



University of Massachusetts Boston Fire Prevention Plan

OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

April 2026

TABLE OF CONTENTS

Introduction	3 – 4
Roles and Responsibilities	5 – 6
Building Evacuation Plans and Drills	7 – 10
Fire Prevention and Training	11 – 13
Attachments	
UMass Boston Evacuation Policy	14 – 21
Building Evacuation Assembly Map	22
Quick Reminders	23

INTRODUCTION

Purpose of the Fire Prevention Plan

The purpose of this Plan is to provide faculty, staff, students, and visitors with an overview of the University of Massachusetts Boston (UMB) Fire Prevention Program. This plan was developed by the Office of Environmental Health and Safety (OEHS) at UMass Boston in accordance with the best practices for fire prevention and related public safety and emergency management procedures.

This plan is available online on the OEHS website www.umb.edu/ehs

The key management principles in fire safety in order of priority are as follows:

1. Protection of individual lives
2. Protection of property
3. Restoration of building functions

This plan has been developed in accordance with these principles and consistent with emergency action procedures developed by Federal OSHA, 29 CFR 1910.39 - Fire Prevention Plans.

OEHS appreciates all University community members' cooperation; if anyone has questions or concerns, please contact OEHS at 617-287-5445 or umbeghs@umb.edu.

Dangers of Fire

The dangers of fire include heat, smoke, and toxic gases. Fire prevention professionals have concluded that toxic gases are the most hazardous to modern building occupants. Part of this reasoning can be attributed to the incorporation of large amounts of plastic materials used in our building environment. The burning of plastic materials tends to produce more hazardous gases, which are highly toxic to the human respiratory system.

Fundamentals of Fire Prevention

The science behind fire prevention can be illustrated by the Fire Tetrahedron model. The theory states that there must be four (4) components present for a fire to begin. Namely: oxygen, heat, fuel, and a chemical reaction. If one of these components are missing, the fire will not be able to sustain itself.



Most Common Fire Safety Hazards

Fires have been shown to occur more often in buildings that present the following issues:

- Poor housekeeping, such as impaired egress passageways
- Combustible material, including flammable liquids or gases
- Heated processes, such as small kitchen appliances and space heaters
- Community members working alone in parts of the building
- Poorly maintained electrical equipment or circuits and overloaded power strips
- Impaired public access

OEHS conducts routine fire safety checks of all University buildings during the year and works to remediate any fire safety issues documented during the inspections. University patrons that discover fire safety issues should report them immediately to OEHS for follow up.



ROLES AND RESPONSIBILITIES

UMB Police Department

The University of Massachusetts Boston Police Department (UMBPD) is charged with the responsibility of helping to provide a safe and secure environment in which the students, faculty, staff and visitors will be able to learn, teach, work, and visit. UMBPD is committed to a community-based policing philosophy. The UMBPD is comprised of uniformed officers, Community Service Officers (CSOs) and Institutional Security Officers (ISOs).

Building patrons must take directions from any of these UMBPD officials during a building emergency.

UMBPD will respond to any fire safety emergency at the UMass Boston campus.

Office of Environmental Health and Safety

OEHS is responsible for:

- Coordinating the preparation and update of the Fire Prevention 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 red safety vest
- Relaying applicable information to the UMBPD, CSOs, ISOs and other emergency personnel

Faculty, Staff, Students and Visitors

Building occupants are responsible for:

- Being familiar with the evacuation procedures
- Promptly evacuating when the fire alarm sounds
- Following the directions of UMBPD, OEHS, and Fire Safety Team members (identified by their red safety vests)

Fire Safety Volunteers

Fire Safety Volunteers are a group of UMB volunteers who have agreed to help evacuate buildings in the event of an emergency. Our university staffs approximately 50 volunteers on campus and they also help assist in running planned fire drills. Fire safety volunteers can be identified by their red safety vests.

Anyone who is interested in joining the team should contact OEHS.

Boston Fire Department

UMass Boston is located between two Boston Fire Department firehouses. District 7 of the Boston Fire Department serves Dorchester and District 6 of the department serves South Boston. UMass Boston maintains an excellent relationship with the Boston Fire Department (BFD).

Emergency Medical Services

Boston Emergency Medical Services (EMS) provides emergency medical services throughout the City of Boston, including the UMB community. This department is separate from the Boston Fire Department and serves as the emergency medical responder for the UMass Boston campus.

