

# WHEATLEY HALL

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## Wheatley Hall

Emergency Evacuation Plan  
2025

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OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

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# EMERGENCY PHONE NUMBERS

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

*\* during normal business hours*

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# INTRODUCTION

The Wheatley 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, 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](mailto: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

Phillis Wheatley Peters Hall opened in 1973 with 268,551 gross square feet. The building has six floors, two sets of elevators, and nine staircases. The first academic building to open as part of the original Harbor Campus on Columbia Point, Wheatley was designed to be a self-contained college campus within a single building. When the building first opened, it contained a bookstore, cafeteria, swimming pool, and racquetball courts.

When it opened, the building used electric heating and cooling. Since then, the heat has transitioned over to natural gas, which is supplied by the university's utility plant. The building is served by central air conditioning. It also opened without a sprinkler system, but in 2007 a sprinkler system and an ungraded fire alarm system were installed during major renovations.

There are smaller conference meeting rooms located on floors 3–6 that are primarily used for recitations and workshops. The third floor contains many of the university's biology laboratories. The university's hi-tech business incubator program, the Venture Development Center (VDC), is also located on the 3rd floor. Floors 5 and 6 are mini-floors and only comprise approximately half of the building's footprint.

Building occupancy is high due to the large number of classes held there both during the day and at night.

All nine staircases can be used to exit the building to the plaza level. While Staircases 1, 2, 3, 4, 8 and 9 can ONLY be exited to the plaza level, Staircases 5, 6 and 7 can be taken to the plaza level AND ground level. Access to the old parking garage (substructure) is restricted and should not be entered at any time. Stairway 2 is an open staircase and should not be used for emergency egress. An exterior staircase between the plaza level and the ground level to Fox Point Drive has now re-opened for use.

The primary assembly area for the Wheatley Building is the Campus Center's grassy area, which is located diagonally to the Campus Center exterior staircase or the Quad, depending on where evacuees have exited the building.

The designated areas of refuge for the Wheatley Building are the stairwell landings. These areas are sometimes known as "emergency waiting areas" or "locations for rescue assistance." 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 very 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.

Each stairwell door that leads to a safe outdoor refuge is identified by an illuminated exit sign above the door and directional exit information painted on the walls near it. In addition, the stairwell lights are connected to emergency generators that provide reliable lighting in the event of a power outage.

# 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 an emergency text message was received or not.
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, if they are comfortable doing so.
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 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: [Fire Extinguishers – UMass Boston](#), 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 evacuation procedures
- › Knowing the location of 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 their predetermined location in the event of an emergency
- › Responding with safety vest and megaphone, if available
- › Knowing where the assembly areas are located and communicating this information to occupants
- › 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 the 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 drills
- › Resetting alarms after an evacuation

# REPORTING A FIRE OR EMERGENCY

A person discovering a fire, smoky conditions, or an 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. Verbally announce the alarm if people are still in the building and the alarm has stopped sounding, making 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 617.287.7777 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: [Alert – UMass Boston](#).

## 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 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 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 on status of individuals 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:

