



FACT SHEET

Program: Evacuation Planning

SHELTER IN PLACE

The fire alarm has activated in your building, emergency responders have been notified and are responding to the alarm. In many cases, the initial alarm provides some information that the sprinkler system or the smoke detectors have been activated but there still are many unknowns. Once on site, the responding fire department will gather information and access the initial response.

Depending on nature of the call, emergency response, existing and developing conditions, emergency responders may or may not enter premises, notify or communicate to individuals regarding the origin/cause of alarm or initiate an evacuation during some alarm conditions (i.e. burnt popcorn).

What steps do I need to take? If you can safely evacuate, go to the closest exit/fire rated stairwell, exit the building quickly and move to your building's/dormitory's designated meeting site.

EMERGENCY CONTACT NUMBERS	
Medical Emergency, Police and Fire	911
Harvard University Police Department (HUPD) CAMBRIDGE CAMPUS	(617) 495 - 1212
Harvard University Police Department (HUPD) LONGWOOD CAMPUS	(617) 432 - 1901
Harvard University Operations Center HSPH, CAMBRIDGE CAMPUS	(617) 495 - 5560
HMS/HSDM Facilities Call Center LONGWOOD CAMPUS	(617) 432 - 1901

SHELTER IN PLACE

Shelter in place refers to a safety measure where building occupants remain inside rather than evacuating.

In some instances, it may be safer to “shelter in place” than it is to leave a building, i.e. smoke or fire is immediately outside your room, individuals with mobility disabilities are above or below ground floors or if the hazard causes the elevators to become inoperative (i.e. elevator recall). In some cases, authorities may direct you to shelter in place instead of evacuating.



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FIRE OR SMOKE AND YOU CANNOT EVACUATE

If safe to do so, **STAY** in your dormitory room or go to the nearest evacuation stairwell and tell someone who is evacuating to notify emergency personnel of your location and that you are unable to evacuate the building.

Call the University Operation Center or the Harvard University Police Department (HUPD), specific to your campus, and tell them your name, your location, that you are unable to evacuate, and why you are unable to evacuate the building. Follow directions of the University Operations Center or HUPD.

EVACUATION PROCEDURES FOR PERSONS WITH MOBILITY ISSUES

In the event of an actual emergency, persons with mobility issues or who are unable to safely self-evacuate should follow this procedure:

- Stay in your room (dormitories are protected with fire detection and fixed sprinkler systems which provide the highest level of protection).
- **If in a hallway** - Evacuate horizontally away from hazard – some buildings are connected or have rated fire separations protecting the space. Relocate to an entry or to an evacuation stairwell, marked by a red or green EXIT sign.
- Call the University Operation Center or Harvard University Police Department (HUPD), specific to your campus, to notify a dispatcher of your location, identifying the stairwell number or a nearby room number.
- Wait NEAR the enclosed exit stairwell if there is NO smoke or other threats to your safety. Most fire alarm activations are brief, allowing occupants to return within a few minutes.

IF SMOKE, FIRE, OR OTHER THREAT IS IMMINENT, MOVE INTO THE STAIRWELL

After the stairwell crowd has passed below your floor level, enter the evacuation stairwell with assistant(s) and wait on the stair landing. Make sure that the door is securely closed. Update the University Operation Center or Harvard University Police Department (HUPD), specific to your campus, that you have relocated into the stairwell.

Wait for assistance. First responders will be assigned to assist you if evacuation is necessary.

POST ALARM

Facility and Building managers may periodically send out email communications regarding the reason for the alarms or evacuations.