If any community member needs to be taken to a hospital, Boston EMS will decide which hospital the person will be transported to for emergency medical care.

BUILDING EVACUATION PLANS AND DRILLS

What to do in an Emergency

The primary concern in a fire is the prevention of injury. Proper response by individuals will ensure the safety of others and limit the damage caused by fire and smoke.

If smoke or fire is showing:

1. Call for help immediately either by activating one of the fire alarm pull stations (located in corridors) or by calling 911, whichever is closer and faster. When calling, provide information about location (building, floor, room)
2. Direct everyone to evacuate the building as you exit the space. Do not wait for other people around you to evacuate. Take responsibility for your own safety
3. Exit through the nearest enclosed and protected stairwell that leads directly outside. Do not use open stairs. There are exit signs posted to identify doors leading to the stairwells. Once inside the stairwell, follow the directional exit arrows and leave the stairwell through the doors marked "Exit."
4. Do not use elevators
5. If you see any mobility impaired individuals who are seeking refuge by moving into protected stairwells, call 911 and report the location of the individuals
6. Only use a portable fire extinguisher to fight an incipient fire when you have been trained to do so, have alerted the authorities of the fire and have a clear exit path. Online and classroom style fire extinguisher training is offered by OEHS.



If smoky odors are detected but not seen:

Call UMBPD directly at 617.287.7777 or 911 from a desk phone or campus phone and describe the situation. Provide the location (building, floor, room). Please realize that calling 911 from a cell phone in Massachusetts reaches the general State Police emergency system.

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 and, at a minimum, 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, including UMBPD. OEHS and the ADA Compliance Officer are also 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 responders 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.

Building Evacuation Plans

Building Evacuation Plans have been developed for all key buildings on the UMB campus. These building-specific plans have been designed to help building occupants safely and promptly evacuate the building in the event of a fire, explosion, spill, or other emergencies. There are several UMB departments involved in building evacuations. OEHS, in collaboration with building occupants, UMBPD, and the Office of Emergency Management develop these plans based upon the unique characteristics of each of the buildings.

If occupants are familiar with evacuation procedures, then threats to life and property will be minimized in the event of an emergency. These plans are reviewed and updated regularly.

OEHS suggests that all building occupants review the building plan for their core building, as well as other campus buildings they frequent. The main goal of each of the plans is to familiarize building patrons with the major points of egress in their building.

Exits and Assembly Areas

All building occupancies at UMass Boston have a minimum of two available exits. Typically, the exits are doors that lead directly to the outside or a combination of stairwells and exterior doors.

Emergency stairwells are protected by fire doors. In the event of an emergency, OEHS requests that the fire doors remain closed to protect the safety of the stair enclosure.

The basic operational parameters of fire doors are as follows:

- Fire doors must be unlocked to accommodate the unrestricted flow of exiting traffic
- Fire doors must be equipped with panic hardware so that they can be opened from the inside even though they may be locked from the outside
- Fire doors must be free of devices or alarms that could restrict use of the exit if the device or alarm fails
- No one can block or lock exit doors when individuals are inside of the building

Exit Signs

Lighted emergency exit signs point to the direction of egress. Signs must be posted to indicate the direction of travel to the nearest exit, if the direction is not immediately apparent.

University community members are asked not to post additional directions or signs on doors and passageways that might make it difficult for others to identify emergency egress stairwells as part of an exit route.



Several buildings at UMass Boston have an “open” style staircase. These types of staircases should not be used during a building emergency since they are not protected by a fire rated enclosure. Building patrons must follow the lighted exit signs which point to an appropriate means of egress.

Emergency lighting is present in all major egress passageways leading to the outside. Building occupants will be asked to move out to the lowest ground level possible during an emergency. Mustering locations are identified on the Building Evacuation Assembly Areas Map on page 22 as well as on the building specific evacuation plans. In addition, for occupants in the Integrated Sciences Complex, Campus Center and University Hall, there are ground level assembly areas located directly outside of their building.