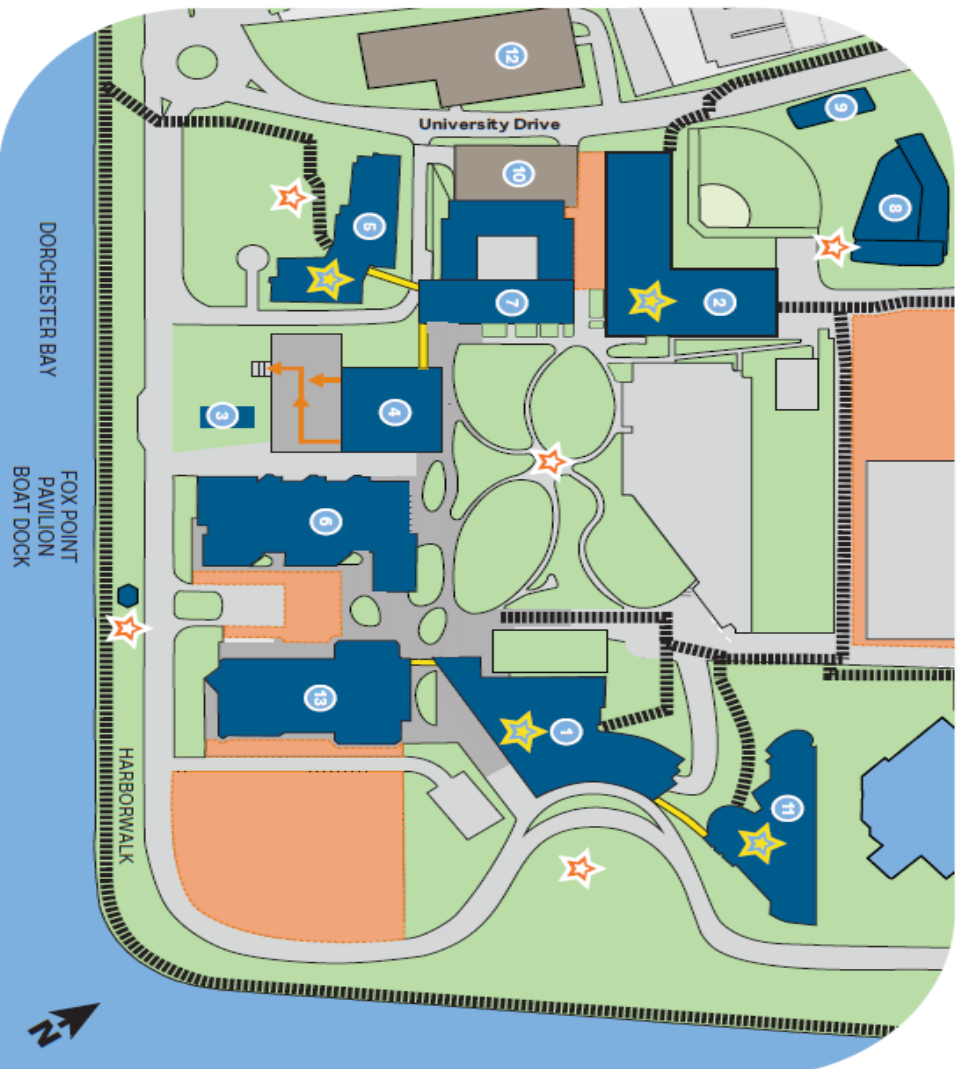
- › Preferred means of reporting fires and other emergencies
- › A description of the building alarm system
- › Emergency evacuation procedures and route assignments
- › Procedures for those unable to evacuate themselves
- › Procedures for employees who remain to shut down operations before they evacuate
- › A description of who performs rescue and medical duties
- › A review of floor plans and evacuation routes.

## EVACUATION DRILLS

UMass Boston conducts evacuation drills for the Wheatley 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 to 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.

Additionally, plaza evacuation maps are posted in lobbies throughout the campus.



- 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 |                           |

