



Emergency Evacuation - Fire Safety Fact Sheet

May - 2017

One of the roles during an emergency evacuation is to assist in the orderly evacuation of the building in the event of an emergency. Pre-emergency planning, reviewing of evacuation maps, knowledge of emergency evacuation routes and emergency procedures are critical.

You should never enter an area or place yourself at risk while assisting with the evacuation of a building. Your primary role is to direct people towards emergency exits, gather information as you exit the building and communicate information to Harvard emergency coordinators and or emergency personnel.

Pre-Emergency Planning

- Ensure that hallways in your area are kept free of obstructions
- Ensure that stairwell doors are not propped open and that fire doors close properly
- Ensure that sprinkler heads are free of obstruction (at least 18” below the sprinkler head must be clear)
- Report EXIT signs that are not properly lit and visible to the Building Manager
- Participate in routine evacuation drills

Review Building Evacuation Maps

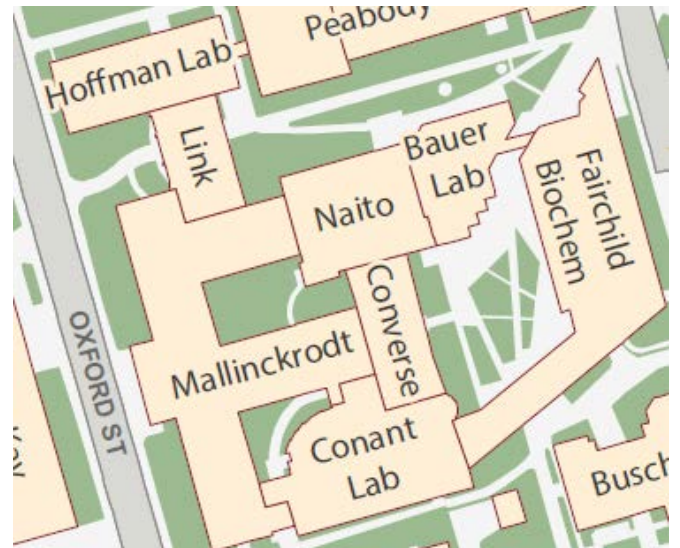
- Evacuation maps contain all the information that you need to safely evacuate your building in an emergency, including:
 - Primary and secondary egress routes
 - Designated meeting site(s)
 - Fire extinguisher locations
 - Fire alarm pull stations
 - Emergency numbers

Know the Locations of Your Meeting Sites

- Meeting sites are designated by building management largely due to their accessibility and distance from the building.
- A building may have multiple meeting sites depending on its size, number of exits, and number of building occupants and programs in the facility.

Meeting sites provide a method to:

- Keep occupants safe from hazards
- Allow easier building access for emergency responders
- Allow information to be distributed more easily
- Account for occupants



Building	Designated Meeting Sites
Mallinckrodt	<u>Across</u> Oxford Street – near Science Center
Conant Lab	Cabot court yard near Fairchild
Converse	Cabot court yard near Fairchild
Naito	Court yard closest to Peabody Museum
Link	Court yard closest to Peabody Museum

During An Evacuation

- Initiate Evacuation – quick evaluation of the immediate area.
- Check assigned areas on your floor (if it is safe to do so)
- Alert other occupants (particularly visitors), and direct them to use the stairs and report to the meeting site
- Direct disabled occupants to areas of refuge (if applicable) or a horizontal evacuation route
- Close doors as you exit the building
- Report to your designated meeting site
- **Alert** the Emergency Coordinator/CFD/HUPD if people are unaccounted for and any other hazardous conditions that may exist in the lab/building



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During An Evacuation - Escape Tips

- Close all doors along your route – if the inside of a door is hot, do not open it and use an alternative route
- If you get caught in smoke, get down low and crawl towards the exit.
- If you are trapped – close and seal the doors and call 911 or signal for help

IMPORTANT CONTACT INFORMATION	
<p>Emergency Call to report emergencies that require police, fire fighters, and/or paramedics.</p>	911
<p>Harvard University Police Department (HUPD) Call for security and crime related issues.</p>	5-1212
<p>CCB Safety Office Mathieu Lalonde, in Converse 226 for lab safety and hazardous waste issues. (~8AM-5PM).</p>	6-8285
<p>CCB Facilities Mike Paterno, paterno@chemistry.harvard.edu - Mallinckrodt 020 to report CCB related facilities issues. (~8AM-4PM).</p> <p>CCB Facilities Bob Archer, archer@fas.harvard.edu - Mallinckrodt 020 to report CCB related facilities issues. (~8AM-4PM).</p>	5-3076
<p>Operations Center Harvard dispatch center staffed 24/7/365. Call for <u>after hours</u> facilities problems, chemical spills, or if you are unsure what to do.</p>	5-5560
<p>Environmental Health and Safety Contact for hazardous waste and environmental health and safety issues.</p>	5-2060

NOTE: If you are using a phone that is not part of the Harvard University phone system, you will need to add the area code (617) and the full exchange (49) to the posted numbers (e.g. (617) 495-1212 for HUPD).