

## **URBAN COLLEGE OF BOSTON**

### **EVACUATION PROCEDURE**

2 Boylston Street is fully protected by a fire alarm system and sprinklers. In the event of a fire or bomb threat the building should be evacuated immediately. Go to the nearest stairway and proceed down to the ground floor before exiting through the lobby to the street. Individuals near the training rooms should utilize the Boylston staircase near the elevators, while staff and other visitors should generally utilize the Washington staircase across from the public bathrooms. Once outside, please move away from the building and meet outside the CVS directly across from the China Trade Center's main entrances on Boylston.

If the nearest stairway is blocked, you should go to the other stairway. If the fire alarm rings, the elevators will go to the ground floor and remain there. Under no circumstance should anyone attempt to exit the building utilizing the freight elevator. Unless you are in the public elevators at the time the alarms sound, you must take the stairs in order to vacate the building.

Employees with disabilities may need to be assisted down the stairs. Employees who cannot walk downstairs or who are in wheelchairs should locate themselves close to one of the exits. These employees must not stay in the building alone. The floor fire wardens (the Boston site's Receptionist along with the Central Office's Operations Manager) will assign someone to stay with each disabled employee. If the fire is located on the same floor as a disabled employee, the employee should be moved to the stairwell. If there is fire in the stairwell, the employee will have to be carried to another floor. At no time should a wheelchair be abandoned in a stairway.

Anyone seeing smoke or fire in the building should immediately pull the nearest fire alarm. In addition, if possible, a 911 call should be placed giving information about the type of fire and its location. Should a suspicious package be identified, do not attempt to move or inspect it. Alert one of the fire wardens, or, in the case that they are unavailable, the security team.

The warden(s) directs people to the nearest fire exit and clears everyone from his/her assigned area then reports to the President (or his/her designee) directly outside the entrance to CVS across Boylston Street. It is important to check each room, bathroom, and hallway in the 1<sup>st</sup> floor classroom area and the 2<sup>nd</sup> floor offices and classrooms to ensure that everyone has vacated before the warden leaves. If necessary, assign someone to stay with disabled employees.

#### **UCB Shelter in Place Procedures**

UCB employees and students should shelter in place under emergency circumstances including, an active shooter; tornado or other weather emergency; or chemical, radiological, or other hazard.

Shelter in place means finding a safe location indoors and staying there until you are given an "all clear" or told to evacuate. If people are required to shelter in place they should do the following:

- Enter and remain in a classroom or other enclosed space and lock the door.
- Students and employees in open spaces (hallways, lounges, advisor area) should move immediately to an enclosed space. Furniture can be used to barricade the doors.
- Move away from all windows and move under desks if possible.
- Move quickly but bring your cell phone and any medication you may require.
- Once in the space and the door is locked turn off all lights, silence all phones, and wait for further instructions. Instructions will come via e-mail or text, so keep your silenced phone nearby.
- Do not open the door until instructed by responding authorities.
- Remember: always contact 911 if you feel that your safety is in jeopardy.