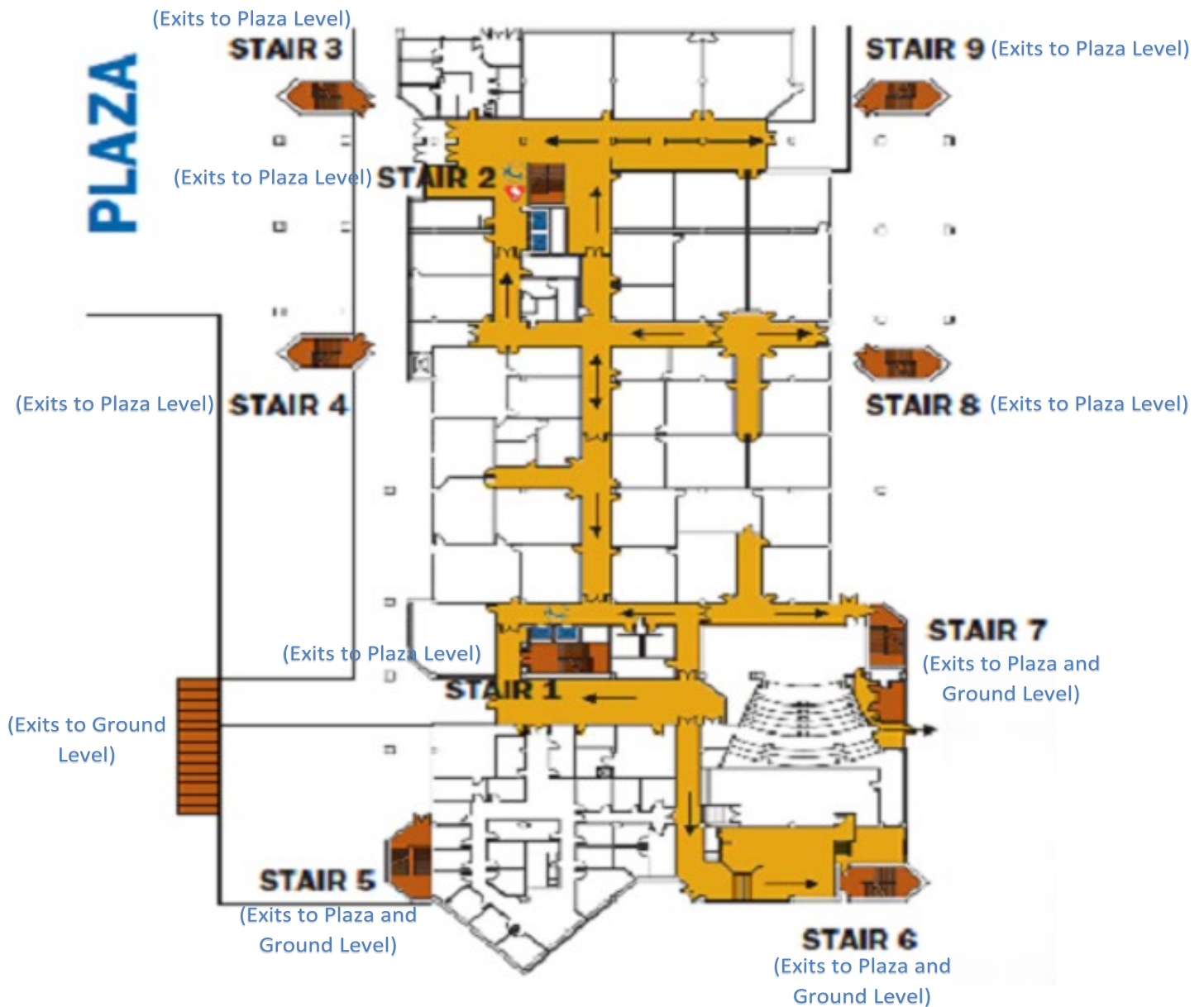
- |                     |                                   |
|---------------------|-----------------------------------|
| ☆ Assembly Area     | ☆ Inclement weather assembly area |
| ■ Catwalk           |                                   |
| ■ Evacuation Routes | ■ Area under construction         |
| ■ Upper Area        | ■ Lower Area                      |

