

# Bayside Office Building

Emergency Evacuation Plan

September 2021

OFFICE of ENVIRONMENTAL HEALTH AND SAFETY



# 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
- Evacuation Procedures ..... 6
- Fire Extinguisher ..... 6
- Roles and Responsibilities ..... 7
- Reporting a Fire or Emergency ..... 8
- Individuals Needing Assistance ..... 8
- Post Evacuation Procedures .....9
- Training and Communications .....9
- Evacuation Drills .....9

## **Attachments**

- Assembly Area ..... 10
- Floor Plans .....11-15

# INTRODUCTION

The Bayside Office Building 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, 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.

# BUILDING PROFILE

The Bayside Office Building is a private, commercial real estate building that is located in the Columbia Point section of Dorchester. The building is owned and operated by the Corcoran and Jennison Companies. The address for the building is 150 Mt. Vernon Street, Dorchester. The building is located at the corner of Mt. Vernon Street and Columbia Road and houses a large parking lot in the front of its building and the side located along Columbia Road.

The building is a modern, five (5) story office building. The basement is finished and provides additional meeting space. The building contains 25,000 square feet of finished office space per floor for a total of 150,000 square feet of commercial office space.

The commercial building is served by a modern sprinkler system. There are two staircases in the building known as the "south" and "north" staircases. They are fire rated enclosures and stairwell landings also that serve as a mustering area for anyone who has accessibility issues during a building emergency.

At this time, UMass Boston leases part of the 1st floor lobby area and the Basement level of the building for the CAPS program. Part of the IT department is housed in the 5th floor offices. The Institute for Community Inclusion (ICI) moved to the Bayside Office Building in September 2015. These offices were located to the 4th floor of the building.

There is an open, central staircase that runs from the 1st floor, down to the Basement level meeting rooms. This staircase is located in the area that is leased by the CAPS program. During a fire emergency, this staircase cannot be used as a means of egress.

The Corcoran and Jennison Companies house its corporate offices on the 5th floor of the building. Because of this arrangement, the management company is able to provide additional service such as staffing a safety officer in these offices.

The building has a dedicated maintenance staff who works daily on the building. They also work to help keep hallways and exit areas clean and dry.

The Corcoran and Jennison Companies have contracted with a private security company who provides security services to the Bayside Building. This company provides a security guard at the front entrance of the building from 7 AM to 11 PM.

"Card" access is needed to travel up to the 5th floor offices of the building. The UMass Boston, IT staff has been given access cards for the 5th floor of the building.

The building has emergency lighting in all exit areas. In addition, there is a diesel powered generator that is located on the roof that can provide emergency electrical services if needed.

There are two emergency assembly areas for the building preselected by the Corcoran and Jennison Companies. There is an emergency assembly area in both the north and south staircase parking lot areas. The alternate assembly area for inclement weather is the hotel lobby which is located next door to the building.

UMB Police Department, when notified, will respond to any emergency involving our faculty, staff or students in the building.

# 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 property manager, 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 [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 UMP 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
- › 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
- › 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 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 Boston 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

## EVACUATION DRILLS

UMass Boston typically conducts evacuation drills for the Bayside Office Building 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.



