



# Administration and Finance

Policy & Procedure

[www.umb.edu/administration/finance/index.html](http://www.umb.edu/administration/finance/index.html)

**Issuing Office:** Vice Chancellor for Administration and Finance

**Policy Number:** FY13-A&F-005-03

**Policy Name:** Evacuation Policy

**Original Date Issued:** April 22, 2013

Revision #: 3

Last Update: December 6, 2016

**Purpose of Policy:** This policy outlines the guidelines for emergency evacuation of the campus.

**Applicable to:** All departments at UMass Boston

**Policy:**

Authority to Call for Building or Campus-Wide Evacuation

Upon confirmation of conditions that present a significant emergency or potentially dangerous situation involving imminent or immediate threat to the health or safety of students or staff occurring on or immediately adjacent to the campus (hereafter referred to as “confirmed threat to the campus community”),

- Chief of Police or designee
- Director of EHS or designee
- Assistant Vice Chancellor for Facilities Management or designee

alone, or in conjunction with any of the following entities:

- City of Boston Fire and Police Departments
- State Fire Marshal
- State Police
- Any appropriate federal, state or local agency
- Boston Public Health Commission
- MA Department of Environmental Protection
- MA Department of Public Safety

may order a building evacuation or campus-wide evacuation.

**Building Evacuation Protocol**

Any member of the campus community aware of an immediate threat to safety should evacuate to a safe location and call 911 to report the issue.



# Administration and Finance

## Policy & Procedure

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**Issuing Office:** Vice Chancellor for Administration and Finance

**Policy Number:** FY13-A&F-005-03

Please note that a building evacuation does not constitute a building closure for the day. An evacuated building is temporarily closed until the Incident Commander and Safety Officer are able to assess the condition.

Any building or campus-wide evacuation will follow the response of the Emergency Operations Plan. According to the Emergency Operations Plan, the Incident Commander for a facilities emergency will be the Assistant Vice Chancellor for Facilities Management or designee from Facilities and the Safety Officer will be the Director of Environmental Health and Safety or designee from Environmental Health and Safety. Only the Incident Commander, in consultation with the Safety Officer and Chancellor's Policy Group may close a building for a day or more.

### Compliance with Orders to Evacuate

When the campus is under an evacuation order, the campus community will be notified via the UMass Boston Alert System and all faculty, staff, and students must comply with the order to evacuate. If the campus is closed unexpectedly, non-essential personnel will not be allowed on campus. Single building evacuations may be signaled by building fire alarm and/or emergency alert. Evacuation is mandatory if a building fire alarm is sounding, whether or not an alert text has been sent.

### Procedures:

#### Building Evacuation

Building-specific evacuations will be signaled by fire alarm sounding in the affected building and, if conditions warrant, a campus-wide alert message indicating building evacuation and advising people to avoid the area. ("Avoid the area" means go to another building or otherwise leave the immediate area of the affected building, out of the way of first-responders.) On-scene notifications may also include use of bullhorns, police cruiser loudspeakers, and door-to-door building sweeps. Response staff should follow the Emergency Operations Plan. Building occupants should follow evacuation procedures provided in Building Evacuation Plans and the directions of first-responders on scene. Evacuated individuals should follow the directions of first responders. Further information will be provided as it becomes available. Not all building evacuations will result in building closures.

#### Campus-Wide Evacuation

Campus-wide evacuations will follow the Campus-Wide Evacuation Plan and will be signaled by UMass Boston Alert System messages sent via email, text, voice, digital



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Policy & Procedure

[www.umb.edu/administration/finance/index.html](http://www.umb.edu/administration/finance/index.html)

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Policy Number: FY13-A&F-005-03

signage, PC desktop alerts (where available), external speakers social media, and the UMass Boston Smartphone Application.

The gates to all parking lots may be raised for campus-wide evacuation so the community can evacuate as soon as possible. Assistance from local police agencies will be requested along with all available Public Safety staff to help control congestion that may occur along University Drive, Morrissey Boulevard, and Mt. Vernon Street. Additional shuttle buses will be provided for those going to JFK MBTA Station.

Please note that, depending on the nature of the emergency, a pedestrian evacuation may be necessary. This means that, depending on the circumstances of the emergency, you may not be able to drive your car off campus. Public Safety Officials will determine whether a pedestrian evacuation is necessary.

Response staff will serve in pre-defined roles for evacuation procedures. All other staff must leave campus. The Chancellor's Cabinet will be contacted with instructions for follow-up conference call or in-person meeting at a designated location off-site.

## Shelter in Place

In an emergency you may be asked to shelter-in-place instead of evacuate. If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. See definition at the end of this document.

