



FACT SHEET

Program: Student/Residential Fire Safety

EMERGENCY EVACUATION PROTOCOL: OCCUPANTS IN NEED OF ASSISTANCE

This document provides a planning guideline and information for students/occupants needing evacuation assistance, building managers, tutors, proctors, HUPD, Security and others, as well as a protocol for evacuation to ensure that any building occupants in need of assistance are able to evacuate in a safe manner.

Fire safety and prevention is everyone's responsibility. Exercising common sense and observing the University's fire safety rules and guidelines helps to ensure personal safety, as well as the safety of friends, classmates, and colleagues in your dormitory. Immediately evacuating a building when its fire alarm sounds is a good example. For those occupants who may require some level of assistance, evacuating a building requires some pre-planning steps. When it comes to developing a plan, students/occupants in need of assistance are best suited to define their needs. Student/occupants in need of assistance need to communicate their needs, as early as possible, to affected personnel (e.g. local disability coordinators, building managers, tutor, proctor, etc.).

Pre-Emergency Planning:

- Students/occupants in need of assistance should meet with their Local Disability Coordinator/Administrator so that your contact/location information can be registered with the Harvard University Operations Center's Facilities Incident Notification System (FINS). A list of school Local Disability Coordinators/Administrators is posted on the University Disability Services website at: <http://accessibility.harvard.edu/>
 - Students in any residence halls or dormitories should also meet with their resident advisor/tutor/proctor and building manager to discuss the assistance needed for emergency evacuation and establish a plan.
 - At the Harvard Medical School (HMS)/Harvard School of Dental Medicine (HSDM), pre-emergency planning should include HMS Security office, as well.
- HUH apartment occupants should familiarize themselves with the evacuation plans posted inside their apartment entry door and the information contained in the HUH "Safety Never Hurts!" booklet. (http://huhousing.harvard.edu/sites/huhousing.harvard.edu/files/documents/HUH_safety_book.pdf).
- If necessary, identify readily accessible "areas of refuge" in your area. An area of refuge is a safe location in a building where occupants can remain (shelter-in-place) during an evacuation until help arrives. Sheltering in place is a safe/acceptable option and is a recommendation directly from local fire departments.
 - Acceptable and safe areas of refuge, in a building, include, but are not limited to:
 - A fully sprinkled room – ideally with a window and phone
 - A fire-rated stair-well
 - Contact your building manager for assistance in identifying areas of refuge in your building.



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What to do during a fire alarm:

- Evacuate the building, if you are able.
- If you are not able to evacuate, shelter-in-place in a pre-determined “area of refuge” (a.k.a. sprinkled room or in a fire rated stair-well). Keep the door closed and place a towel or other object along the base of the door to help prevent smoke from entering the room.
- *Immediately* alert someone (Harvard Operations Center (617-495-5560) HMS/HSDM Facilities Call Center (617-432-1901), HUPD (617-495-1212) or 911) of your location using a phone, calling out the window, or yelling. Please Note: Once on-site, the fire department will determine if individuals sheltering in place are safe OR require evacuation. If the fire department determines individuals sheltering in place to be safe (i.e. false alarm caused by burned food, etc.).

Please Note Following Limitations:

- 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).
- In addition, although Harvard University residence halls and dormitories and Harvard University Housing (HUH) apartment buildings are equipped with sophisticated fire and life safety devices monitored by the Operations Centers (24 hours a day /365 days a year), the Operations Center may not always be aware of emergency responses (depending on how the call was placed and condition(s) that triggering a response).
- If 911 is called directly, emergency responders will not necessarily received information regarding those individuals who may be in need of assistance evacuating. Calling the Operations Center in addition to 911 will send additional resources, such as, the Harvard University Police Department, Facilities Maintenance Operations (FMO), etc.

Post-Evacuation and Follow-Up:

- Any safety issues, problems experienced or observed during an evacuation (i.e. obstructed egress paths, poor lighting, etc.) should be immediately reported to the building manager
- Resident hall students can reach out to resident tutors/proctors for additional information regarding the evacuation.
- Building managers may periodically send out email communications regarding the reason for the alarms /evacuations.



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

ADDITIONAL RESOURCES:

Harvard University Environmental Health & Safety: <http://ehs.harvard.edu/>

Harvard University Disability Services: <http://accessibility.harvard.edu/>

National Fire Protection Association: <http://www.nfpa.org/disabilities>