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

# WHEATLEY

## FLOOR 1 (PLAZA)

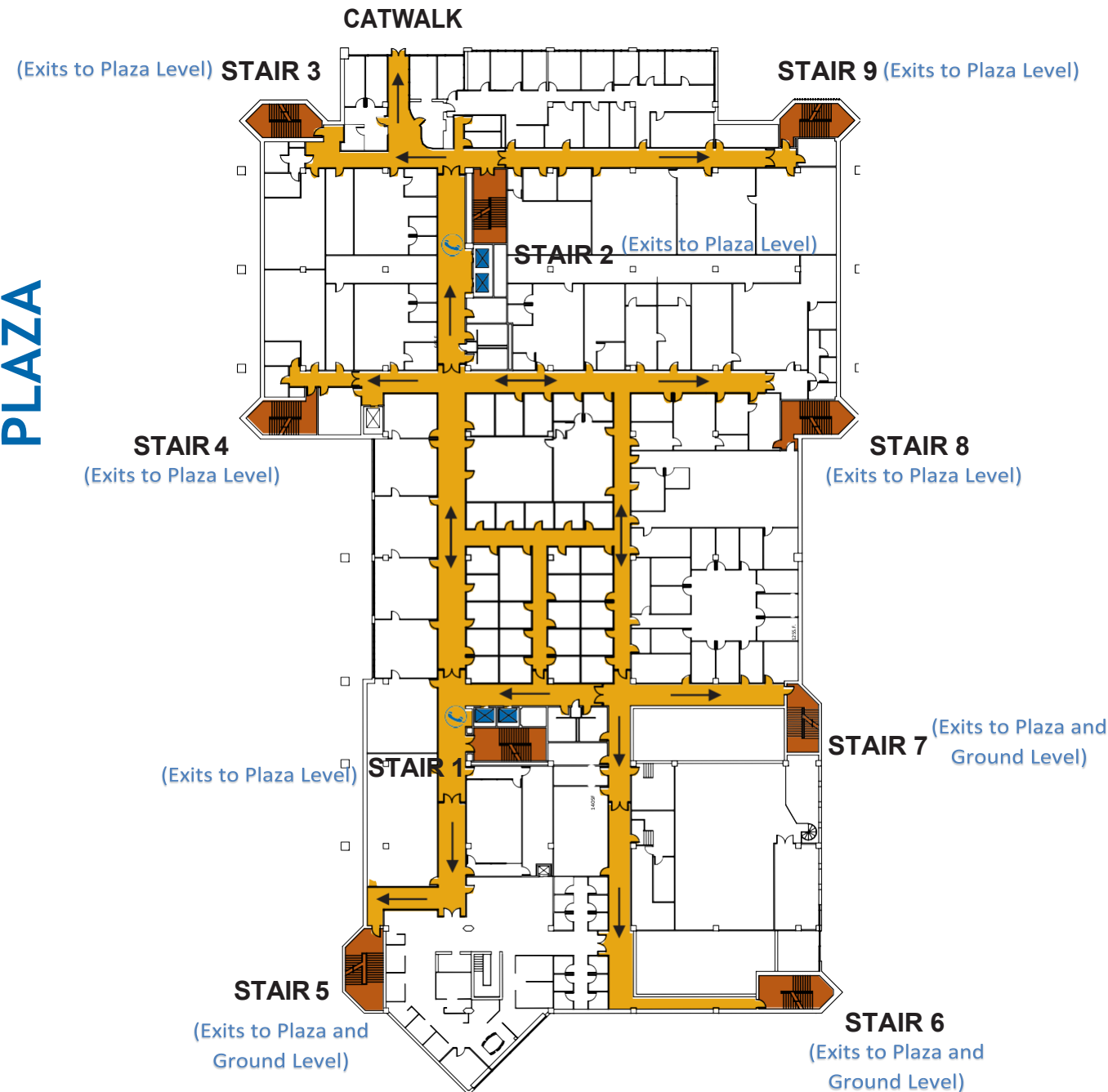
### Evacuation Plan



# WHEATLEY

## FLOOR 2

### Evacuation Plan



 **Stairs/ Area of Refuge**  **Exit**  **Stairs**  **Elevator**  **Campus Phone**  **AED**

# WHEATLEY

## FLOOR 3

### Evacuation Plan



Stairs/  
Area of Refuge

