health Services	617-287-5660*
RA's on Call	857-385-6603** 857-385-6605**
CD on Call	857-267-3440**
COCM Maintenance on Call	857-329-9536**
East Building Courtesy Desk	617-287-3231
West Building Courtesy Desk	617-287-3232
OEHS	617-287-5445*

**during business hours*

***after 5pm and weekends*

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INTRODUCTION

The Residence Hall Evacuation Plan has been designed to help building occupants safely evacuate the building in the event of a fire, explosion, spill, or other emergency. This plan is designed to work in conjunction with UMass Boston's emergency evacuations procedures. The procedures are available online at: https://www.umb.edu/OEHS/building_evacuation_plans. The office of Environmental Health and Safety (OEHS), the UMass Boston Police Department, and the Office of Emergency Management, will execute 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. If you have any questions concerning this plan, contact the Director of Housing Operations Matt McGrath at 617.287.6011 or via email at matthew.mcgrath@umb.edu

Hard copies of this plan are kept at the following locations in the Residence Halls:

Office of Housing and Residential Life: First floor of the East Building

Security Desk of each building: First floor entryway of each building

UMBPD and OEHS. The plan is also available in alternative format upon request.

BUILDING PROFILE

UMass Boston Residence Halls are a total of two residential buildings. These buildings are referred to as East and West Building.

The East building is 12 floors and has up to 825 students and 3 staff residing in it.

The East building houses the Dining Commons (with seating for up to 500 guests), various study rooms and a conference room. The Office of Housing and Residential Life (OHRL) is also located on the ground floor as well as a convenience store. There is a community laundry room located on the first floor as well as a security desk near the main entrance. The community spaces on the first floor are accessible until midnight for community members but will only be available for residents and their guests after hours. Floors 2-7 have 3 lounges on each floor and floors 8-12 have one lounge at the end of the hallway which is available to all residential students. Each floor has a combination of single, double, triple and quad bedroom options. All quads have private bathrooms, but the single, double and triple bedrooms have the option of using the community bathrooms located on each floor or having a private bathroom in their unit.

The West building is 9 floors and has up to 290 students and 2 staff residing in it.

The first floor of the West building houses a lounge area, a community kitchen and a recreational area with a pool table. There is a community laundry room located on the first floor as well as a security desk near the main entrance. All floors have one lounge at the end of the hallway which is available to all residential students. Each floor has a combination of single, double, triple and quad bedroom options. All quads have private bathrooms, but the single, double and triple bedrooms have the option of using the community bathrooms located on each floor or having a private bathroom in their unit.

FIRE EVACUATION PROCEDURES

1. When the fire alarm sounds, occupants, including OHRL Staff, should leave the building immediately.
2. The alarm systems in both buildings are primarily audible systems with flashing lights for the hearing impaired.
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 UMBPD.
5. All personnel should know where their primary and alternate exits are located and be familiar with the various evacuation routes available.
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 reenter the building until advised it is safe to do so by a representative of UMBPD, OHRL, 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.

Portable fire extinguishers are located in the building for emergencies.

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 UMBPD officials, OEHS, and OHRL staff members.

The Resident Assistants (RA)/Community Directors (CD) are responsible for:

- Responding, in the event of an emergency, to their predetermined location.
- Knowing where the assembly areas are located and communicating this information to occupants.
- Ensuring that individuals needing assistance and visitors are assisted by communicating to first responders.
- Helping to account for building occupants at the assembly area.
- Evaluating and reporting problems to the Professional Staff members on call and OEHS after an emergency event
- Providing input to Professional Staff members on call and OEHS for improvements in communications, implementation, and maintenance of the Evacuation Plan.

The Department of UMBPD 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 UMBPD entities, including Massachusetts State Police, Boston police, and MBTA police.

OHRL is responsible for:

- Coordinating the preparation and update of the Evacuation Plan.
- Ensuring that updated floor plans and evacuation maps are posted in each elevator bay.
- Signs at each stairwell informing how many floors to egress.
- Helping to make the evacuation as safe as possible.
- Reviewing activities in the building via the R25 scheduling system and monitoring construction updates in the area
- Relaying applicable information to UMBPD, institutional security officers, and other emergency personnel.

Maintenance Supervisor 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 who discover a fire, smoky condition, or explosion should pull the fire alarm at the nearest pull station. Fire alarm pull stations are located on each floor near the exits and stairwells. The horn/strobe alarm alerts building occupants of the need for evacuation and sends a signal to the UMBPD 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 Emergency 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: <http://www.umb.edu/preparedness/alert>

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 UMBPD. OEHS and the ADA Compliance Officer are available to assist you in preparing this Plan. Resident Assistants (RAs) can help individuals needing assistance by directing them to areas of refuge (i.e., protected stairwells/elevator lobbies) as they are evacuating and notifying emergency response personnel of the person's location. RAs and OHRL staff should not stay in the building. Each area of refuge has a button that will send a call to a phone in the Fire Command Room of the respective building to which UMBPD and/or Boston Fire Department (BFD) will be present to answer call of an individual needing assistance. Emergency personnel will then make every effort to assist.

Transporting individuals with disabilities up and down stairs must be avoided. UMBPD and the BFD 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 each evacuated group of students has reached their assembly area, the CD on Call (and all available CDs/RAs) will instruct students to remain in the area until further notice. The CDs will be available to collect pertinent information, including reports on:

1. Individuals who are or might be 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.
4. Report status of persons who are or might be in an area of refuge or have remained behind for critical operations shutdown to the UMBPD. The list of students who have mobility-related accommodation will be listed in each building's respective fire control room.
5. Once the alarm is cleared, CDs and available RAs will assist in re-entry into the residence halls.

UMBPD and CD on call will communicate with Capstone on Campus Management (COCM) manager on call throughout the evacuation process to determine if facilities assistance on site is needed.

TRAINING AND COMMUNICATIONS

OEHS is responsible for ensuring that all interested personnel are trained in safety evacuation procedures. OEHS offers refresher and periodic training on the following subjects:

- 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.

EVACUATION DRILLS

UMass Boston conducts fire drills for the Residence Halls at least twice per academic year. Unplanned evacuations also provide valuable information that can be used to improve the evacuation process. A debrief after a unplanned evacuation will take place to review lessons learned to improve the evacuation process going forward.

Emergency Relocation

Contact Manager on Call to first secure a space within the residence hall. At 100% occupancy, utilize the DoubleTree hotel. The university has an arrangement with the hotel to host a resident on an emergency basis if space is available.

Evacuation and Assembly Areas

Occupants must listen to the alarm announcements for specific directions on how to respond to any emergency. In most cases, only specific floors will be affected.

Alarm details

Voice instructions will state three times:

“Attention please. The signal tone you have just heard indicates a report of an emergency in this building. If your floor evacuation signal sounds after this message, walk to the nearest stairway exit and leave the floor. All handicapped occupants shall follow the building evacuation plan. While this report is being verified, occupants on other floors should await further instructions.”

The tone alarm will then sound on the impacted floor, and the floors above and below the impacted floor. Residents must leave these floors immediately.

Evacuation routes:

For **East building** calmly walk towards the closest designated evacuation area.

1. Grass area along outfield fence of softball field
2. Beacon Walk
3. Entrance to Clark Center by softball field dugout.

For **West building** calmly walk towards the closest designated evacuation area.

1. Grass area along fence of softball field
- 2.
3. Entrance to Clark Center by softball field dugout

In all cases, residents should remain away from building and out of responders' way. During extended delays, residents will be afforded access to campus facilities such as Clark Gymnasium (OHRL staff will contact UMBPD to request access.)