UMass Boston Alert System

The UMass Boston Alert System is a communications service that UMass Boston provides for all students, faculty and staff. It allows university officials to notify the campus community of emergencies or significant threats to campus safety. The system is not used for routine communications. This service is used in conjunction with other communication channels such as public-address announcements and campus-wide emails. For more information on this system, or to sign up for the system, please visit: <https://www.umb.edu/preparedness/alert/>

Mutual Response and Aid

The UMass Boston Chief of Police, Director of OEHS, Assistant Vice Chancellor for Facilities Management, or their designee, can alone, or in conjunction with, any of the following entities may order a building evacuation. The entities include:

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

FIRE PREVENTION AND TRAINING

Fire Alarm Systems

Each building on campus is equipped with an automatic fire alarm notification system, which triggers whenever there is smoke and/or heat detected in an area. These systems are regularly checked by several licensed fire alarm companies and fire technicians to ensure that they are working properly.

System components of a fire alarm system usually include an audible sound (alarm) that emanates from a horn and a flashing strobe light. Part of the checking of a fire alarm system by technicians also includes evaluating the horn and strobe systems to ensure that they are audible in occupied areas.

Some of the buildings that have been built and/or remodeled within the past 15 years have a voice alarm system. This system allows a fire alarm technician to speak over a building's intercom system to provide emergency directions or let occupants know that routine testing is being conducted.

Key University staff members are also notified by email when a fire alarm has sounded in a building. This allows University staff to be promptly notified of the alarm so that the building can be evacuated promptly.

State law requires that all occupants leave a building when a fire alarm is sounded.

Building Sprinklers

The newer buildings (Campus Center, Integrated Science Complex and University Hall) and the traditional classroom style buildings (Wheatley and McCormack) on Campus contain sprinkler systems. This is an automatic water delivery system that activates in the event intense heat is identified in an area of a building.

A sprinkler system is comprised of piping and heads. In most areas of the buildings on campus, the piping is hidden and only the heads are exposed. In buildings that have been built/remodeled within the past 12 years, many of the sprinkler heads are hidden behind decorative white plates on the ceiling.

In the event the sprinkler system is activated, a predetermined amount of water is delivered to a specific area of the building. The sprinkler system



operates to keep the fire under control until the fire department arrives. At the same time, the building's fire alarm system will also be activated, notifying occupants to safely evacuate the building. No one should block a sprinkler head or hang any type of device on the head. The mandatory distance that is needed under each sprinkler head is 18 inches or more. This is to allow for an adequate spray pattern to help control the fire.

Sprinkler heads are fragile units and should not be disturbed. They must be in good working condition so that they can be activated in the event of an emergency.

Fire Extinguishers

Over 900 fire extinguishers have been installed in strategic locations throughout every building on the UMass Boston campus. Most of these extinguishers are multi-purpose, dry chemical, Class ABC extinguishers. No one at UMB is expected to or asked to use a fire extinguisher to fight a fire. Any use of a fire extinguisher is voluntary.

Fire Classifications:

Class A - "ordinary combustibles" such wood, paper, household trash, and many plastics.

Class B - Flammable liquids oils, greases and solvents used in chemistry labs/maintenance processes.

Class C - Energized and overloaded electrical equipment.

Class D - Combustible metals including: magnesium, sodium, aluminum and titanium

Class K - Kitchen fires that are caused by cooking fats, grease and oils

When to fight a fire with a portable extinguisher

- You are trained and feel confident using a fire extinguisher
- The fire is small, incipient, and contained
- There is a clear and unobstructed means of escape when fighting a fire
- The proper type of fire extinguisher is available
- You decide your situation warrants the use of a fire extinguisher

To receive hands-on, classroom style or online fire extinguisher training, please contact OEHS. Only individuals trained in the appropriate use of portable fire extinguishers should be utilizing them in the event of an emergency. Information on contacting OEHS for training is listed at <https://www.umb.edu/environmental-health--safety/education-and-training/>

Safe Housekeeping Practices

Housekeeping plays a big role in helping to maintain fire-safe environments in buildings at the University. Five major practices in helping to maintain fire safety in buildings are:

- Keep clutter to a minimum, especially in hallways, stairways and stairwell landings
- Keep boxes and other stacked materials 18 inches below the level of sprinkler heads
- Do not stack piles of combustible materials in building areas
- Store flammable materials properly
- Furniture cannot be discarded into hallways or stairwells

All unwanted and/or broken office furniture should be promptly removed and can be arranged by submitting a [surplus form](#) to Distribution Services.

Non-Smoking Campus

The UMass Boston campus is a non-smoking, tobacco free campus. University patrons must abide by this regulation. Abiding by this regulation also helps to eliminate sources of ignition on campus.

