



MEANS OF EGRESS

Emergency Evacuation Drill Procedures:

Harvard employees are required to evacuate during emergency evacuation drills

- The primary functions of these drills are:
 - Ensure fire protection equipment is operating properly
 - Employees are trained on how to properly evacuate
 - When the alarm sounds, employees promptly and safely evacuate the building using a designated evacuation route.
- Once outside the building, employees proceed to the emergency meeting site.

Discovering a Fire or Smoke at Work: R.A.C.E.

- **RELOCATE**- If it is safe to do so, relocate people in immediate danger. Instruct others to report to their designated meeting site. Be aware of persons who may need assistance.
- **ALARM** - Pull the building fire alarm to alert others. Move to a safe location. Call 911 immediately, then call 5-5560, and report the precise location of the fire
- **CONFINE** - Close all doors, windows and other openings to confine the fire, if this can be done safely.
- **EVACUATE** - Evacuate building. Do not use elevators. Go to your area of refuge outside at meeting site.

Fire Rated Stairwells & Fire Doors:

Materials storage is prohibited in all fire rated stairwells.

- Each fire door including frame and hardware must be listed or approved by a nationally recognized testing facility.
- Employees must be able to open an exit route door from the inside at all times without keys, tools, or special knowledge.
 - Fire doors are only allowed to be held open by magnet door holds.
 - Remove all door wedges, latches, coat hangers, fire extinguishers, etc. that are being used to hold doors open.
- Fire doors must be able to close fully on their own and latch.

Exit Route Capacity:

Hallways, corridors and emergency exit routes must be clear at all times.

- The ceiling of an exit route must be at least seven feet six inches (2.3 m) high.
- An exit access must be at least 28 inches (71.1 cm) wide at all points. Where there is only one exit access leading to an exit or exit discharge, the width of the exit and exit discharge must be at least equal to the width of the exit access.
- Objects that project into the exit route must not reduce the width of the exit route to less than the minimum width requirements for exit routes.