# Bayside Office Building

## Basement Floor Evacuation Plan



Stairs/ Area of Refuge

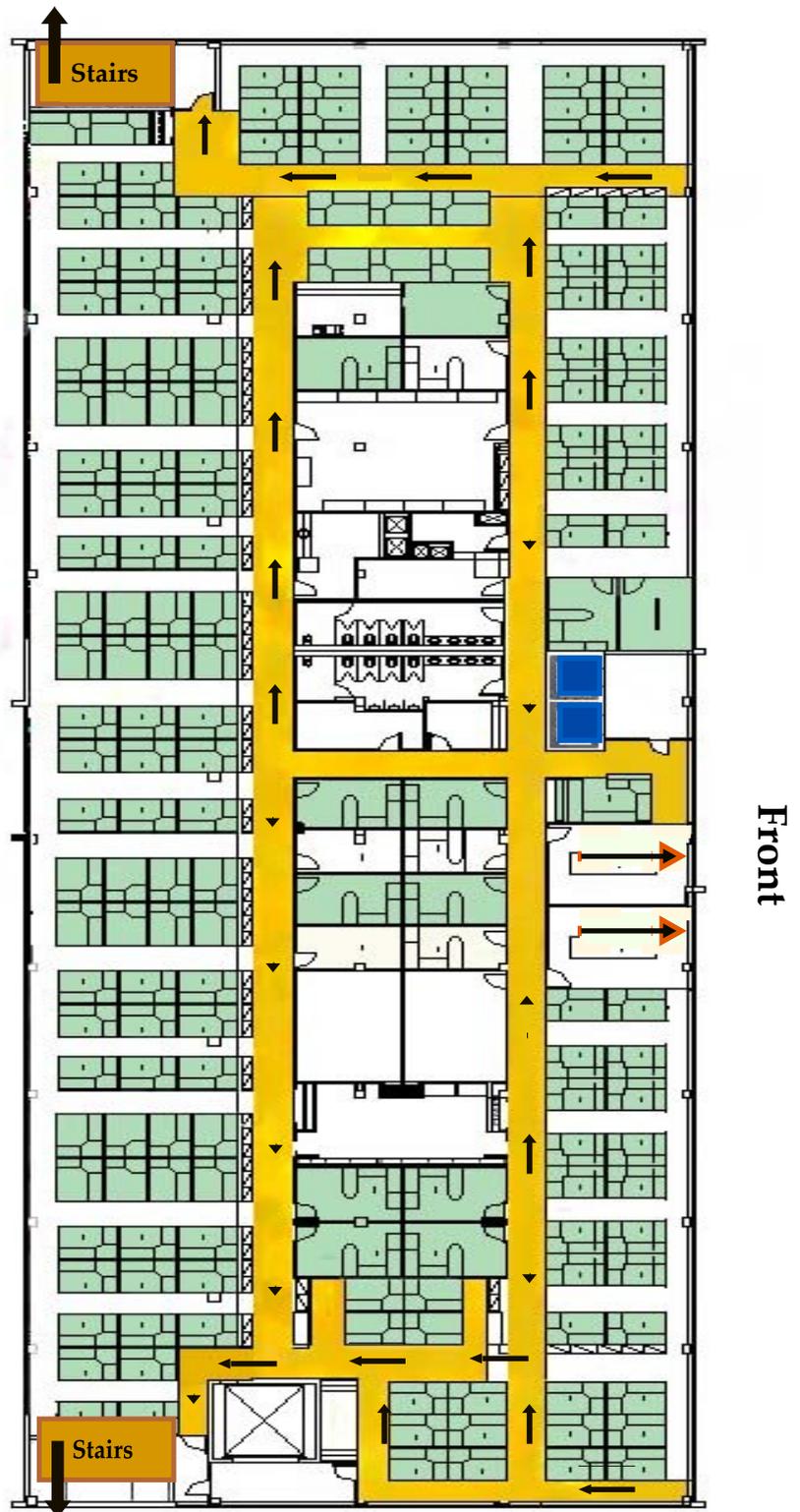
Elevator

Exit

# Bayside Office Building

## First Floor

### Evacuation Plan



Stairs/ Area of Refuge

Elevator

Exit

Handicapped Accessible

# Bayside Office Building

## Fourth Floor Evacuation Plan

Travel down stairs to exit



Travel down stairs to exit

 Stairs/ Area of Refuge

 Elevator

 Exit

 AED

# Bayside Office Building

## Fifth Floor Evacuation Plan

Travel down stairs to exit



Travel down stairs to exit



Stairs/ Area of Refuge



Elevator



Exit

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format upon request. Please go to [www.ada.umb.edu](http://www.ada.umb.edu).*

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