Online Education and Training

Many faculty, staff and students at UMass Boston are required to successfully complete varied safety related training requirements prior to commencing their work and activities.

OEHS has partnered with a consortium of other Universities to provide high-quality online safety training programs. To manage the online safety training program, OEHS has contracted with HSI for access to their Learning Management System (LMS).

OEHS also provides classroom style training for certain topics, including fire safety and fire extinguishers.

Please see [OEHS Education and Training](#) for more information and a complete list of all safety related trainings available.

ATTACHMENTS

1. UMass Boston – Evacuation Policy
2. Building Evacuation Assembly Map
3. Quick Reminder



Administration & Finance Policy & Procedure

Issuing Office: Vice Chancellor for Administration and Finance

Policy Number: FY13-A&F-005-04

Policy Name: Evacuation Policy

Original Date Issued: April 22, 2013

Revision #: 7

Last Update: August 1st, 2025

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

Applicable to: All departments at UMass Boston

Policy:

Any building or campus-wide evacuation will follow the response of the Emergency Operations Plan.

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 OEHS or designee
- Associate Vice Chancellor for Facilities Management or designee

This can be done 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
- MA Department of Public Health
- MA Department of Environmental Protection
- MA Department of Public Safety

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Building Evacuation Protocol

If a building is evacuated, occupants should avoid the area and await further information from campus officials. 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 can assess the condition. Only the Incident Commander, in consultation with the Safety Officer, and with the approval of the Vice Chancellor of Administration and Finance, may close a building for a day or more. Occupants will be updated on building status via the UMass Boston Alert System.

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.

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

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. UMBPD and first responders 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 via virtual meeting, conference call, or in-person meeting at a designated location off-site.

Specific Roles and Responsibilities:

Building occupants are responsible for:

- Being familiar with the evacuation procedures
- Knowing their evacuation routes and how they may change from time to time
- Promptly evacuating when the fire alarm sounds
- Following the directions of UMass Boston Public Safety and Police, OEHS, and Fire Safety Team members (identified by their vests).
- People who need assistance should develop a personal evacuation plan and discuss with the Office of Environmental Health and Safety and UMass Boston Public Safety and Police.

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
- Assist individuals needing assistance and visitors
- 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.

UMass Boston Public Safety and Police is responsible for:

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- Response to fire alarms, or other situations that warrant an evacuation (i.e. bomb threat)
- 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.

OEHS 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 UMBPD, institutional security officers, and other emergency personnel.

Facilities is responsible for:

- Overseeing facilities-related building closures
- Managing the building fire alarm system
- Initiating an alarm for drills
- Resetting alarms after an evacuation.

Transportation Services is responsible for:

- Altering parking operations when advised by UMBPD
 - Ex. Lifting toll gates, alternative exits, closing a facility etc.
- Requesting additional University shuttle buses
- Alerting the MBTA

Emergency Management is responsible for:

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

Marketing and Engagement is responsible for:

- Crafting and sending emergency notification to the campus
- Monitoring social media
- Communications with news / media outlets

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 UMass Boston Public Safety and Police. The Office of Environmental Health and Safety and the ADA Compliance Officer are available to assist you in preparing this Plan.

Transporting individuals with disabilities up and down stairs must be avoided. OEHS and Fire Safety Volunteers will collect any pertinent information including individuals that may be in specific areas of refuge. Information should be related to the Incident Commander so appropriate resources can be directed to the area.

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.

Drills

The University of Massachusetts Boston conducts building evacuation/fire drills at least twice per year. 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.



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The Campus Community receives information about evacuation and shelter-in-place procedures in their classrooms annually.

Definitions

- 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 normal using their parking pass. This type of release more efficiently controls potential congestion on University Drive. Additional shuttle buses may 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 the community to stay on campus after the requested dismissal time, it is required that all vehicles be moved indoors to the West or Campus Center garages.

- Evacuation

The campus is evacuated for a "confirmed threat to the campus community".

- Emergency Alert

An emergency alert is an urgent communication issued 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 where 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



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Policy & Procedure

building where you can stay away from windows. In-place protection can also be the best approach if there is an active shooting incident outside especially if you can lock your building. Officials will continue to gather information and announce when the threat is removed.