## **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



# Administration and Finance

## Policy & Procedure

[www.umb.edu/administration/finance/index.html](http://www.umb.edu/administration/finance/index.html)

**Issuing Office:** Vice Chancellor for Administration and Finance

**Policy Number:** FY13-A&F-005-03

- 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 building-specific Evacuation Plans
- 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
- 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.

### **Parking and Transportation is responsible for:**

- Lifting toll gates when advised by Public Safety
- Request additional University shuttle buses
- Alerting the MBTA

### **Emergency Management is responsible for:**

- Assisting with activation of Emergency Operations Plan and Emergency Operations Center
- Assisting Public Safety with emergency alerts as needed



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**Issuing Office:** Vice Chancellor for Administration and Finance

**Policy Number:** FY13-A&F-005-03

- Assisting Chancellor's Office with Cabinet and System notifications
- Anticipating business continuity needs.
- Assisting Incident Commander as needed
- Maintaining the Evacuation Policy for the campus
- Maintaining the Campus-Wide Evacuation Plan

### Procedures for Building Occupants:

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.

8. Individuals with Access and Functional Needs:

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 Department of Public Safety. The office of



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Environmental Health and Safety 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. A protected stairway or stairwell is a stairway that is protected by fire resistance construction and is used to discharge the occupants of a building through a final exit to a place of safety.

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.

Building occupants are provided with the above information in advance of fire drills and may access it at [www.umb.edu/preparedness](http://www.umb.edu/preparedness). All are encouraged to remain familiar with these procedures. Members of the campus community are encouraged to call the University's Customer Service information line (617-287-4000) with any questions or concerns regarding building evacuation.

## Drills

The University of Massachusetts Boston conducts building evacuation/fire drills at least twice per year. These drills are announced at the start of the semester. A team of Fire Safety Volunteers assists with the drills. The Office of Environmental Health and Safety maintains records for dates and times of all building evacuation drills.

This document will be issued annually to all employees and students through Broadcast email. Students receive information about evacuation and shelter-in-place procedures in their classrooms annually during Public Safety Week.

## Early Dismissal:

In the event of an Early Dismissal, a controlled release will be practiced. The campus community will be required to exit the parking lots as they normally would have by paying the tollbooth attendant or using their parking pass. This type of release more efficiently controls potential congestion on University Drive. Additional shuttle buses will be gathered at the Campus Center for those going to JFK MBTA Station. During winter, outside parking lots will need to be evacuated so Facilities can clear the lots. If it is necessary for members of





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the community to stay on campus after the requested dismissal time, it is required that all vehicles be moved indoors.

## **Definitions**

- **Early Dismissal**  
An early dismissal is issued for situations such as a snow or weather-related closing. This requires a controlled release. It is not an emergency campus-wide evacuation.
- **Evacuation**  
The campus is evacuated for a “confirmed threat to the campus community”.
- **Emergency Alert**  
An emergency alert is an urgent communication warning upon confirmation of a significant emergency or dangerous situations involving imminent or immediate threat to the health or safety of students or staff occurring on or immediately adjacent to the campus (hereafter referred to as “confirmed threat to the campus community”). Emergency alerts are sent via the UMass Boston Alert System. An example of a threat requiring an emergency alert would be an active shooter or hurricane/tornado warning. Weather emergencies that warrant cancellation of classes and events will be signaled by text messages, social media, and the UMass Boston Smartphone Application.

## **Shelter-in-Place**

Seek shelter inside a building and remain inside until the danger passes. Shelter in-place is used when evacuating a building would cause greater risk than staying where you are. Shelter in-place is the best approach for certain chemical releases were the doors and windows are closed and the ventilation, heating and cooling systems are shut down. During high winds or tornadoes, it’s often safest inside a solid building where you can stay away from windows. In-place protection can also be the best approach if there is an active shooting situation outside especially if you can lock your building. Officials will continue to gather information and announce when the threat is removed.

**Oversight Department:** Vice Chancellor for Administration and Finance

**Responsible Party within Department:** Emergency Manager

**Monitoring:** After Action Reports, Fire Drill Reports and other indication of outcomes to VC for Administration and Finance, Director of Environmental Health and Safety, Vice



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Chancellor of Student Affairs, Chief of Police and Chancellor's Office

**Authority:** DOC. T99-060, Passed by the UMass BOT 8/4/99, revised 12/14/11.  
University of Massachusetts Emergency Management and Business Continuity and  
Planning Policy

**Related Documents:** Campus-Wide Evacuation Plan, Campus Closure Policy, Building-  
Specific Evacuation Plans, Fire Code