Exit

Stairs

Elevator

Campus  
Phone

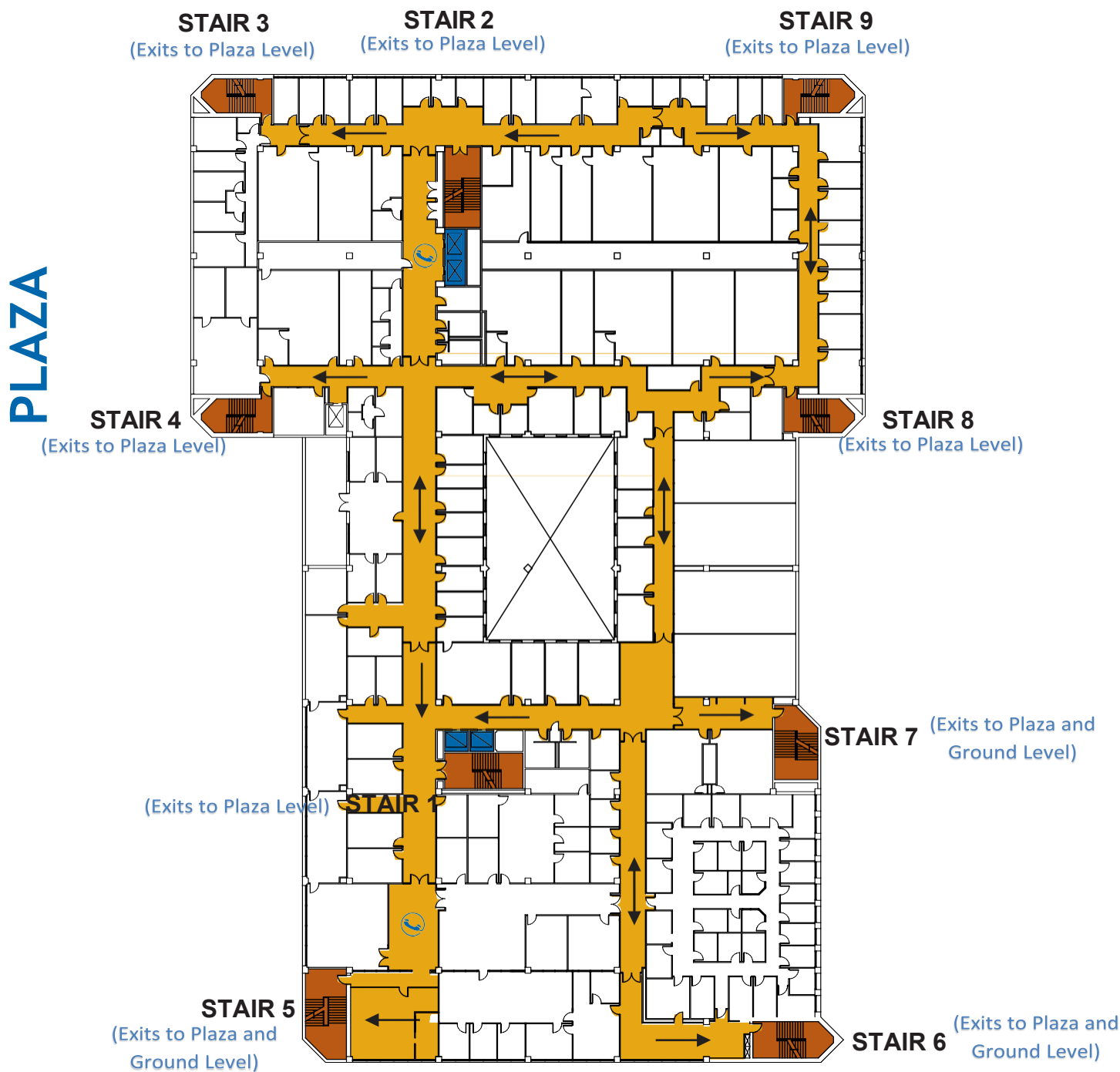
AED



# WHEATLEY

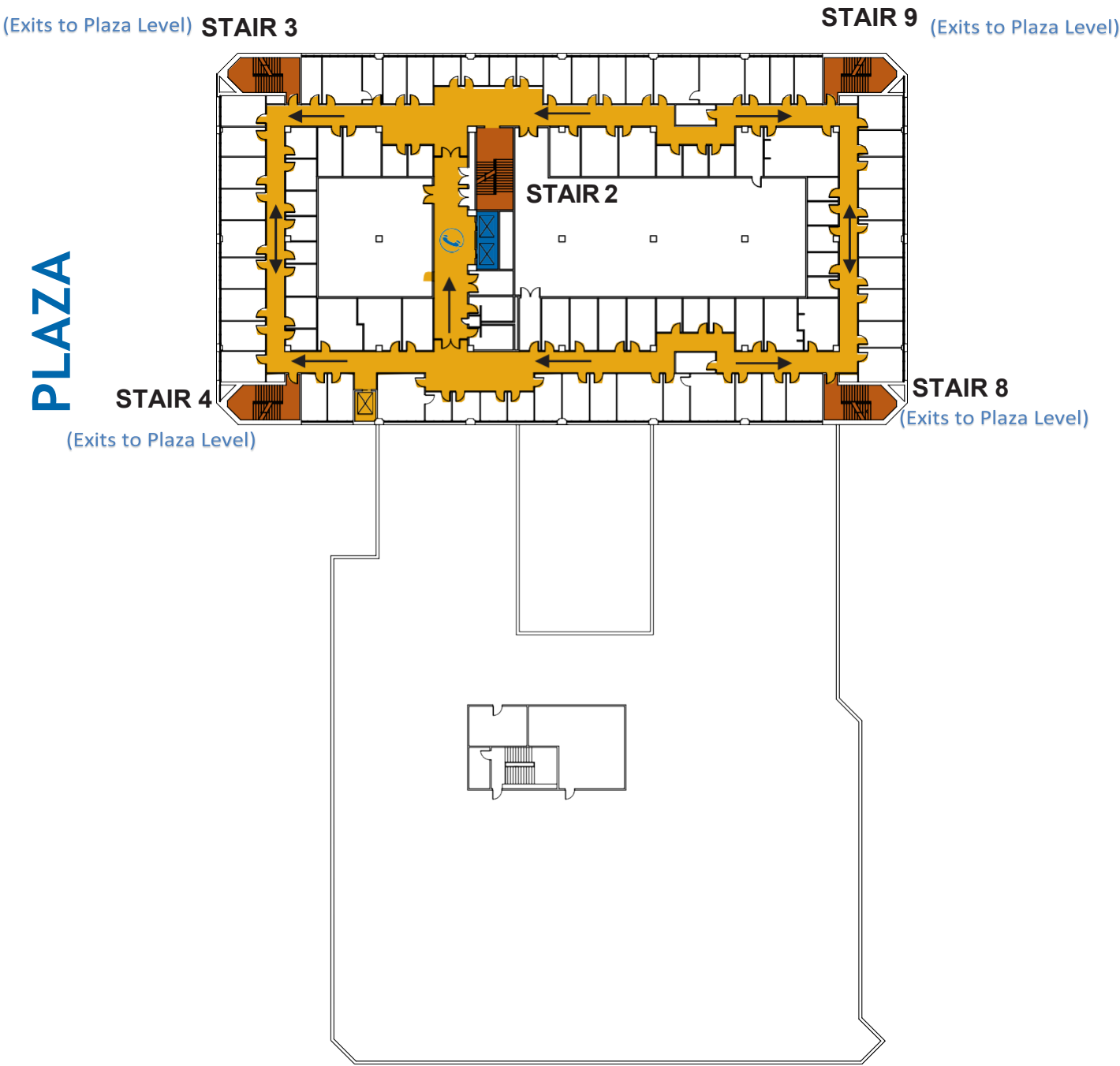
## FLOOR 4

### Evacuation Plan



# WHEATLEY FLOOR 5

## Evacuation Plan



 **Stairs/  
Area of Refuge**

 **Exit**

 **Stairs**

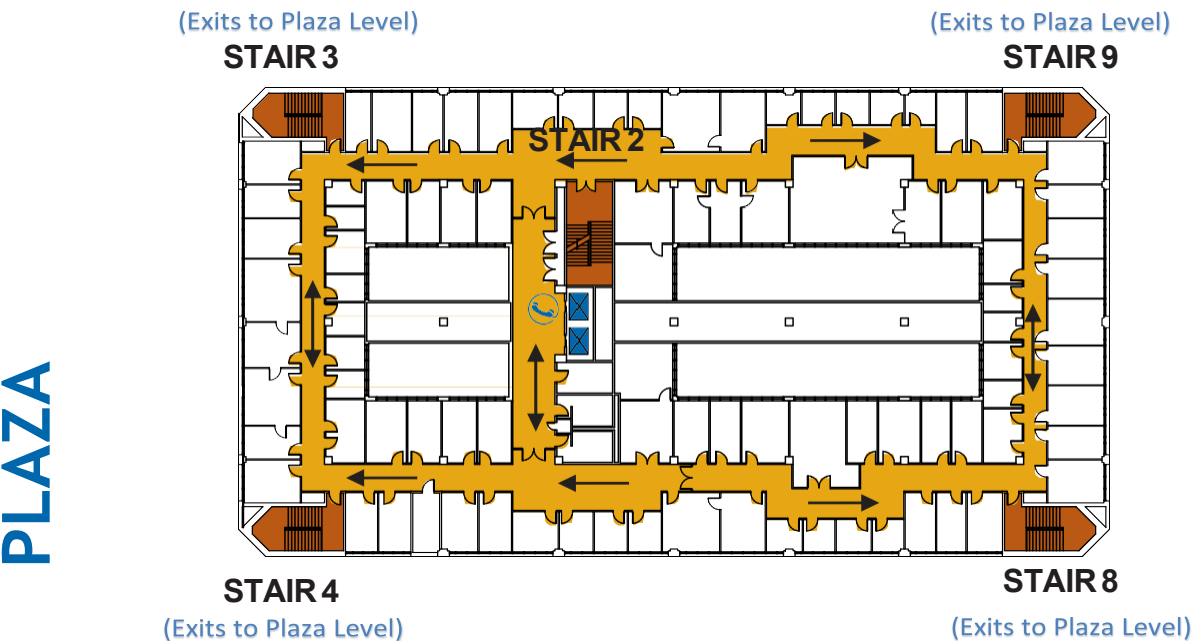
 **Elevator**

 **Campus  
Phone**

 **AED**

# WHEATLEY FLOOR 6

## Evacuation Plan



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 Stairs/ Area of Refuge	 Exit	 Stairs	 Elevator	 Campus Phone	 AED
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format upon request. Please go to [www.ada.umb.edu](http://www.ada.umb.edu).*

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