University Hall at UMass Boston has a Lockdown Button System. Each classroom and large gathering area in University Hall has a lockdown button that when pressed, will immediately lockdown the room, and activate an alert to UMBPD. There will be a quick response to the location by law enforcement officials. All other bookable classrooms on campus have thumb turn key locks on the doors.

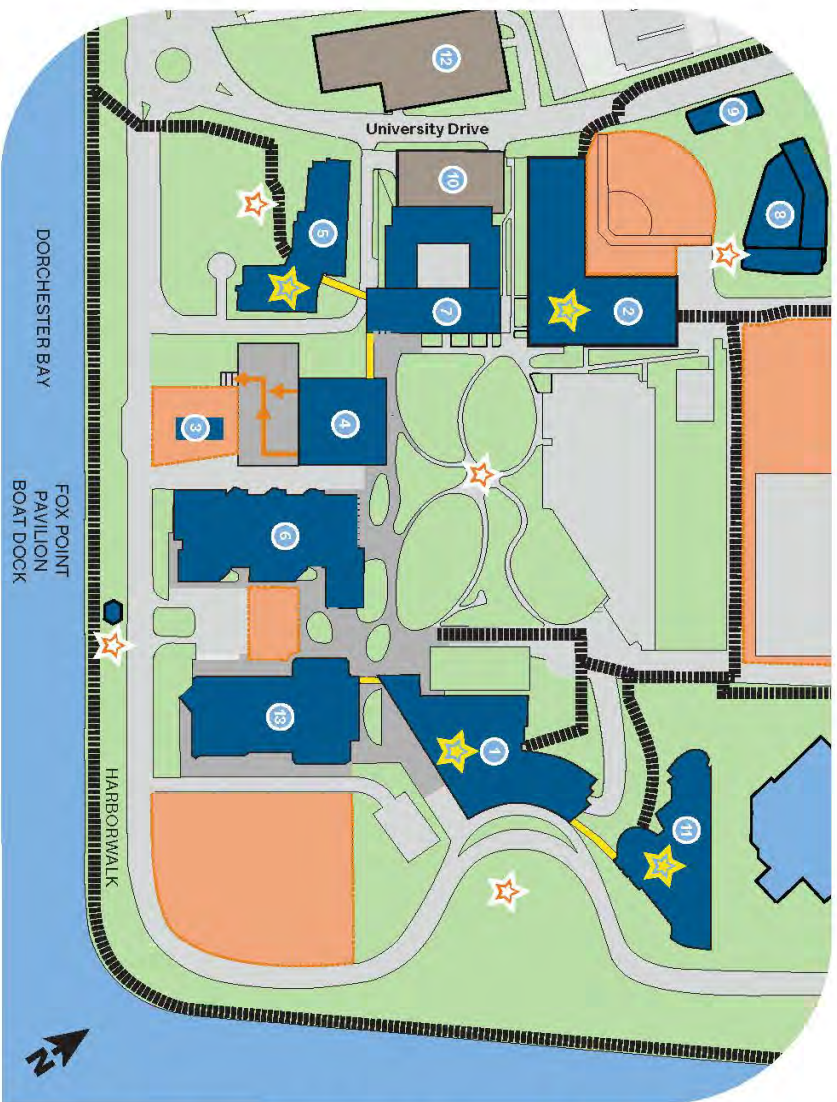
Oversight Department: Vice Chancellor for Administration and Finance

Responsible Departments: Director of Emergency Management, Director of EHS

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 Chancellor of Student Affairs, Chief of Police, Associate Controller for Procurement and Contracts, 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



- 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.

Quick Reminders in the Event of Building Alarm

Procedures:

- When the building evacuation alarm sounds, the building must be evacuated immediately. All evacuees should use the marked exits and proceed to ground level or use adjacent buildings as areas of refuge.
- Please do not take all valuables with you.
- Monitors wearing bright red safety vests will provide directions.
- Elevators will not be available, except under the direction of UMBPD.
- The catwalk system may be used during an evacuation to access adjacent buildings, with the understanding that no one will be allowed to wait on the catwalk until the evacuation is over.
- The Boston Fire Department, Fire Safety Volunteers, UMBPD, or OEHS will allow evacuees back in the building when an all-clear signal is determined.

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A copy of this publication is available in alternative format upon request. Please go to <http://www.umb.edu/text-only/> or contact the ADA Coordinator at CivilRights.TitleIX@umb.edu

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